

AGENDA
JEFFERSON COUNTY COMMISSION
THIRD QUARTERLY SESSION – JULY – SEPTEMBER 2024
THURSDAY, SEPTEMBER 5, 2024
9:30 a.m.
County Commission Meeting Room
located at the Old Charles Town Library
200 E. Washington Street, Charles Town, WV

Call to Order

Prayer – Moment of silence

Pledge of Allegiance

Pledge of Allegiance to the West Virginia Flag

I pledge allegiance to the flag of West Virginia, which serves as a constant reminder that 'Mountaineers Are Always Free,' which stands as a symbol of her majestic mountains, fertile forests, rich veins of coal, and the pride of her people.

Approval of Accounts Payable

1. August 22, 2024
2. August 29, 2024
3. September 5, 2024

Approval of Manual Checks:

1. August 23, 2024
2. August 30, 2024
3. September 6, 2024

Approval of Payroll:

1. August 16, 2024
2. August 30, 2024

Requisitions:

September 5, 2024

Announcements:

Report if there are changes in the agenda if applicable.

Public Comment:

To participate in public comment in person, please sign the public comment sign-in sheet located on the table in the back of the room. To participate virtually, please “raise your hand” on the GotoWebinar control panel. Please submit comments via email to info@jeffersoncountywv.org. Your name and any written comments submitted for the record will be included in the minutes.

Presentations

1. 9:45 am Angie Banks, Assessor
 1. Exonerations- discussion/ possible action

2. 9:55 am Commission presentation
 1. Years of Service awards
 2. Jefferson County Excellence Awards (Q2)
 - a. Exemplary Constituent Services
 - b. Outstanding Professionalism

3. 10:05 am Consideration of the Shepherdstown District Seat Appointment- discussion/ possible action

4. 10:20 am Nikki Painter, Elections- County Clerk’s Office
 1. Poll worker and alternate approval- 2024 General- discussion/ possible action

5. 10:30 am Tom Hansen, Sheriff and Treasurer
 1. Tax Deputy new hire- discussion/ possible action
 2. Resolution- GHSP- discussion/ possible action

6. 10:35 am Thomas Hansen, Sheriff
Laura Kuhn, director of Fleets and Facilities Management
Mike Sine, director of Emergency Services Agency
 1. Designation of the Public Safety Center- discussion/ possible action
 - a. Designation of the Public Service Center lot as the future site of the Public Safety Center
 - b. Request approval to amend the Jefferson County Emergency Services Agency and the Sheriff of Jefferson County CIP

7. 10:55 am Mike Sine, director of Emergency Services Agency
Fire Department Application- discussion/ possible action

8. 11:10 am Boards and Commissions- interviews/ discussion/ possible action

1. Bolivar- Harpers Ferry Public Library Board
 2. South Jefferson Library Committee
 3. Bolivar- Harpers Ferry Public Service District
 4. Jefferson County Solid Waste Authority
 5. Jefferson County Building Commission
 6. HOME Consortium of the Eastern Panhandle
9. 11:30 am Direct counsel to review legal options for prohibiting masks during political protests- discussion/ possible action (Majdi)
 10. 11:40 am County groundwater survey- discussion/ possible action (Tabb)
 11. 11:50 am Tara Mayson, The Hope Dealer Project
 1. Jefferson County Goes Purple - Recovery Month Proclamation - discussion/ possible action
 12. 12:00 pm Leigh Koonce, development coordinator, Old Charles Town Library
 1. Presentation and approval of resolution recognizing September as Library Card Sign-Up Month
 13. 12:10 pm Steve Allen, director, Jefferson County Homeland Security and Emergency Management
 1. Approval and signature of the Emergency Management Performance Grant (EMPG) reimbursement document for calendar year 2022
 14. 12:15 pm Roger Goodwin, chief county engineering, Department of Engineering, Planning, and Zoning
 1. Partial bond release for Wall Street Partners WV1, LLC-Dollar General Harpers Ferry (File #22-14-SP)
 15. 12:20 pm Bessie Nelson, budget director
 1. State budget revisions- discussion/ possible action
 2. Internal budget revisions- discussion/ possible action
 3. Review and approval of FY25 budget selection to include medical; dental; vision; short-term disability; accident, death, and dismemberment; and, life insurance
 16. 12:45 pm Jessica James, assistant deputy county administrator
 1. Recognition of Commissioner Jane Tabb, 2024 recipient of the WV Women's Commission's Mitchell-Bateman Government and Public Service award
 2. Appointment of Zoning Administrator for the Department of Engineering, Planning, and Zoning

3. Approval of hire –planning and zoning clerk, Department of Emergency Communications
4. Approval of hire – finance and administration manager, Emergency Services Agency
5. Approval to advertise – finance director, Department of Commission Administration
6. Correction of clerical payment error for three employees of the Prosecuting Attorney’s Office

17. 1:00 pm Nathan Cochran, Assistant Prosecuting Attorney
1. Report by counsel on Jefferson County Circuit Court Case No. 2023-C-127
 2. Report by counsel on Shepherdstown Emergency Communications Tower Project.

18. 1:15 pm County Administrator Report
1. ESA Policies- discussion/ possible action (see attached)
 2. Fire Service RFP- discussion/ possible action (see attached)
 3. Using AI in Grant Application- workshop- discussion/ possible action (see attached)
 4. Bloomery Road Workgroup- discussion/ possible action (see attached)
 5. Impact Fees- discussion/ possible action (see attached)
 6. Opioid Settlement Funds- discussion/ possible action (see attached)
 7. Creation of the Office of Human Resources- discussion/ possible action (see attached)
 8. Promotion of staff to lead the newly created Office of Human Resources- discussion/ possible action (see attached)
 9. Consider matters involving or affect the construction, planning, purchase, sale, or lease of property for County office space and/or courthouse space- discussion/ possible action

19. ADJOURN

CORRESPONDENCE AND INFORMATION

Public comments received during the August 15, 2024 regular county commission meeting:
 Jacqueline Milliron, Denise Nick, David Tabb

Other constituent comments received: Nancy Jones, Richard Zigler

DESCRIPTION	FUND 001 CO.		TOTAL
Gross Wages	\$668,619.16		\$668,619.16
6.2% Tax Payable OASDI	\$40,049.00		\$40,049.00
1.45% Tax Payable HI	\$9,366.24		\$9,366.24
Fed Withholding	\$59,435.16		\$59,435.16
PA State Tax	\$0.00		\$0.00
WV State Withholding	\$22,566.61		\$22,566.61
VA State Tax	\$1,011.08		\$1,011.08
MD State Tax	\$1,356.50		\$1,356.50
PERS I Retirement Deduct 4.5%	\$9,138.03		\$9,138.03
PERS II Retirement Deduct 6%	\$9,267.60		\$9,267.60
DSRS Retirement Deduct 8.5%	\$8,925.96		\$8,925.96
EMS Retirement Deduct 8.5%	\$13,902.54		\$13,902.54
Hosp. Pre-Taxed	\$20,106.03		\$20,106.03
D/VF	\$2,262.33		\$2,262.33
AFLAC Pre-Taxed	\$299.37		\$299.37
AFLAC Post-Taxed	\$758.88		\$758.88
Optional Life Post-Taxed	\$1,892.89		\$1,892.89
Wage Attach #1 WV Child	\$985.39		\$985.39
Wage Attach #2 PA Child	\$320.00		\$320.00
Wage Attach #3 GARN	\$120.20		\$120.20
Wage Attach #4 TIONG	\$0.00		\$0.00
457 - Nationwide	\$1,065.00		\$1,065.00
457I - Empower	\$5,584.10		\$5,584.10
457R - Roth	\$2,599.39		\$2,599.39
Christmas Club	\$3,885.00		\$3,885.00
Colonial(Plus)	\$47.84		\$47.84
Uniforms	\$0.00		\$0.00
LF Over 50	\$0.00		\$0.00
Total Deductions	\$214,945.14	\$0.00	\$214,945.14
Net Wages Total	\$453,674.02	\$0.00	\$453,674.02
Payroll Date	August 16, 2024		

