

Jefferson County Emergency Services Agency



Board Meeting

March 21, 2023

7:00 pm



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

419 Sixteenth Avenue ■ Ranson, WV 25438
Tel: 304-728-3287 ■ Fax: 304-728-6221 ■ jcesa.org

AGENDA March 21, 2023

The March meeting of the Jefferson County Emergency Services Agency (JCESA) Board will be held at 7:00 p.m. on Tuesday, March 21, 2023, at 419 Sixteenth Avenue, Ranson, West Virginia 25438.

ROLL CALL *Sign in Sheet*

CALL TO ORDER – *Chairman Simpson*

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT (**Limit 5 minutes per person**)

APPROVAL OF MINUTES

- February 21, 2023 - Regular Meeting Minutes (*Discussion/Action*)

TREASURER'S REPORT – *S. Harris*

CHAIRMAN'S REPORT

1. Review and potentially adjust Interim Director Pay Rate (*Discussion/Action*)
2. Review and potentially adjust Appointed Fire Chief Pay Rate (*Discussion/Action*)
3. Review ESA Social Media Administrative Policy (*Exhibit A*)
4. Personnel Issue - Update

IAFF Local 5351 REPORT – *D. Gottschalk*

JCFRA REPORT – *Chief Watson*

INTERIM DIRECTORS REPORT - *Sine*

1. FY22 Auditor's Report (*copies provided*)
2. Training Agreement (*Blue Ridge*) - Update

UNFINISHED BUSINESS

1. ESA' support of Fire Levy – continue to table until JCFRA provides more information.

NEW BUSINESS

1. Location of Blue Ridge Mt. Fire Company ambulance – *S. Harris*
2. Board Legal Matter – *S. Harris*

ADJOURNMENT

Members of the public are invited to attend the meeting. JCESA is handicapped accessible. Members of the public having any questions about the meeting may contact JCESA at 304-728-3287 during normal business hours.

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Meeting Minutes February 21, 2023

The February regular meeting of the Jefferson County Emergency Services Agency (JCESA) Board was held on Tuesday, February 21, 2023, at the JCESA office.

ROLL CALL

Member	Present	Member	Present
Craig Simpson	Yes	Debbie Lancaster	Yes
Tricia Jackson	Yes	Tony Troxel	Yes
Nathan Cochran	Yes*	Mike Sine	Yes
Dr. Marney Treese	Yes*	Jacob Harris	No
Bryan Derrickson	Yes	Steve Harris	Yes
John P. Jones	Yes	Adam Watson	No

*Present via Zoom

CALL TO ORDER

The meeting was called to order at 7:00 p.m. by Chairman Simpson, with a confirmed quorum.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT

1. Chief Cogle with BRMVF Co. 5 provided the board with an update on the construction progress of station 5 staff living facility with an estimated completion date of April 1, 2023. Asking the board to reconsider an extension of staffing on the mountain, taking into consideration the support shown by the community.
2. Ms. Jeri Wines, and Mr. Josh Stillwell both expressed their personal concerns as citizens of the Shannondale community regarding the removal of both the ambulance and EMS staffing and asked the board to reconsider returning both back to the mountain.
3. Chief Mood with MVF Co. 6 also mentioned the loss of staffing and asked the board to continue to review for reconsideration of replacing the staffing at MVF Co. 6 taking into consideration the increase in response time.

APPROVAL OF MINUTES

- **Motion** by Troxel, 2nd by S. Harris to approve the January 17, 2023, Regular Meeting Minutes – Motion carried unanimously on voice vote.
- **Motion** by S. Harris, 2nd by Derrickson to approve the January 26, 2023, Special Meeting Minutes – Motion carried unanimously on voice vote.

TREASURER'S REPORT – S. Harris

1. Reported on accounts and expenses through January of 2023.
 - **Motion** by Jackson, 2nd by Troxel to approve – Motion carried unanimously on voice vote.

