



Jennie Shriner
Director of Community Programs
67 Aikens Center
Martinsburg, WV 25404
304.263.0916
www.telamon.org

Empowering Individuals, Improving Communities

Thank you for your interest in joining our Telamon Community Action Board. Telamon's mission is to provide educational services that lead to better jobs, better lives, and better communities.

Below you'll find background information on Telamon Corporation and the services we provide to the community. In addition, a list of the duties and responsibilities that are expected of all board members.

Telamon Corporation is part of a Tripartite Board, since 1968 local community action agencies have been required to have tripartite governing boards to gain and retain designation as eligible entities and to receive CSBG funding.

Effective tripartite boards reflect and promote the unique anti-poverty leadership, action, and mobilization responsibilities assigned by law to community action agencies. Boards are responsible for assuring that agencies continue to assess and respond to causes and conditions of poverty in their community, achieve anticipated family and community outcomes, and remain administratively and fiscally sound.

Board members shall serve terms of three years, which may be extended by reelection or reappointment as applicable. Initial terms will be distributed so that approximately one-third of member terms will expire each year, on the day of the Board's annual meeting.

Regular Meetings: Beginning with January, Bi-monthly meetings of the committee of the whole will be held at locations chosen by the Board. Such meetings will be open to the public. The annual meeting of the Board shall be held in the month of March. A full report of Telamon's West Virginia programs will be made and elections of members and officers, as applicable, will be held. Following the meeting, an annual report will be made to the Telamon Governing Board.

The Board will oversee the implementation of funding source and Telamon policies, exercise oversight of fiscal and program management, be involved on the planning program direction and method of administration, and monitor compliance with federal, state or other laws (including regulation). These duties shall include:

1. Acknowledgement of current body of policies put into place by the Telamon Corporation Governing Board for selection, evaluation, discipline, benefits, and determination of compensation for employees and provide local advise and input on the adoption or amendments to current policies in the future.
2. Adoption of rules and regulations for conduct of Board business, including a code of ethics, a conflict of interest policy and methodology for resolving complaints from residents of the service community.
3. Adoption or approval of resolutions, corrective action plans or other submissions which may, from time to time, be required by the Governor's Office of Economic Opportunity
4. Interaction, as necessary, with community program grantor review or audits.
5. Support of best practices of human resource administration, program operations and internal fiscal controls:

6. Observation at all times in the conduct of Board activities, the standard of care and best interest of the Board.

The Board shall exercise an assistive role in the evaluation, discipline, or employment of the principle West Virginia program administrator as necessary.

Please review all attached documents and links before completing and submitting your board member application.

Attached you will find copies of the following:

- Mission Statement and Core Values
- Annual Report
- Description of services in our WV offices

Links to website and Facebook page:

- <https://www.telamon.org/>
- <https://www.facebook.com/TelamonWV>

Let us know if you have any questions.

Kind regards,

Jennie Shiner



Jennie Shiner, MBA, AFC®

Director of Community Programs

Telamon Corporation

O: 304.263.0916

M: 304.268.1396

F: 304.263.5091



Telamon Corporation

Transition Resources Corporation

Our Mission

is to provide educational services that lead to better jobs, better lives, and better communities.

Purpose

EMPOWERING INDIVIDUALS,
IMPROVING COMMUNITIES

Belief

- We believe that **BETTER EDUCATION** leads to **BETTER JOBS**
- **BETTER JOBS** lead to **BETTER LIVES** which create **BETTER COMMUNITIES**
- **BETTER COMMUNITIES** supply **BETTER EDUCATION**
- And the cycle of **CONTINUOUS IMPROVEMENT** from individuals to communities continues

Core Values

- My **WORD** means something
- I act as an **OWNER** of this corporation
- I embrace **CONTINUOUS IMPROVEMENT**
- I am **OPEN TO LEARNING** from anyone, anywhere
- I communicate with **RESPECT AND TRANSPARENCY**





Telamon Corporation WEST VIRGINIA

Our mission is to provide educational services that lead to better jobs, better lives, and better communities.

Housing Programs:

Victory House: Provides transitional housing for homeless male Veterans to assist them in preparing for transitioning to permanent affordable housing in the community. Intensive case management assists participating in establishing goals geared to achieving self-sufficiency, including achieving residential stability, increasing their skill levels and/or income and obtaining greater self-determination. Supportive services are available to assist with transportation, medical costs, training, and other items necessary for achieving their goals.