DESCRIPTION	FUND 001 CO.		TOTAL
Gross Wages	\$666,443.19		\$666,443.19
6.2% Tax Payable OASDI	\$41,300.87		\$41,300.87
1.45% Tax Payable HI	\$9,659.01		\$9,659.01
Fed Withholding	\$61,734.42		\$61,734.42
PA State Tax	\$0.00		\$0.00
WV State Withholding	\$23,353.22		\$23,353.22
VA State Tax	\$1,120.72		\$1,120.72
MD State Tax	\$1,453.60		\$1,453.60
PERS I Retirement Deduct 4.5%	\$9,214.47		\$9,214.47
PERS II Retirement Deduct 6%	\$9,192.55		\$9,192.55
DSRS Retirement Deduct 8.5%	\$9,889.58		\$9,889.58
EMS Retirement Deduct 8.5%	\$13,442.01		\$13,442.01
Hosp. Pre-Taxed	\$0.00		\$0.00
D/VF	\$0.00		\$0.00
AFLAC Pre-Taxed	\$299.37		\$299.37
AFLAC Post-Taxed	\$758.88		\$758.88
Optional Life Post-Taxed	\$0.00		\$0.00
Wage Attach #1 WV Child	\$985.39		\$985.39
Wage Attach #2 PA Child	\$320.00		\$320.00
Wage Attach #3 GARN	\$200.74		\$200.74
Wage Attach #4 TIONG	\$0.00		\$0.00
457 - Nationwide	\$1,065.00		\$1,065.00
457I - Empower	\$5,503.41		\$5,503.41
457R - Roth	\$2,477.30		\$2,477.30
Christmas Club	\$3,885.00		\$3,885.00
Colonial(Plus)	\$47.84		\$47.84
Uniforms	\$0.00		\$0.00
LF Over 50	\$0.00		\$0.00
Total Deductions	\$195,903.38	\$0.00	\$195,903.38
Net Wages Total	\$470,539.81	\$0.00	\$470,539.81
Payroll Date	August 30, 2024		

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Angela Banks

Department or Organization: Assessor of Jefferson County

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: **September 5th**

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

Date Requested – 2nd Choice:

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

Exonerations

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

Is this a funding request? Y/N

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

Commissioner applications- August

Name	Address	DOB	Party 3/1/2024	Current party	Magisterial District	Information confirmed by Applicant	District Desired	Selected by:
Daniel Lutz	[REDACTED]		Mountain Party	Mountain Party	Kabletown		N/A	N/A
Stine, Collin	See below							

Commissioner Applications- May

Name	Address	DOB	Party 3/1/2024	Party 5/24/2024	Magisterial District	Information confirmed by Applicant	District Desired	Selected by:
Cook, R. James	[REDACTED]	[REDACTED]	Unknown 05/09/2024, party Change to Mountain ¹	Mountain	Shepherdstown	05/24/2024	Either	Stolipher
Cotgreave, Todd	[REDACTED]	[REDACTED]	Mountain ²	Mountain	Shepherdstown	05/24/2024	Either	Majdi

¹ Information via Secretary of State's Office, Elections (05/24/2024)

² Information via Secretary of State's Office, Elections (05/24/2024)

Chittal, Daniel			Mountain ³	Mountain	Middleway	05/24/2024	Shepherdstown	Majdi, Tabb
Stine, Oscar Colin			New registrant 05/09/2024, registration in WV ⁴	Mountain	Shepherdstown	05/24/2024	Either	
Bishop. Paul			No Party Affiliation ⁵	No Party Affiliation	Harpers Ferry	05/24/2024	Harpers Ferry	
Upson. Kelvin			Republican ⁶	Republican	Kabletown	05/24/2024	Either	Stolipher, Tabb
Noland. Patricia			Democrat ⁷	Democrat	Kabletown	05/24/2024	Either	Tabb
Catterton, Deirdre			Republican ⁸	Republican	Kabletown		Either	Tabb

³ Information via Secretary of State's Office, Elections (05/24/2024)

⁴ Information via Secretary of State's Office, Elections (05/24/2024)

⁵ Information via Secretary of State's Office, Elections (05/24/2024)

⁶ Information via Secretary of State's Office, Elections (05/24/2024)

⁷ Information via Secretary of State's Office, Elections (05/24/2024)

⁸ Information via County Clerk's office (5/28/2024)

Oosterwijk, Jason			No Party Affiliation ⁹	No Party Affiliation	Harpers Ferry		Harpers Ferry	
Tabb, David			Mountain ¹⁰	Mountain	Charles Town		Shepherdstown	
Torelli, Wendi			Republican ¹¹	Republican	Charles Town		Either	

⁹ Information via County Clerk's office (5/28/2024)

¹⁰ Information via County Clerk's office (5/28/2024)

¹¹ Information via County Clerk's office (5/28/2024)

Paul D. Bishop

Jefferson County Commissioner; Harpers Ferry District

703-244-3706

Pbishop4@gmail.com

77 Black Oak Rd
Harpers Ferry, WV. 25425

To the citizens of Jefferson County

Are you looking for a commissioner who will look out for you and has no political baggage?

- 40+ years of work experience in Government and Government Contracting.
- Experience in working with and managing all types of people in a wide variety of environments.
- No political party affiliation or political party baggage
- Excellent written and oral communication skills
- Community oriented and dedicated to making Jefferson County a better place to live for all
- Community volunteer

If so, look at my resume and give me an opportunity to show you that I am the right person to make the County Commission work for you, the citizens of Jefferson County.

Thank you for taking the time to review my resume. I look forward to talking with you.

Sincerely,

Paul D Bishop Digitally signed by Paul D Bishop
Date: 2024.05.22 09:57:10 -04'00'

Paul D Bishop

PAUL D. BISHOP
77 Black Oak Rd
Harpers Ferry, WV 25425
pbishop4@gmail.com
703-244-3706

SUMMARY:

- Corporate Portfolio Director, Senior Program/Project Manager, MAXIMO Consultant, MAXIMO Implementer, Senior Applications Manager, Systems Engineer, Software Engineer, Systems Integrator/Analyst with extensive experience in the intelligence Agencies missions and functions as well as DOD contracts. Spent my entire career working in various technical, logistical, project support, program management and corporate management positions.

SECURITY CLEARANCE:

- Active TS (DOD)

LINKEDIN: <https://www.linkedin.com/in/paul-bishop-iti-ibm-certified-maximo-analyst-3925ab8/>

EDUCATION:

- BA, Government & Politics, George Mason University, 1983

EXPERIENCE:

May 2019-Present

VSolvit Inc, Washington, DC.

Corporate Director, Senior Program Manager

Oversee and manage the corporate IT and Software Development Portfolio. Responsible for overseeing multiple Program Managers and contracts across multiple federal agencies including the Treasury Department, DOD and others.

August 2018-June 2019

Infojini Inc, Hanover MD.

Senior Program Manager/MAXIMO Business Consultant with Maryland Department of Transportation

Oversee the expansion of the use of the MAXIMO System for Enterprise Asset Management across all of the 7 MDOT Transportation Business Units.