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CHAIRMAN'S REPORT - *Simpson*

1. Personnel Issue
 - Chairman Simpson mentioned that executive session was necessary to discuss personnel issues.
 - **Motion** by Troxel, 2nd by Jackson to enter executive session at 7:13 p.m. – Motion carried unanimously on voice vote.
 - **Motion** by S. Harris, 2nd by Jones to come out of executive session at 7:57 p.m. – Motion carried unanimously on voice vote.
 - **Motion** by Jackson, 2nd by Troxel to approve board members Steve Harris and John Paul Jones to investigate the personnel issue as discussed in executive session – Motion carried unanimously on voice vote.
2. Report on Acting Fire Chief appointment
 - Chairman Simpson mentioned that after the board had appointed Mike Sine as the Acting Interim Director it was brought to their attention that there was an issue with his *Fire Officer II* certification.
 - Chairman Simpson made several phone calls and spoke with the Fire Marshalls Office “Sparky” who advised that Interim Director Sine could appoint an Acting Fire Chief for the *Fire Brigade*, because that is what JCESA has, and could still remain as the Interim Director.
 - Interim Director Sine has chosen Sara Considine, and she will be overseeing those duties as the Acting Fire Chief for Interim Director Sine. Per the WV State Fire Marshalls Office, this is acceptable.
3. Review *ESA Social Media Administrative Policy (Exhibit A)*
 - Board members asked to table until next month’s meeting allowing them more time to review before deciding to make any changes or additions if needed.
 - **Motion** by Jones, 2nd by Troxel to table Social Media Administrative Policy until next month’s meeting – Motion carried unanimously on voice vote.

IAFF LOCAL 5351 REPORT – *Dale Gottschalk*

1. Gottschalk mentioned the meeting was the second Monday of this month where he was elected as President, Brittany McLaughlin as Vice-President, and the Executive Board will consist of Scott Biller, George Wilson, and Josh Smith. Currently they are in the planning stages and following up on happenings throughout the county.

JCFRA REPORT – *Chief Morgan*

1. Have a meeting scheduled for second Tuesday of March to discuss more on a levy.

INTERIM DIRECTOR'S REPORT – *Sine*

1. Transition from VFDs related to billing and license – Update.
 - The licensing in place in the name of the ESA. Still working on converting that to Jefferson County Commission, which will be ongoing.
 - Billing is also in place as the ESA, again will be converted to County Commission over time.

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- ESO software is up and running under the ESA making final modifications and adjustments to make sure all is good to go.
 - Life Pack monitors will be programmed this week to go with the new cradle points and Wi-Fi' in trucks.
 - Leases:
 - Station 1 & 4 have been returned.
 - Still waiting on stations 2 & 3
 - Station 1 renovations are 95% complete – mostly clean up phase.
 - Station 2 building more individual bunk rooms – due to be completed by March 1st.
 - Stations 3 & 4 don't have to make any modifications that we're aware of.
 - Rapid Response Licenses – Dr. Treese is planning on signing, but we are working out a few more details - still a work in progress.
 - MOU's will most likely incorporate the Rapid Response agreements – at this point we have not worked on these. Chief Watson and Interim Director Sine will be meeting with Dr. Treese this week and hope to work on these agreements.
2. Completed deliverables under purview of ESA and those still outstanding, to include date of completion – Update.
- Ambulance Units:
 - Shepherdstown unit - currently in body shop for minor repairs, then back for lettering and follow up repairs.
 - Blue Ridge unit - only one that has not yet been to shop for major service.
 - Several units are receiving small follow-up repairs – major work has been completed.
 - All the IT equipment, drug safes, laptops, and CAD tablets – all back ordered, but we do have work arounds for most.
 - Cradle Points are being installed this week, as well as the mobile radios. All radios have been programmed and good to go. Waiting on a few accessories.
 - New supply room has been set up in the old Directors office as larger space was needed.
 - Operative IQ tracking software system for supplies & maintenance is up and running. Currently working on database within.
 - Still waiting on our large drug vault, which will be incorporated into the O-IQ system.
 - Stryker equipment – maintenance agreement signed. (5) cots with (3) power loads, and stair chairs have been ordered – these also will be on backorder. But we have enough power loads to run first-due trucks.
 - Schedule staff meeting Feb. 28th – to wrap up and make sure everything is good for March 1st.
 - We were able to get a 7.5% raise approved for March 1st by the County Commission.
 - We have (1) new hire Medic starting next week, and several more applicants – the word is getting out where it hasn't been for the past several months.
 - The 12-hour truck is going to be a BLS-Truck for now, due to not having enough Medics to staff it.