Permanent Supportive Housing Programs: Programs are designed to assist chronically homeless individuals and their families in working towards securing permanent residence in the Eastern Panhandle. These programs are opened following the "Housing First" model, meaning they are accepted into housing with no pre-conditions such as having income or sobriety and then offered services to assist them in the issues causing their chronic homelessness. Participants are offered intensive case management accompanied by supportive services that assist them in connecting to needed community resources and in improving life skills that will help them become self-sufficient, with the goal of transitioning from homelessness to permanent housing.

Reliable Permanent Supportive Housing Program (Berkeley & Jefferson Counties)

Hearthstone Permanent Supportive Housing (Berkeley County)

Potomac Highlands Permanent Supportive Housing (Grant, Hampshire, Hardy, Mineral & Pendleton Counties)

STEPS II: This program provides two low-income families with housing in the Martinsburg area. The rent is based on their income and can never exceed 30% of said income. The program is designed to assist residents who are not yet ready to live completely on their own, and continues to assist with budget and credit counseling and development of life skills that lead to self-sufficiency.

Co-Occurring Transitional Living Program: A 12-18 month program for individuals who are homeless or at risk for homelessness, and who have co-occurring mental health and substance abuse issues. Priority is given to those discharging from state psychiatric and diversion facilities. This is a goal-oriented program that emphasizes health care, education, job readiness training and employment stability and provides intensive case management geared towards recovery and self-sufficiency.

Supportive Services for Veteran Families (SSVF): A Veterans Administration program that helps very low income Veterans and their families who are homeless or imminently at risk of homelessness obtain or maintain permanent housing. The program offers short-term case management that may include assistance with rent, utilities, car repair, employment stability, housing and budget counseling and assistance in obtaining VA and other state and local benefits. Eligibility requirements: Head of household

or spouse must be a Veteran; income below 50% of the area median income, and A) residing in permanent housing, B) homeless and scheduled to move into permanent housing within 90 days, or C) having exited permanent housing within the previous 90 days to find housing that is more amenable to the very-low income Veteran family's needs and preferences.

Transition in Place Program (TIP): The Transition in Place Program provides a homeless Veteran individual/family with transitional housing for 6-12 months based on need. Supportive services will be provided including case management, transportation assistance, food assistance, money management and housing counseling, life skills and referrals to community resources as needed. Supportive services will be transitioned out over time and when the Veteran is able to sustain the unit on his own, he will be transitioned in place and take over the lease with the landlord.

Housing Counseling Services

Telamon Corporation is a HUD approved Multi State Organization. Our Certified Housing Counselor provides one-on-one and group sessions on the following topics:

- **Budget & Credit Counseling:** Assists participating in preparing household budgets and credit histories in anticipation of a new home or maintaining their current housing.
- **Foreclosure Prevention:** Free foreclosure counseling to help homeowners avoid foreclosure.
- **Homebuyer Education Program (HBE):** Future homebuyers can participate in a Homebuyers Education Fast Track Class or one-on-one HBE sessions. The HBE class is geared to provide customers with information to assist them in moving towards homeownership and maintaining the property once it has been purchased. One-on-one Housing Counseling Sessions are provided to assist customers facing obstacles to homeownership that cannot be resolved in a few months.
- **Post-Purchase Counseling:** Understanding the ins and outs of major home repairs and planning for unseen expenses.
- **Rental Education:** Provides families and individuals with the tools necessary to be responsible renters and understand their tenant rights.
- **Homeless Counseling:** Assists homeless persons in overcoming the barriers that led to homelessness, such as managing finances, repairing credit, obtaining or increasing income, managing anger, and building interpersonal relations.
- **Banking Basics:** Provides education on the use of checking and savings accounts and how to choose a financial institution.

Information & Referral

WV 211: 2-1-1 is an easy to remember telephone number that connects people with important community services, disaster information and volunteer opportunities. 2-1-1 brings together existing information and referral providers and crisis services into one coordinated system.

Reginal Resource Connection (RRC): Provides service coordination for the individuals with emergency needs not met by DHHR programs. The RRC works with partner agencies to serve as a one-stop connection for individuals and families in need to ensure that eligibility information is collected only one time by DHHR and partner agencies, to ensure those who qualify access DHHR services before approaching limited community resources, and to capture data about unmet needs in the community.



**WORKFORCE &
CAREER SERVICES**



**EARLY CHILDHOOD
& FAMILY SUPPORT**



**HOUSING &
FINANCIAL
EMPOWERMENT**

Our mission is to provide educational services that lead to better jobs, better lives, and better communities.