May 2016-June 2018

Sallyport Global, Reston, VA

Senior Program Manager/Architect, Enterprise Asset Management Systems

Oversee the Enterprise Asset Management Systems for a major Government Contractor managing close to 100,000 assets across multiple contracts and systems.

February 2015-May 2016

Michael Baker International, Alexandria, VA

MAXIMO Systems Administrator

Engage in requirements gathering, software solution design and deployment of a brand-new MAXIMO 7.6 system, achieving IOC in just over 3 months from start of project.

May 2013-Feb 2015

KAI Global, Gaithersburg, MD

Senior Technical Project Manager, DOD Site

Managed a team that provided full software lifecycle support to the MAXIMO development and deployment project for a DOD customer. Engage in requirements gathering, software solution design and deployment of approved code changes.

October 2012-May 2013

Sotera Defense, McLean, VA

Senior Project Manager, McLean VA

PAUL D. BISHOP
77 Black Oak Rd
Harpers Ferry, WV 25425
pbishop4@gmail.com
703-244-3706

Provided support to the CIO in completing Business Reengineering Efforts for all systems used by the company.

7/2011-12/ 2012

IAP Worldwide Services, Cape Canaveral Fl

MAXIMO Manager, Logistics Manager, Procurement Manager, Baghdad, Iraq

Responsible for providing operational support and guidance in an overseas environment.

Provide guidance to the PM and Deputy PM as well as the site manager on operating the facility in support of the US Government Mission.

1/2004-5/2011

DATA, Vienna, VA

2/2009-5/2011: Senior Developer/Development Technical Lead/Systems Engineer

Senior Developer and Development Technical Lead and Development Manager for a multi-million dollar implementation.

1/2004 – 2/2009: Senior Project Manager/Systems Engineer

Served as the Senior Systems Engineer on the delivery of a new work management system for the facilities organization used for management of renovation and construction projects worldwide.

9/1997 – 1/2004: Lead Systems Analyst

BAE Systems

Supported implementation of a new COTS HR system for government agency including the customization of the COTS package to meet the agency's unique needs.

9/1979 – 9/1997: Various Technical and Logistics Management Positions

Central Intelligence Agency, Washington DC

Systems Analyst, ADP and LOGS Officer

Responsible for providing systems engineering, integration and testing, user support and applications development.

Extensive work in Logistics Business Process Reengineering and Total Quality Management.

Logistics Officer supporting domestic and overseas operations.

Community Activities

2019- present: Owned "The Loo with a View" in Shannondale Springs

Provided community activities including music events, annual Fall Festival, community shooting range, space for non-profits to hold events like an Easter Egg Hunt and Community Day.

1999-2006 Cubmaster and Assistant Scoutmaster for the Boy Scouts of America in Reston/Herndon Va.

1978 – 1990 Prince William County and Fairfax County VA.

Volunteer Fire Fighter

May 24, 2024,

Dear Ms. Benites,

I am writing to express my interest in the open positions on West Virginia's Jefferson County Commission and I present this cover letter and my attached resume as my application to either of the open districts.

I purchased our home at 159 Eastland Drive, Charles Town, West Virginia, 25414 in 2022 and have developed a deep understanding and appreciation of the opportunities our county has to offer.

I am particularly drawn to this experience to serve due to the County's dedication to navigating growth in our community.

Enclosed is my resume which details my Thirty-Three years as an Attorney and my work for the Federal Government, Loudoun County, Virginia, Government, and as a Member and Vice Chair of the Jefferson County, West Virginia Board of Zoning Appeals.

I appreciate your review of my credentials and the anticipated positive response as to my application.

Please note that my date of birth is June 9, 1962 and that I am a member of the Republican Party.

Thank you again for your consideration.

Best,

Deirdre J. Catterton

703-431-1940

I

Edwina Benites

From: dcatterton@frontiernet.net
Sent: Friday, May 24, 2024 2:16 PM
To: Edwina Benites
Subject: Re: Application for Commission vacancy

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.

Hi,

My apology as to the error in my email below.

I purchased our home in 2002.

Best,

Deirdre J. Catterton
703-431-1940

On Friday, May 24, 2024 at 02:12:06 PM EDT, dcatterton@frontiernet.net <dcatterton@frontiernet.net> wrote:

Good Afternoon,

Attached please find my cover letter and my resume for the vacant positions on the Jefferson County, West Virginia, County Commission.

If you have any questions, please do not hesitate to contact me at this email and/or via cell at 703-431-1940.

Please confirm receipt of this email and attachments.

Best,

Deirdre J. Catterton

Deirdre J. Catterton
159 Eastland Drive, Charles Town, WV 25414
703-431-1940 (cell)
dcatterton@frontiernet.net

EDUCATION

Juris Doctor

HAMLIN UNIVERSITY SCHOOL OF LAW, St. Paul, Minnesota

Masters of Public Administration

GEORGE MASON UNIVERSITY, Fairfax, Virginia

Bachelor of Arts – Government & Politics

GEORGE MASON UNIVERSITY, Fairfax, Virginia

CLEARANCE - Public Trust

United States Government, Department of Homeland Security – FEMA contractor –
Federal Emergency Response Official

EMPLOYMENT

Attorney – Orlans PC

1602 Village Market Blvd SE #310, Leesburg, VA 20175

October 2022 - present

Lead District of Columbia (DC) Foreclosure attorney. Handle foreclosure status hearings and mediations. Review and revise all foreclosure pleadings, pre-foreclosure documents and documents to be recorded on the DC Land Records. Communicate with clients, opposing counsels, unrepresented Defendants, Third Party purchasers, settlement companies, and numerous government offices. Knowledgeable of DC Codes and the DC Superior Court Rules of Civil Procedure pertaining to all aspects of the foreclosure process. Drafted the firm's DC Judicial Foreclosure Standard Operating Procedure (SOP) as well as the Title SOP.

Pre Processor/ Pre Reviewer– Navy Federal Title Services

21631 Ridgeway Circle Suite 265. Sterling, VA 20166

March 2020 – October 2022

Worked on all aspects of pre resale closings throughout multiple states, including but not limited to, obtaining mortgage payoffs, HOA dues, Front Foot Benefits Fees, and survey requests.

Worked on title review of all abstracts assigned for refinancing throughout multiple states. Found and identified to title curative team any and all encumbrances on the property, e.g., mortgage(s), unreleased Trusts, judgments and the like. Noted and received information on any Trust documentation, easements, additional parcels, lis pendens, prior foreclosures, and proper legal descriptions,

Senior Paralegal – Brock & Scott, PLLC (successor by merger to Stern & Eisenberg)

7564 Standish Pl., Ste. 115, Rockville, MD 20855

October 2019 – March 2020

Title reviewer for all District of Columbia cases. Drafted Pleadings, efiled, and recorded Pleadings and documents respectively. Maintained attorneys/ District of Columbia Superior Court and Landlord Tenant Court calendars, updated case management system, and provided effective communication with clients.

Senior Paralegal – Stern & Eisenberg

22375 Broderick Dr., Ste. 235. Dulles, VA 20166

April 2019 – October 2019 (2019 – present Brock & Scott successor by Merger -

Worked directly for the Director of Litigation and the Chief Operating Officer as lead on special assignments regarding accounting matters. Analyzed, monitored, and reconciled accounts payables for litigation hourly and flat fee billing for legal services within twelve states and the District of Columbia. Audit Specialist in preparation of District of Columbia foreclosure accountings. Actively participated in month end close out in thirteen jurisdictions. Designed Standard Operating Procedure Manual for fee requests and approvals and case time management. Collaborated with System Administrator and IT to execute more efficient tracking of accounts payables and accounts receivables. Established and maintained relationships with clients, vendors, and appearance counsel to ensure retention. Drafted pleadings and filed for Virginia, West Virginia, District of Columbia, and Maryland Foreclosure matters.