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- The Harpers Ferry truck will be utilized as ALS, but we'll have to utilize full-time staff for short weeks and backfill.
- Even with backorders we'll be set for March 1st, we have contingencies to work around and set up for everything so service and delivery won't be a problem. Charting, billing and all associated should be fine.
- Working on the budget with County Commission, it's a very complex layout this year compared to what we've normally done in the past. Since we are being incorporated into the county as a department and it changes how we submit our budget, where we normally put together a small packet that lumped the money together, where now its separated into multiple departments with a lot of line items. Worked on staffing and hope to get some pay adjustments.
- Plan is to have ESA's payroll and assets transferred over to the county's Tyler accounting by July 1st, as ESA converts to a county department. At this point we'll have been trained and start inputting into the system, which will be more universal as a county department.
- The ESA Board of Directors are to remain in place until the process is complete.

UNFINISHED BUSINESS

1. ESA' support of Fire Levy – continue to table until FRA provides more information.

NEW BUSINESS

1. Personal Comments/Resignation – *J. Harris (Not Present)*
2. Request County Commission to advertise for open Citizen Representative seat.
 - a. Jackson mentioned that Jessica with the JC Commission office will run the Notice of Intent to Appoint for two-weeks.
 - b. S. Harris thanked Chief Cogle for taking the time to provide a tour of the recently remodeled BRMVF Co. 5 station, noted it's coming along nicely and looks good.
 - c. Derrickson concurred with S. Harris, as a board member and a resident of the mountain.

ADJOURNMENT

- **Motion** to adjourn by Jackson, 2nd by S. Harris – Motion carried unanimously on voice vote. Meeting adjourned at 8:14 p.m.

Respectfully submitted by Debbie Lancaster, Secretary.

Approved – Craig Simpson, JCESA Chairman

Date

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Jefferson County Emergency Services Agency

Financial Summary - FY2023 (July 2022 - June 2023)

Through February

Income	\$ 4,048,871	Expenses	Full-Year Allocation	YTD Spend	Full-Year Forecast	Variance
JCC - Gen. Fund	\$ 3,148,871	Full-time wages	\$ 2,178,123	\$ 1,480,746	\$ 2,240,092	\$ (61,969)
JCC - Amb. Fee	\$ 900,000	Part-time wages	\$ 176,174	\$ 144,301	\$ 205,962	\$ (29,788)
TB Assn.	\$ 10,930	Overtime	\$ 174,529	\$ 111,052	\$ 172,137	\$ 2,392
Other Grants	\$ 0	WC & payroll tax	\$ 374,310	\$ 229,809	\$ 360,138	\$ 14,172
Sale of assets	\$ 6,270	Fringe	\$ 723,331	\$ 461,869	\$ 705,123	\$ 18,208
Other	\$ 10,582	All other expenses	\$ 435,388	\$ 252,518	\$ 386,533	\$ 48,855
Total	\$ 4,061,855	Total	\$ 4,061,855	\$ 2,680,295	\$ 4,069,984	\$ (8,129)

Some income (i.e., dedicated grants) may not be reflected here.