Senior Paralegal – Orlans PC

1602 Village Market Boulevard SE, Suite 310. Leesburg, VA 20175

March 2017 – April 2019

Responsible for preparing draft correspondence and draft legal documents such as motions, complaints notices, orders and praecipes in accordance with instructions and prescribed procedures; finalized and ensured timely filing of legal documents with the courts including e-Filing. Maintained proper scanning/uploading of electronic versions of documents in electronic system and indexing and filing of hard copy legal documents and designated correspondence in the litigation/hearing files. Performed research including specifically internet, on-line dockets, people locator services as requested or required. Constant communication with clients of the company, court personnel, and opposing/debtors' counsel regarding the status of cases, ensured that client vendor websites were reviewed and updated daily in accordance with the company and client requirements. Prepared and sent outgoing communications via appropriate methods, including -e-mail, USPS, courier, facsimile, and overnight delivery. Responsible for proactively monitoring and timely notification of attorney of scheduled events as noted on the Legal Department Master Calendar and on the Outlook calendar of assigned attorney, including monitoring dockets and court dates, and scheduled appointments as requested. Prepared, updated and reviewed task reports daily and ensured timely completion of assigned tasks. Ensured compliance with fee approval authorization process of the company and its clients, and maintained hourly fee approval tracking spreadsheet for attorney.

Paralegal – Document Manager - The Legacy Elder Law Center (The Clark Law Firm)

107 South Street, Ste. E, Leesburg, VA 20175

October 3, 2016 – January 6, 2017

Assisted clients with Estate Planning matters, document crafting, interpretation, review, and analysis. Daily communication and interaction with clients, in person, via telephone, and/or email. Responsible for Document Management within the office. Active in retitling of client's real property. Involved with Medicaid and Veterans Affairs assistance matters.

Field Representative/Case Worker - U. S. House of Representatives

300 Foxcroft, Ste. 102, Martinsburg, WV 25401

February 2, 2015 - March 1, 2016

Assisted constituents in all aspects of Federal matters, including, but not limited to Social Security, Social Security Disability, Medicare/Medicaid, and a myriad of other issues including but not limited to Veterans Administration and Veterans Affairs. Handled appearances at Senior Centers and other mobile offices, e.g. libraries, around the District on behalf of the Congressman – many public appearances, etc. Available on a 24/7 notice to assist in matters pertaining to Congressional affairs.

Budget and FOIA Coordinator - County of Loudoun

1 Harrison Street, S.E., Leesburg, VA 20177

August 2012 – July 2014

- Coordinated and prepared Department budget and work plans
- Established procedures for and provided supervision of revenue collection and transmittal
- Oversight, management, and review of purchase contracts
- Lead the department's efforts in records retention and property records management
- Payroll liaison for Department
- Assisted with long and short term planning for the division consistent with the Board of Supervisors' Strategic Plan
- Handled all FOIA requests
- Coordinated administrative requirements of the State-wide Building Code and applicable Codified Ordinances of the County dealing with the Building Code and prepared Department's agenda items for and attended the Transportation and Land Use Committee meetings

Bonds Management/Permits Team Leader – County of Loudoun

1 Harrison Street, S.E., Leesburg, VA 20177

April 2008 – August 2012

- Assisted in the preparation of the Department budget and management plans by preparing Department budget
- Ensured adequate process were in place and ten member staff was trained and available to provide customer service related to the Building Code and Zoning Ordinances
- Payroll liaison for Department
- Assumed full responsibility for the Permit/Administration Division (including supervising twenty nine member staff) during the absence of the Assistant Director for Permit Issuance
- Handled all FOIA requests
- Department's Custodian of Records attesting to the authenticity of the Department's documentation
- Assisted in the submission of transmittals to the Treasurer's office
- Assisted with procurement, purchasing and payroll issues involving Department staff
- Managed and maintained Personnel Actions within the Department and conducted ScreeningOne credit and background checks for the Department on new hires in positions of trust

Attorney/Settlement Officer – Key Title

722 East Market Street, Ste. 101, Leesburg, VA 20176

January 2006 – March 2008

Real Estate*

***Attorney/Settlement Officer – Stockman Title & Escrow, Inc.**

1 South King St, Leesburg, VA 20175

August 2002 – January 2006

Real Estate

- Conducted residential and commercial real estate settlements
- Handled title issues and probate matters
- Reviewed and resolved real property tax issues i.e. land use and elderly relief matters
- Interacted daily with clients, real estate agents, and lenders
- Dealt with foreclosure departments at lenders and work out departments at foreclosure law firms
- Reviewed titles and resolution of title related issues
- Handled all aspects of settlement from pre to post closing matters
- Handled all re sale settlements for the Loudoun County Affordable Dwelling Unit Program

Attorney – Draper & Goldberg, PLLC/Tuscarora Title Corporation

803 Sycolin Road, Ste. 301, Leesburg, VA 20175

January 2000 – August 2002

Real Estate

- Handled all serious title issues and title claims (pre-foreclosure and post-foreclosure stage)
- Opened and administered Probates in Maryland, Virginia, the District of Columbia and Delaware
- Reviewed surveys, judgments, title examinations, title commitments, title policies, and senior and junior liens on a daily basis
- Handled all tax and general creditor issues
- Monitored staff's small claim resolution progress
- Liaison between client and Title Insurer
- Handled Landlord - Tenant Docket at the District of Columbia Superior Court on a bi-monthly basis
- Conducted residential real estate and REO closings in Maryland, Virginia, and the District of Columbia

BAR ADMISSIONS

CURRENT:	THE DISTRICT OF COLUMBIA COURT OF APPEALS UNITED STATES DISTRICT AND BANKRUPTCY COURTS FOR THE DISTRICT OF COLUMBIA	1993 – present (Active status)
(PAST:	THE SUPREME COURT OF THE STATE OF MINNESOTA	2023 – present (Active status) 1990 – 2020)

COMPUTER SKILLS:

Full knowledge of Microsoft Office (Word, Excel, and PowerPoint). Import understanding of Access. Proficient in the following software applications: RESWARE, JOBAPPS, FAMIS, LMIS, LOLA, WebLogis, Loudoun Clerk of the Circuit Court Intranet Public Access Web Service (Land Records), Bonds Admin, e-permitting, Personnel Actions, Budget Adjustments, Advertisement Requests, Performance Assessments, Request for Payment, Travel Reimbursement, Oracle, and Oracle Hyperion. Proficient in the following software programs: GOV/MAX, ACR, ecivis, Pictometry, Laserfische (Community Development and Accounting, ScreeningOne, Cyborg, IQ, elearning, Elderdox, Aspen Grove, Black Knight, Tempo, ADR, CaseAware, CaseWare, and Serengeti, CID.

BOARD OF ZONING APPEALS JEFFERSON COUNTY, WEST VIRGINIA

Alternate 2017-2018

Member 2018-2021

Vice Chairman 2021-2022

REFERENCES UPON REQUEST

Daniel Chittal
(304) 620-2735
Email: danchittal2@gmail.com

Overview: Public Sector has been my life for almost 15 years in some way shape or form. I am a dedicated leader, technologist, and citizen that believes firmly in contributing to your community.

Work Experience

**Infoblox, Herndon, VA – SLED (State, Local, ED)
Senior Solutions Architect, Mar 2021 – Present**

- Build relationships with organizations Engineering group and "C" level executives to provide network and cyber analysis.
- Provide detailed architecture diagrams to the customer and implementations team.
- Respond to highly technical RFQ's, scoping the needed technology
- Identify and offer remediation for the customer's existing infrastructure

**Cubic, Ashburn, VA - USMC
Principle Solutions Architect, Jun 2017 – Mar 2021**

- Build relationships with organizations Engineering group and "C" level executives to provide network and cyber analysis.
- Provide detailed architecture diagrams to the customer and implementations team.
- Respond to highly technical RFQ's, scoping the needed technology
- Identify and offer remediation for the customer's existing infrastructure

**CSRA, Alexandria, VA – Coast Guard TISCOM - Cybercom
Senior Network Administrator, Sept 2016 – Jun 2017**

- Utilize SNMP network tools such as Cisco Works and What's up Gold to monitor and maintain network equipment performance, health, and configurations on NIPR/SIPR networks
- Participated in Enterprise wide initiative moving certain sites to "Router on a stick" style configuration
- Experience troubleshooting and configuring Cisco routers, and switches at the CLI, GUI, and physical level according to DISA STIGS and client specifications
- Personally responsible for running monthly network performance availability reports for Senior management in an effort to identify weakness within the Enterprise network
- Troubleshoot escalated tickets from Enterprise NOC and coordinate with engineering and Implementations department for resolution
- Assist in determining RFO for outages and ensuring SLA's are appropriately met

**ActioNet, Germantown, MD – DOE Joint Cyber Security Center
Network Security Analyst, Sept 2015 – Sept 2016**

- Perform cyber incident analysis via Solera
- Responsible for being the "hub" for all Cyber Incident reporting to US CERT
- Assist with PCAP and Netflow analysis as needed
- Monitor duty mailbox for event alert throughout the Enterprise
- Utilize Splunk for reporting and analyzing "Big picture" correlations
- Do extensive incident write ups on major Cyber events throughout the Enterprise
- Responsible for announcing known Indicators of Compromise (IOC) through the customer Cyber community
- Compile weekly and monthly advanced analytics of attempted intrusion and cyber incidents throughout clients enterprise environment
- Track incident and investigations of Cyber events

**Metro Systems Inc, Alexandria, VA – Coast Guard TISCOM - Cybercom
Senior Network Administrator, Feb 2015 – Sept 2015**

- Utilize SNMP network tools such as Cisco Works and What's up Gold to monitor and maintain network equipment performance, health, and configurations on NIPR/SIPR networks
- Participated in Enterprise wide initiative moving certain sites to "Router on a stick" style configuration
- Experience troubleshooting and configuring Cisco routers, and switches at the CLI, GUI, and physical level according to DISA STIGS and client specifications
- Personally responsible for running monthly network performance availability reports for Senior management in an effort to identify weakness within the Enterprise network
- Troubleshoot escalated tickets from Enterprise NOC and coordinate with engineering and Implementations department for resolution
- Assist in determining RFO for outages and ensuring SLA's are appropriately met

Network Security Operations Technician 2, May 2013-Feb 2015 – Department of Homeland Security

- Utilize network tools such as Splunk, Solarwinds Orion, and Nagios
- Support proprietary ISP based security Email and DNS traffic aggregation system
- Monitor system logs to ensure customer security and analyze logs based on government provided indicators
- Consult with Engineers on maintaining updates and patches on our local servers
- Maintain, configure, and monitor system routers and switches to include Juniper MX480, MX5 and EX2200 switches
- Build and document Data Center infrastructure utilizing Visio diagrams and cabling connection diagrams
- Responsible for tracking configuration of all newly implemented routers and switches
- Adding users in active directory as well as on our Linux/Unix based servers
- Assist in performing server patches and reboots

CSC/Xpect Solutions, Chantilly, VA – FBI Enterprise Operations Center

Network Administrator/Incident Coordinator, June 2011 - May 2013(Full time) April 2014 - June 2016 (Part time)

- Responsible for monitoring Cisco Routers (7206/6509) , Switches (3750/2950/4506), and TACLANE (KG-175) via GEMX
- Troubleshoot Cisco Network devices in an Enterprise environment
- Routinely consult with field technicians/vendors to resolve reported network issues via HP tools i.e. Network node manager and Network Automation
- Maintain and configure VLANs and Port security
- Consulted with management to establish Incident resolution priorities
- Manage and coordinate Change activities
- Managed Incident resolution from initial occurrence to successful outcome
- Influenced product and project delivery through the incident management process
- Worked proactively in identification of Root cause for outages
- Consult with all levels of management and Government clientele regarding Enterprise issues
- Coordinated with engineers to restore service for client as fast as possible
- Submitted daily KPI reports
- Facilitated conference bridges between engineers and other management
- Performed duties in a timely manner to meet Service Level Agreements
- On-going assistance with service delivery improvement with the Help Desk technicians

United States Navy Reserve, Baltimore, MD – NMCB23

Construction Battalion 23 S6 Communications, December 2010-Present (IRR)

- Responsible for working with a team to optimize LAN
- Consulted with battalion leadership to optimize maintenance of over 100 computers and 300 units of communication equipment
- Developed procedures to monitor and inventory technical equipment in battalion warehouse

- Responsible for issuance of communication/computer hardware devices for the entire battalion

Certifications/Education

- CCNP
- VMware Associate
- GCP
- CCNA R&S (ICND1/ICND2)
- Comp TIA Security +
- Certified Ethical Hacker CEH v9
- ITIL v3 Foundations
- Cisco VLAN & Network Security Cert.
- Cisco router and IP routing protocols Cert.
- 811 Field Communications Operator School
- Naval Operations Support/Navy Mobile Construction Battalion 23-monthly training
- S6 Communications network training
- Construction Battalion Training
- Basic Training

Security Clearance **Top Secret SCI clearance w/CI Polygraph & DHS suitability**

Woodson High School, Fairfax, VA, 2001

Awards

- Honor Graduate- Naval Mobile Construction Training, December 2010

Dr. R. James Cook
39 Thatcher Ct.
Shepherdstown, WV 25443
r.james.cook@gmail.com
540.319.3542

May 13, 2024

Jefferson County Commissioners
124 E. Washington Street
P.O. Box 250
Charles Town, WV 25414

Dear Jefferson County Commissioners,

I am writing to express my interest in the vacancy on the Jefferson County Commissioners board. As a resident of Shepherdstown, West Virginia, and a committed advocate for the well-being and prosperity of our local community, I am compelled to offer my skills and experience to serve the constituents of Jefferson County during this critical time.

With a career marked by senior leadership roles and executive responsibilities, I bring to the table a wealth of experience in fostering fairness, balance, and effective governance. Throughout my professional journey, I have successfully managed multi-million-dollar budgets both in corporate entrepreneurship and during my tenure in the military.

As a retired Army officer, I understand the importance of steadfast leadership and unwavering commitment to duty. My military background has equipped me with invaluable skills in strategic planning, crisis management, and decision-making under pressure – qualities that are indispensable in navigating the challenges currently facing our county.

I firmly believe that effective governance is essential for the safety and prosperity of our community. The recent vacancies in the Commissioners board have left Jefferson County in a precarious position, jeopardizing the delivery of vital services, and impeding the progress of essential initiatives. I am deeply invested in the welfare of our local economy and the overall health of our community. If appointed, I pledge to leverage my skills, experience, and passion for service to advocate for policies that promote economic growth, protect our natural resources, and enhance the quality of life for all residents of Jefferson County.

I am enthusiastic about the opportunity to contribute to the betterment of our community as a member of the Jefferson County Commissioners board. Thank you for considering my application. I am available on May 30th for an interview to further discuss how my background and qualifications align with the needs of the board.