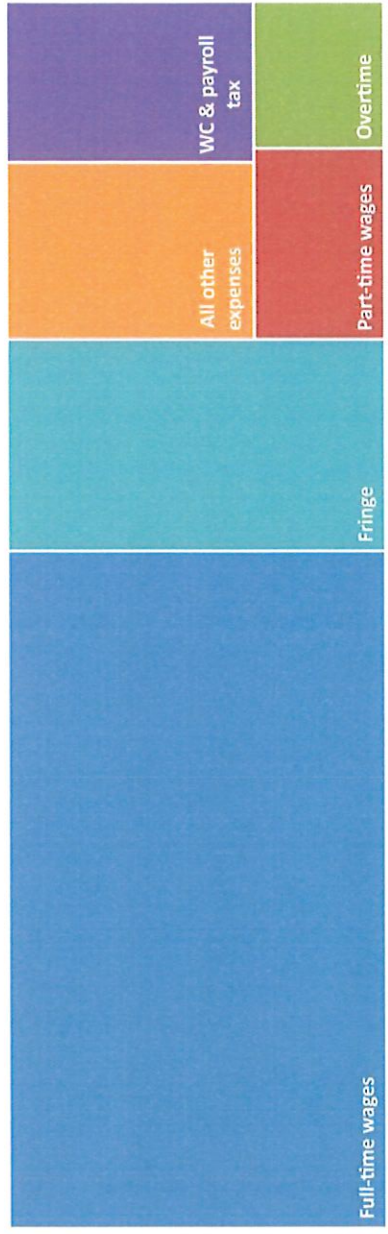
Bank Account Balances

as of: February 28, 2023

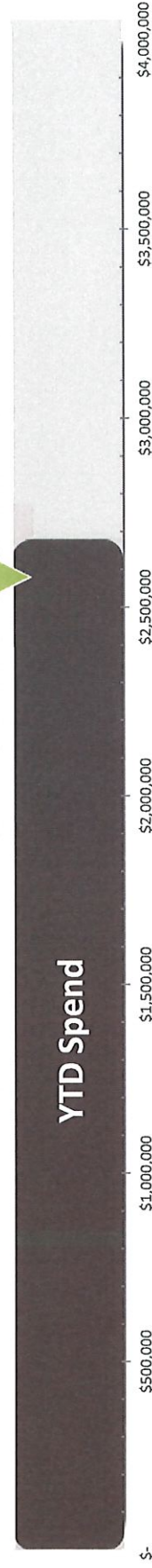
General	\$ 612,615
Payroll	\$ 124,220
Amb. Fee	\$ 326,561
Mortgage	\$ 139,266

Annual mortgage cost of \$81K not included in expenses as it is covered through impact fee budget.

YTD Spending - by Category



WE ARE HERE



64% of fiscal year complete based on 16.6 out of 26 pay periods finalized.

Jefferson County Emergency Services Agency Monthly Expense Budget - FY2023 (July 2022 - June 2023) Through February Fund: COMBINED