Sincerely,

James

Dr. R. James Cook, CFRE

Robert James Cook

Shepherdstown, West Virginia 25443 United States

Evening Phone: 5403193542

Email: r.james.cook@gmail.com

Work Experience:**Individual Development Director****Washington Area Community Investment Fund (Wacif)**

2012 Rhode Island Ave NE

Washington, DC

5/2022 – Present

Hours per week: 60

Duties, Accomplishments, and Related Skills:

I was recruited as the inaugural Individual Development Director, I am responsible for driving individual revenue strategy and acquisition throughout the opportunity lifecycle (from opportunity identification to award acceptance). I built and implemented Wacif's individual stewardship strategy, developed capture strategies and tactics, managed the production of pitches and proposals for individual donors, and identified and implemented systemic and human capital investments needed to support continued scale in individual contributions driving Wacif's impact.

Individual Donor Development Strategy – Developed and managed an individual development strategy that resulted in Wacif receiving and deploying resources needed to deliver on its mission of equity and opportunity. Drove development of a major gifts and individual donor (beyond major gifts) programs at Wacif, with associated investments in: human capital; technology; policy, procedural, and governance protocols. Worked with Wacif's executive team to understand future and current programming and capital deployment needs. Work with the communications team to ensure that, wherever possible, content is aligned with and supports acquisition of new individual opportunities.

Lead Generation/Market Research – Identified non-institutional opportunities (high net worth individuals, impact investors, individual donors) and initiate conversations with potential funders. Managed the organization's efforts to generate a complete, upstream understanding of individual funding. Utilized and synchronized industry standard applications and software to gather intelligence and plan approaches to individual high-capacity donors. Analyzed individual donor trends nationally and regionally for their impact on Wacif's development strategy. Connected with strategic advisory groups, from private wealth managers to philanthropic advisors, to introduce Wacif and determine how their clients fit with our mission. Managed a strategic, coherent process for including internal and external stakeholders – to include staff, Board, and others as appropriate – in identifying and executing opportunities with individual donors. Developed and implemented a strategic, comprehensive approach to opportunity prioritization and decision-making related to the pursuit of opportunities with individual donors. Lead the development of market analytics, helping Wacif quantify its total addressable market with individual donors and established realistic revenue scenarios and year-ahead development planning. Developed and maintained organizational infrastructure related to internal development analytics, including: creating and maintaining Wacif's individual development pipeline, including specific data elements related to current and upcoming opportunities, including but not limited to opportunity status, partner, funder, timing, and next steps;

and, facilitating recurring leadership team sessions to review market analytics, discuss funding scenarios, model fundraising targets, and capture key next steps. Contributed to and facilitated Board discussions related to individual donor development.

Relationship Development and Appeal Delivery – Lead the development and management of a rational and collaborative process that resulted in successful, funded appeals including: leading the kickoff pitch and appeal development efforts; leading proposal and pitch review sessions; and, packaging supporting documentation in collaboration with internal partners. Cultivated relationships with individual donors, including: prioritizing individual donors by their affinity and capacity to make strategic gifts; understanding donor priorities and goals and reflecting these to relevant Wacif team members; mapping relationships to ensure that the right point of contact is positioned to approach the prospect; lead engagement with prospects, making appeals; positioning teammates and other points of contact to make appeals; following up with prospects to ensure that commitments reach Wacif. Analyzed prospect research with a keen understanding of moves management to steward donors toward major gifts.

Partner Stewardship – managed the organization’s efforts to keep current supporters engaged with Wacif and its work, by: working with executive and program teams to identify and prioritize key relationships; researching stewardship best practices and approaches taken by other organizations; developing stewardship strategies for consideration by the CDCO and CEO; and managing implementation, in collaboration with communications teammates and others. Mentored and lead Individual Development team, managing and providing guidance and support to team members that lead day-to-day work. Effectively manage team, from workload management to performance appraisal, and professional development.

Executive Director, Educational Foundation

Dabney S. Lancaster Community College (DSLCC) Educational Foundation

1000 Dabney Street
Clifton Forge, VA

5/01/2020 – 05/2022

Hours per week: 60

Duties, Accomplishments, and Related Skills:

As the Executive Director of the College Educational Foundation and Director of Institutional Advancement/Public Information Officer for DSLCC, I write policies and establish protocols for scholarship, fundraising, investment, and advancement processes. I am responsible for examining the efficacy of existing policies and developing new programs that align with identified objectives and goals of DSLCC. I work closely with alumni, fundraisers, the Virginia Community College System, and stakeholders to revise existing programs, and to determine the goals and objectives of new policies. Serving as both the Executive Director of the College Educational Foundation and Director of Institutional Advancement/Public Information Officer for DSLCC, I provide direct leadership to over thirty-five administrative staff, Foundational Board members, third-party vendors, and contractors to increase the level of external resources from public sector and private sources to support programmatic and capital needs and aspirations of the College. Responsible for building, maintaining, and strengthening relationships between and among the College’s twenty internal departments/divisions and critical funding sources including individuals, corporations, and

foundations to raise capital and programmatic funding of over \$500k per year.

In May 2020, DSLCC had no formal alumni outreach program, no data base of alumni, and no method of linking the alumni to career opportunities. I was faced with minimal resources, staffing challenges, and scarce data. I worked to identify alumni pools within different local corporations to begin cataloging them for the purpose of building an alumni database. From there, I developed strategies for outreach to increase alumni participation and support to DSLCC. My efforts resulted in a data base of over 200 alumni participating in school events and becoming reoccurring donors.

During the onset of the COVID-19 pandemic, I was responsible for developing a marketing plan that addressed academic and workforce training solutions. I utilized articles written for press releases for all the local news outlets and social media platforms focusing on three areas (culinary, nursing, and forestry). Part of that plan was to develop an advertising portfolio with local station WSLC to increase public engagement with DSLCC by utilizing video advertisements, radio spots, commercials, and social media. The challenge with this effort involved identifying, publicizing, and promoting the courses appropriate for an online format as well as courses that could not transfer to an online platform without significant degradation of the class content while still maintaining Center for Disease Control protocols. In addition, DSLCC historically had a sporadic marketing plan with no strategic achievable goals. My solution was to develop a dynamic marketing platform highlighting three unique departments in order to establish a baseline for future marketing strategies and increase student full-time equivalent enrollment. During Spring 2021, the Virginia Community College System mandated that five of the seven colleges named after historical figures must change their names because the namesake's values were no longer aligned with the State Board's criteria. I was responsible for improving DSLCC's public relations without compromising the historical value of the namesake and DSLCC. DSLCC serves four counties and a large section of the community opposed the name change. The result of the name change included the loss of donor support, financial resources, partnerships, and community engagement. I developed a public relations campaign focusing on the future of the college with a new name while celebrating the previous 60 years of education and community involvement. I led a name changing task force comprised of 30 individuals that focused on facilities and budget, marketing and media, and fundraising to culminate in a weeklong celebration in June 2022. I contracted with a third-party marketing firm that I provide oversight to for the renaming efforts, the marketing and media, press releases, and social media.

Utilizing a three-prong strategy, I revamped the DSLCC investment strategy so that we had maximum leverage of funds available for the unrestricted budget and student scholarships. I changed the administrative fee policy from a static 2% to a dynamic range of 1% to 3.75% which allowed more flexibility under market trends that maximizes educational foundation operations. Additionally, I changed the spending cap policy from a static 5% to a dynamic range of 4% to 7% that leveraged the market funds that resulted in higher scholarship distribution each semester. Following generally accepted accounting principles (GAAP) of reinvesting dividends, my actions created more operational funding.