Expenses	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
	1.6	2	2	2	2	3	2	2	2	2	2	2	3.4
Actual	145,062	164,739	173,429	179,392	180,045	262,603	193,257	182,219	151,719	151,719	151,719	304,190	2,240,092
Forecast	8,505	11,068	16,043	21,302	21,124	37,253	19,192	9,814	12,332	12,332	12,332	24,664	205,962
Actual	10,325	7,230	14,205	16,557	15,167	17,773	12,414	17,381	12,217	12,217	12,217	24,434	172,137
Forecast	12,291	12,291	12,291	12,291	12,291	12,291	12,291	12,291	12,603	12,603	12,603	25,260	161,398
Actual	12,063	13,449	15,012	16,051	15,983	24,420	19,005	15,498	13,440	13,440	13,440	26,938	198,740
Forecast	188,246	208,777	230,980	245,593	244,610	354,340	256,159	237,203	202,311	202,311	202,311	405,486	2,978,329
Medical Ins	31,484	30,947	33,127	36,251	34,535	30,552	34,249	34,385	36,012	36,012	36,012	36,012	409,576
Ancillary (dent,visn,life)	4,087	8,008	4,410	4,519	9,949	4,382	4,460	4,340	5,317	5,317	5,317	5,317	65,421
Retirement	14,761	16,337	17,808	18,615	17,989	27,852	21,685	17,138	15,574	15,574	15,574	31,219	230,126
Subtotal	50,332	55,292	55,345	59,385	62,472	62,786	60,394	55,863	56,902	56,902	56,902	72,547	705,123
Fuel	767	626	977	843	1,231	684	183	-	1,100	1,100	1,100	1,100	9,711
Rep & Maint (Auto)	673	4,129	229	1,273	603	2,104	1,504	252	700	700	700	700	13,567
License / Svc Contracts	1,200	-	647	11,293	3,533	300	1,384	273	-	-	900	3,000	22,530
Medical Exp	20	15	16,115	4,590	35	-	50	-	400	400	400	400	22,425
Ems Supplies	2,755	2,217	1,531	2,728	66	2,789	1,900	749	3,667	3,667	3,667	3,667	29,402
Uniforms/Fire Gear	6,245	2,557	2,036	7,422	1,455	4,138	2,445	2,445	5,500	5,500	5,500	15,000	60,043
Trav/Train (non-wage)	4,018	1,767	573	1,700	7,003	325	1,091	1,191	2,100	2,100	2,100	2,100	26,068
Subtotal	15,678	11,311	22,108	29,849	13,926	10,340	8,357	4,910	13,467	13,467	13,467	25,967	183,746
Auto & Liability Ins.	5,042	5,042	5,042	5,042	5,042	5,042	5,042	5,042	5,194	5,194	5,194	5,194	61,111
Prof Svc	3,243	6,545	3,043	2,573	2,649	6,257	7,737	3,513	2,275	5,275	2,275	5,275	50,660
Tech Svc	-	1,719	4,934	1,823	1,845	1,864	1,843	5,802	2,100	2,100	2,100	3,100	29,230
Office Exp/Equip Rent	5,654	1,437	2,697	1,321	1,409	1,396	2,704	976	1,575	1,575	1,575	1,575	23,894
Utilities	1,101	2,358	2,332	2,202	2,926	2,473	2,420	3,146	3,097	3,155	2,244	4,478	31,931
Rep & Maint (Facility)	-	-	-	-	-	155	-	252	-	200	-	2,000	2,608
Audit Costs	-	-	-	-	-	-	-	3,353	-	-	-	-	3,353
Other (Unemp./Conting)	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	15,040	17,101	18,048	12,961	13,871	17,187	19,746	22,084	14,240	17,498	13,388	21,622	202,787

Total	269,296	292,481	326,481	347,788	334,879	444,653	344,656	320,060	286,920	290,179	286,968	525,623	4,069,984
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Cumulative Expenses	269,296	561,777	888,258	1,236,046	1,570,926	2,015,579	2,360,235	2,680,295	2,967,215	3,257,394	3,544,362	4,069,984
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Jefferson County Emergency Services Agency Monthly Expense Budget - FY2023 (July 2022 - June 2023) Through February Fund: GENERAL

Expenses	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
	1.6	2	2	2	2	3	2	2	2	2	2	3.4	26
Full Time	109,238	120,939	128,058	141,229	146,462	235,595	174,247	171,702	131,881	131,881	131,881	263,762	1,886,874
Part Time	-	-	-	-	-	-	-	-	-	-	-	-	-
Overtime	-	-	-	-	-	-	-	-	-	-	-	-	-
Worker Comp	9,218	9,218	9,218	9,218	9,218	9,218	9,218	9,218	9,429	9,429	9,429	18,859	120,892
FICA/Med	7,971	8,809	9,353	10,344	10,710	18,193	15,166	12,637	10,056	10,056	10,056	20,112	143,462
Subtotal	126,427	138,966	148,629	160,791	166,390	263,006	198,631	193,557	151,366	151,366	151,366	302,732	2,151,228
Hosp	23,828	23,461	25,675	29,295	30,975	26,676	30,214	30,346	28,953	28,953	28,953	28,953	336,282
Life	3,141	7,037	3,506	3,478	9,373	3,395	3,998	4,018	4,400	4,400	4,400	4,400	55,546
Retirement	10,288	11,432	12,096	13,282	13,796	23,423	18,586	14,335	12,529	12,529	12,529	25,057	179,881
Subtotal	37,257	41,930	41,277	46,055	54,143	53,494	52,798	48,699	45,882	45,882	45,882	58,411	571,709
Fuel	767	626	977	843	1,231	684	183	-	1,100	1,100	1,100	1,100	9,711
Rep & Maint (Auto)	673	4,129	229	1,273	603	2,104	1,504	252	700	700	700	700	13,567
License / Svc Contracts	1,200	-	647	11,293	3,533	300	1,384	273	-	-	900	3,000	22,530
Medical Exp	20	15	16,115	4,590	35	-	50	-	400	400	400	400	22,425
Ems Supplies	2,755	2,217	1,531	2,728	66	2,789	1,900	749	3,667	3,667	3,667	3,667	29,402
Uniforms/Fire Gear	6,245	2,557	2,036	7,422	1,455	4,138	2,245	2,445	5,500	5,500	5,500	15,000	60,043
Trav/Train (non-wage)	4,018	1,767	573	1,700	7,003	325	1,091	1,191	2,100	2,100	2,100	2,100	26,068
Subtotal	15,678	11,311	22,108	29,849	13,926	10,340	8,357	4,910	13,467	13,467	14,367	25,967	183,746
Auto & Liability Ins.	3,630	3,630	3,630	3,630	3,630	3,630	3,630	3,630	3,782	3,782	3,782	3,782	44,167
Prof Svc	3,243	6,545	3,043	2,573	2,649	6,257	7,737	3,513	2,275	5,275	2,275	5,275	50,660
Tech Svc	-	1,719	4,934	1,823	1,845	1,864	1,843	5,802	2,100	2,100	2,100	3,100	29,230
Office Exp/Equip Rent	5,654	1,437	2,697	1,321	1,409	1,396	2,704	976	1,575	1,575	1,575	1,575	23,894
Utilities	1,101	2,358	2,332	2,202	2,926	2,473	2,420	3,146	3,097	3,155	2,244	4,478	31,931
Rep & Maint (Facility)	-	-	-	-	-	155	-	252	-	200	-	2,000	2,608
Audit Costs	-	-	-	-	-	-	-	3,353	-	-	-	-	3,353
Other (Unemp./Conting)	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	13,628	15,689	16,636	11,549	12,459	15,775	18,334	20,672	12,828	16,086	11,976	20,210	185,843
Total	192,990	207,896	226,650	248,244	246,918	342,615	278,120	267,838	223,543	226,801	223,590	407,320	3,092,526
Cumulative Expenses	192,990	400,886	627,536	875,780	1,122,699	1,465,314	1,743,434	2,011,272	2,234,815	2,461,616	2,685,206	3,092,526	