Supervisor: Dr. John Rainone (540-863-2820)

Okay to contact this Supervisor: Yes

Principle

Cook and Associates

39 Thatcher Ct.

Shepherdstown, WV

9/01/2018 - Present

Hours per week: 20

Duties, Accomplishments, and Related Skills:

Coached, consulted, or contracted for strategic and fundraising initiatives with small nonprofit organizations and churches. Increased fundraising revenue and constituent affinity among various nonprofit portfolios for private donor, corporate partnerships, and programmatic foundation funds. Led and implemented several strategic development programs including prospect research and market segmentation planning, and outreach and engagement through to cultivation. Built campaigns and identified structural and organizational changes to best position them for success. Coached and consulted with several nonprofits with operational budgets ranging from \$1.5M to \$10M. Contracted with nonprofits in Lexington, Lynchburg, Roanoke, and Chicago for planning and executing their fundraising strategies to include their Day of Giving initiatives to raise unrestricted or programmatic funds. Raised collectively over \$1M during Day of Giving period. Led the strategic overhaul of corporate and foundation partner outreach focusing on donor designated funds, corporate social responsibility, corporate management, programmatic funding, and grant proposals. I used market data and best practices that resulted in \$600K in donations and \$400k in the consideration phase. Developed an innovative corporate affiliation program recruiting six corporate partners within cyber security and STEM programs producing \$150k annually in unrestricted funds. Restructured prospect development strategies and codified position descriptions in order to synchronize communications among C-Suite, staff, and major gift officers to reduce duplication of efforts and increase fundraising impact.

**Director – Clinical Collaboration and Education (DOCCE)
Liberty University College of Osteopathic Medicine (LUCOM)**

306 Liberty View Lane
Lynchburg, VA

8/01/2013 - 9/01/2018

Hours per week: 80

Duties, Accomplishments, and Related Skills:

Served the first two years as the Director of Admissions and Student Services prior to promotion to DOCCE. Developed our national and international medical outreach, patient care, and international elective clinical rotations for the students, staff, and faculty. Supervised the planning, operations, and logistical support of both multiple short-term (1 week or less) of medical outreach events and developed long-term (1 month to 6-weeks) clinical rotations for medical students during their fourth-year international elective clinical rotations. Developed and maintained long-term partnerships with US governmental agencies and host country Non-Governmental Organizations. Advised the Dean in developing multiple continuity of care health clinics and hospital services in partnership with groups in Central and South America, and Africa. Provided administration, support, and technical assistance to outpatient clinics in underserved locations within developing countries. Served as advisor to Ministers of Health and healthcare providers in developing countries for clinical operations analyzing the socioeconomic impact of the impoverished population regarding healthcare, continuity of care, public health, and epidemiology.

International Clinical Rotation Sites -

20 Medical outreach trips to Guatemala; 4 to Honduras; 4 to Dominican Republic; 1 to Peru; 6 to Togo (West Africa), 8 to Kenya; 1 to Rwanda; and 1 to Zambia

Domestic Clinical Outreach -

Annual healthcare collaborative events with local providers in Martinsville, VA; Lynchburg, VA; and Danville, VA.

Supervisor: Dr. Ronnie Martin (434-592-6400)

Okay to contact this Supervisor: Yes

Chief Operating Officer (COO)

Sayre Enterprises, Inc.

45 Natural Bridge High School Road
Natural Bridge Station, VA

8/01/2011 - 8/01/2013

Hours per week: 80

Duties, Accomplishments, and Related Skills:

As a senior level Executive, I reported directly to the Founder and CEO of Sayre Enterprises and was responsible for the company's day-to-day Budget, Operations, and Logistical activities, including revenue and sales growth; expenses, cost and margin control; product manufacturing and distribution; marketing internal and external communications; and monthly, quarterly and annual financial goal management. I managed over 115 company employees with annual gross sales over \$15M.

Managed three sale branches (government, commercial, and promotional products). Additionally, I had oversight of warehouse operations for production and manufacturing of over 70 lines of merchandise. I created an employee taxonomy and management structure, auditing various workplace processes and implementing new strategies to improve efficiency and communication across all parts of Sayer Enterprises' supply and distribution chain.

Supervisor: Ms. Mary Sayre (800-552-6064)

Okay to contact this Supervisor: Yes

Executive Officer (XO), 12th Aviation Battalion (XO)

Davidson Army Airfield
Fort Belvoir, VA

11/01/2007 - 01/31/2009

Hours per week: 80

Duties, Accomplishments, and Related Skills

Served as executive level decision maker responsible for \$300M Budget in the maintenance, logistics, administration, intelligence, and operations of a Battalion of 18xUH60 Blackhawk helicopters and a Technical Rescue Engineer Company specializing in search and rescue. Second in command within an Army battalion. As the battalion's "chief of staff", I was prepared to assume the duties of the battalion commander at any time.

Program Manager for Special Access Programs and served Liaison to the White House Military Office and the Pentagon Joint Staff for contingency operations. Supervised and coordinated logistics and operations for four unique and high-security airfields to include the joint use airfield at the Pentagon.

Coordinating staff officers including S1, S2, S3, S4, S5, S6, special staff, civilians, and contractors. I ensured the staff was coordinated, synchronized, and supervised within multiyear and complex long- and short-range planning, training, and execution of worldwide aviation mission support and support within the National Capital Region. I was the primary synchronizer of staff actions. Coordinated with senior level pentagon officials for the purchase of the LUH72 Lakota, and the reorganization of battalion air assets equipping the USANG with 16xUH60L for operational readiness improvements. Understood the air and ground transportation security requirements for the JTFNCR and executed SAP for NSSE support within all laws, regulations, and policies while developing SOPs. Complete oversight of Delta Company logistics and maintenance for three airframes (UH60A/L, VH60A, and LUH72). VH60 program was unique to the area as the only fleet of VIP equipped, specially designed airframes to fly in/around the National Capital Region. Special equipment modifications and Air Worthiness Releases (AWR) from FAA, DoD, and US Army Aviation proponents. Establishing staff operating procedures ensuring the commander and the staff are informed on matters affecting the command; assembling and supervising the staff during the decision-making process ensuring a coordinated, synchronized plan; establishing timelines (1/3-2/3 rule); establishing the required liaison; ensuring information flow between the staff and commander on staff recommendations and the commander's decisions; representing the commander (when required); monitoring the overall battle and supervising planning of future operations; directing the staff; enforcing standing operating procedures; serving as the materiel readiness officer and supervising unit status reporting; providing for battalion logistical support; and leading the Military Decision Making Process during staff planning.

Director of Operations (Brigade S3)

Army Air Operations Group, JFHQ-NCR
Fort McNair, DC

08/01/2006 – 11/30/2007

Hours per week: 80

Duties, Accomplishments, and Related Skills

I served as the brigade commander's principal staff officer for matters concerning operations, plans, organization, and training for the Army Air Operations Group (AAOG) in the Joint Task Force – National Capital Region and the Military District of Washington. AAOG consists of the 12th Aviation Battalion of UH/VH60 Blackhawk aircraft and the LUH72 Lakota; and the US Army Priority Air Transport (USAPAT) fleet of Gulfstream aircraft.

I was responsible for planning, coordinating, and executing aviation operations, to include regional and worldwide priority air transport for the Army's senior leadership, selected DoD officials, and Combatant Commanders. Executed airfield operations at Davison Army Airfield, and provided Air Traffic Services support to the Pentagon helipad. As directed, I employed rotary wing aviation and engineer technical rescue assets to support designated contingency operations. On order, received additional rotary wing aviation forces OPCON to JFHQ-NCR and coordinate for their employment in support of consequence management operations.

I was the director in planning and coordinating the operations, and the principal program manager for Special Access Programs (SAP) concerning Army UH/VH60 aircraft within the NCR and fixed wing aircraft worldwide.