Expenses	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
	1.6	2	2	2	2	3	2	2	2	2	2	3.4	26
	7%	7%	7%	8%	8%	12%	8%	8%	7%	7%	7%	14%	
Full Time	35,824	43,800	45,371	38,163	33,583	27,008	19,010	10,517	19,838	19,838	19,838	40,428	353,217
Part Time	8,505	11,068	16,043	21,302	21,124	37,253	19,192	9,814	12,332	12,332	12,332	24,664	205,962
Overtime	10,325	7,230	14,205	16,557	15,167	17,773	12,414	17,381	12,217	12,217	12,217	24,434	172,137
Worker Comp	3,073	3,073	3,073	3,073	3,073	3,073	3,073	3,073	3,174	3,174	3,174	6,401	40,506
FICA/Med	4,092	4,640	5,659	5,707	5,273	6,227	3,839	2,861	3,385	3,385	3,385	6,826	55,278
Subtotal	61,819	69,811	84,351	84,802	78,220	91,334	57,528	43,646	50,945	50,945	50,945	102,754	827,100
Hosp	7,656	7,486	7,452	6,956	3,560	3,876	4,035	4,039	7,058	7,058	7,058	7,058	73,293
Life	946	971	904	1,041	576	987	462	322	917	917	917	917	9,876
Retirement	4,473	4,905	5,712	5,333	4,193	4,429	3,099	2,803	3,045	3,045	3,045	6,162	50,245
Subtotal	13,075	13,362	14,068	13,330	8,329	9,292	7,596	7,164	11,020	11,020	11,020	14,137	133,414
Fuel	-	-	-	-	-	-	-	-	-	-	-	-	-
Rep & Maint (Auto)	-	-	-	-	-	-	-	-	-	-	-	-	-
License / Svc Contracts	-	-	-	-	-	-	-	-	-	-	-	-	-
Medical Exp	-	-	-	-	-	-	-	-	-	-	-	-	-
Ems Supplies	-	-	-	-	-	-	-	-	-	-	-	-	-
Uniforms/Fire Gear	-	-	-	-	-	-	-	-	-	-	-	-	-
Trav/Train (non-wage)	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	-	-	-	-	-	-	-	-	-	-	-	-	-
Auto & Liability Ins.	1,412	1,412	1,412	1,412	1,412	1,412	1,412	1,412	1,412	1,412	1,412	1,412	16,944
Prof Svc	-	-	-	-	-	-	-	-	-	-	-	-	-
Tech Svc	-	-	-	-	-	-	-	-	-	-	-	-	-
Office Exp/Equip Rent	-	-	-	-	-	-	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-	-	-	-	-	-	-
Rep & Maint (Facility)	-	-	-	-	-	-	-	-	-	-	-	-	-
Audit Costs	-	-	-	-	-	-	-	-	-	-	-	-	-
Other (Cars/Gear)	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	1,412	1,412	1,412	1,412	1,412	1,412	1,412	1,412	1,412	1,412	1,412	1,412	16,944
Total	76,306	84,585	99,831	99,544	87,961	102,038	66,536	52,222	63,377	63,377	63,377	118,303	977,458
Cumulative Expenses	76,306	160,891	260,722	360,266	448,227	550,265	616,801	669,023	732,400	795,778	859,155	977,458	

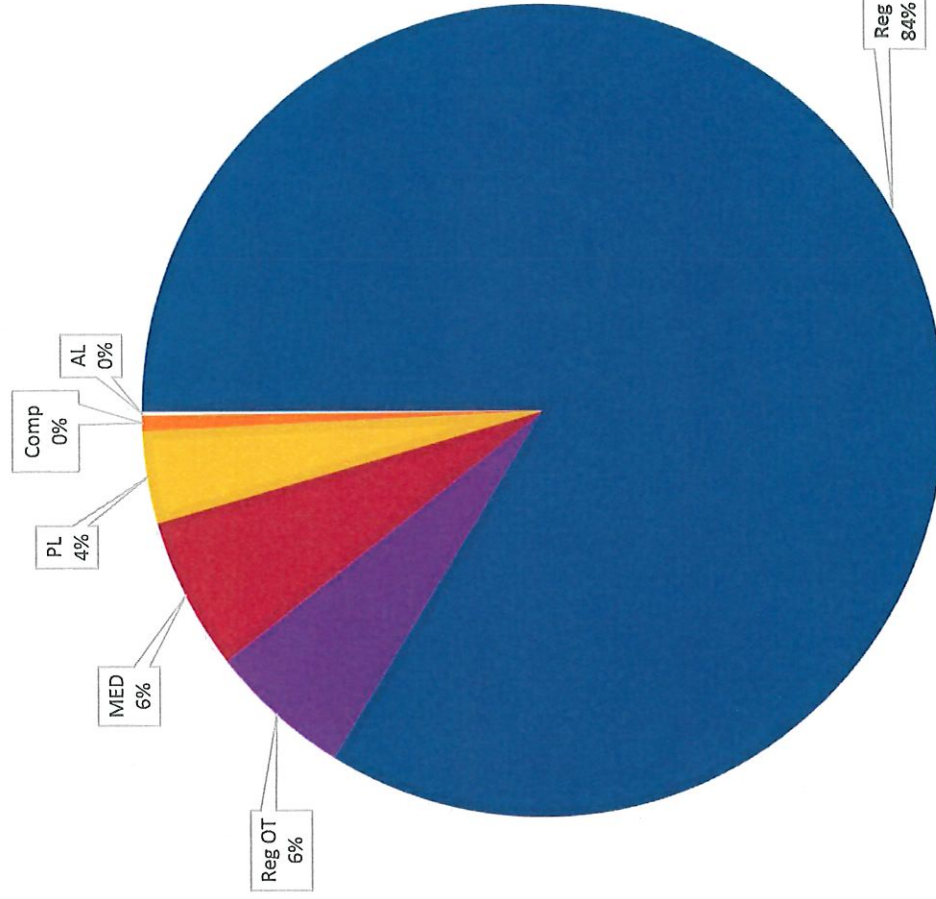
FisYr 2023
 PayMo. Ending 2/28/2023

LABOR HOURS BY PAY TYPE

Pay Type	Hours
Reg	7009
Reg OT	479
MED	511
PL	307
Comp	51
AL	12
BRVMT	48
Grand Total	8416

Total:	8,416
OT/Total	5.7%

Worked:	7,488
OT/Worked	6.4%




Reg Regular Worked	PL Personal Leave	HOLU Holiday - Unworked
Reg OT Overtime Worked	Comp Compensatory Leave	HOLW Holiday - Worked
MED Medical Leave	AL Administrative Leave*	HOLP Holiday - Prime

*Includes COVID Leave

Exhibit A



Social Media

Approval: 

Date: 7/1/18

Purpose

To provide guidance for employee use of social media, which should be broadly understood for purposes of this policy to include blogs, micro blogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner.

Policy

The following principles apply to professional use of social media on behalf of JCESA as well as personal use of social media when referring to, or associated with, JCESA.

- Employees must know and adhere to the JCESA Employee Handbook when using social media in reference to JCESA.
- Employees should be aware of the effect their actions may have on their image, as well as JCESA's image. The information that employees post or publish may be public information for a long time.
- Employees should be aware that JCESA may observe content and information made available by employees through social media. Employees should use their best judgement in posting material that is neither inappropriate nor harmful to JCESA, its employees, or customers.
- Although not an exclusive list, some specific examples of prohibited social media contact include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment.
- Employees are not to publish, post, or release any information that is considered confidential or not public. If there are any questions of what is considered confidential the employee should ask their supervisor.
- Employees are prohibited from publishing, posting, or releasing photographs of emergency incidents without express permission of the Director. Photographs containing the likeness of a patient will not be published or posted under any circumstances.
- Social media networks, blogs, and other types of online content sometimes generate press and media attention or legal questions. Employees should refer these inquiries to a supervisor or senior officer.
- If employees encounter a situation while using social media that threaten to become antagonistic, employees should disengage from the dialogue in a polite manner and seek the advice of a supervisor.
- Employees should get appropriate permission before referring to or posting images of current or former employees, members, vendors, or suppliers. Additionally, employees should get appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property



- Social media use should not interfere with an employee's responsibility at JCESA.
- Off-duty activity that violates JCESA's code of conduct or any other agency policy may subject an employee to disciplinary action up to and including dismissal.
- If employees publish content off-duty that involves work or subjects associated with JCESA, a disclaimer should be used.
- It is highly recommended that employees keep JCESA related social media accounts separate from personal accounts.