Directed operations with an operational budget over \$30M for various National Special Sensitive Event (NSSE) programs of an Army Aviation Brigade with two battalions specializing in worldwide

executive level air transportation and complex interagency contingencies. Responsible for analyzing, planning, resourcing, and executing budget and operations involving Army Aviation and Technical Rescue Engineer capabilities for NSSE, ceremonies, State Funerals, and emergencies. Worked directly with Joint Staff at the Pentagon and White House Military Office.

I developed the contingency planning and briefed pentagon officials on readiness and deployability of the Army Aviation assets worldwide and within the NCR. I wrote the SOPs that supported several SAPs within the NCR and worked within the incident command structure prioritizing assets and adjusting resources required to complete NSSE missions.

I managed SAP training and execution within the NCR, informing the MDW and JTFNCR command of operational readiness. Executed SAP IAW Pentagon and Joint Level directives, commander's intent, monitors adjacent units' progress, submitted reports per SOP, anticipates changes required and prepared the Fragmentary Orders.

Executive Assistant to the Commanding General (Aide de Camp)

JTF-GTMO, Cuba
SOUTHCOM

08/01/2005 – 08/01/2006

Hours per week: 80

Duties, Accomplishments, and Related Skills

Assigned to the United States Southern Command with duty at the Joint Task Force-Guantanamo Bay, Cuba and reported to the senior commander for the Joint Task Force Guantanamo Bay. I provided liaison and coordination with interagency nongovernmental agencies, International Committee of the Red Cross, foreign dignitaries, congressional delegations, media, and senior officials within the Department of Defense, subordinate commanders, and staffs.

I performed as scheduler, coordinator, office manager, and trip planner for senior level DoD officials in and around JTF-GTMO area of operations. Scheduled congressional visits for senior government officials. Served two flag officers (General and Admiral) as their personal assistant ensuring compliance for global travel, budgets, force protection, and confidentiality.

Served as liaison for foreign dignitaries visiting Naval Station Guantanamo Bay, Cuba. Supervised CJTF policies for contingency operations involving the senior official. Ensured secure messaging of the GO/FO Public Key Infrastructure and Defense Red Switch Network direct with SECDEF and SOUTHCOM Command.

Assistant Professor of Military Science

Virginia Military Institute (VMI)

2020 Kilbourne Hall
Lexington, VA

5/01/2003 - 8/01/2005

Hours per week: 60

Duties, Accomplishments, and Related Skills:

As the Military Science Level II (MSII) Branch Chief, I was responsible for writing and executing a new Military Science Curriculum. In order to ensure continuity of training for advancement, it was important that I synchronize the four-year curriculum to professionally develop them from Cadet to Lieutenant.

Responsible for instructing over 300 MSII Cadets each year, maintaining an Order of Merit List rankings for schools and leadership responsibilities, and identified and recommended extremely competent Cadets to prestigious awards. I performed duties as counselor, mentor, and facilitator to the Student, Athlete, and Leader. Coordinated and planned field training events specific to the MSII and worked jointly with the other three MS Branches in the Army department. I coordinated efforts with the Navy and Air Force departments as well as Cadet Life, Commandant's staff, and faculty of VMI. Served as Training, Advising, and Counseling (TAC) Officer to Delta Company of over 200 Cadets of all levels and disciplines, selected as a faculty advisor to several clubs. I traveled extensively to the three partnership schools to ensure success for ROTC at each school and advised staff and cadets on all matters relating to Aviation Components of the Army. Interviewed select scholarship candidates and briefed prospective cadets and parents on Army programs and benefits. I served as Officer in Charge of the Ranger Challenge Team, Assistant Officer in Charge of the Army Combat Diver Program, Assistant Officer in Charge of Barracks, and liaison to the Combative Martial Arts Club.

Education:

Doctorate degree 5 / 2020

University of Lynchburg

Lynchburg, VA United States

Major: Organizational Leadership

Master's degree 10 / 2008

Liberty University

Lynchburg, VA United States

Major: MAR (Master of Arts in Religion) Leadership

Bachelor's degree 5 / 1995

Methodist University

Fayetteville, NC United States

Major: Political Science

Professional Publications:

Dissertation: May 2020. Cook, Robert James, "A Wrap Around Poverty Intervention Model: Leveraging Social Capital Reduces Poverty" (2020). Graduate Dissertations and Theses.

35. <https://digitalshowcase.lynchburg.edu/etd/35>

Poster: October 2018 at OMED: "Advancing Ultrasound Techniques in Guatemala" Megan Boyer, MS, Samuel Creighton, BS, Kathleen Bogacz, MD, FACP, and R. James Cook, MAR

Poster: ACOFP: "Building a medical outreach model for sustainability: An osteopathic approach" Elizabeth Johnsen, MS, Sherin Cherian, MS, Shawn Cherian, Renee Frantz, James Cook, MAR, Kathleen Bogacz, MD, FACP. Presented spring 2018 ACOFP.

Abstract: 2018 VIE Poster symposium. "Medical Students as Point-of-Care Ultrasound Instructors: Learners as Successful Teachers" Alycia Lee, Abigail Wheeler, Mariam Asper, Emily Rawlings, Jake Beerel, Stephen Chu, Joshua Albert, Camden Towne, Sarah Elrod, James Cook MAR, Kathleen Bogacz, MD, FACP, David McLario, DO. Presented at the CMDA National Convention 2018.

Language Skills:

Language	Spoken	Written	Read
Spanish	Intermediate	Intermediate	Intermediate

References:

Name	Employer	Title	Phone
Brigadier General Sally Selden, PhD, SPHR (*) sselden@citadel.edu	The Citadel	Provost and Dean of the College Professor of Management	(843) 225-3294
Kathleen P. Bogacz, MD, FACP (*) kpbogacz@gmail.com	Augusta Health	Internist	(847) 322-4891
Honorable James D. Pagonos jdpagonos@msn.com	Dutchess County Surrogate's Court	Retired Justice, New York Surrogate Court	(914) 474-2790

(*) Indicates professional reference

Other Schools, Certifications, Affiliations, and Skills

Certified Fund Raising Executive, 2019-2022
 US Army Aviation Officer Basic Course 1995 to 1996
 Combined Logistics Officer Advance Course 1999 to 2000
 Combined Arms Services Staff School 2000
 US Army Business Lean Six Sigma Green Belt Certification 2007
 US Army School of Cadet Command Faculty Development Course 2003, 2008
 Army Aviation Maintenance Officer Course
 Ranger School
 Jumpmaster School
 Defense Language Institute for Spanish
 Rotary Wing Course for CH47D, UH60A/L, VH60A, UH1, and TH67 helicopters.
 Rated Aviator: Private, Commercial, and Instrument.
 Rotary International District 7570 Area 6 - Area Governor

Civilian and Military Awards:

Paul Harris Fellow from Rotary International – Four awards
 Honorary Brother Rat for the Virginia Military Institute (VMI) class of 2006
 Virginia Military Institute Faculty of the Year 2004
 Colonel Leo Codd Award National Army ROTC Instructor of the year 2004
 Order of St. Michael Bronze Medallion – Army Aviation Association of America
 Bronze Star Medal
 Defense Meritorious Service Medal
 Two Meritorious Service Medals
 Two Army Commendation Medals
 Two Army Achievement Medals
 Afghanistan Campaign Medal
 Global War on Terror Expeditionary and Service Medals
 Humanitarian Service Medal
 Military Outstanding Volunteer Service Medal.

Military Service 1985 – 2008

Served in the U.S. Army for 20 years serving as enlisted (Private through Staff Sergeant) and as an officer (Lieutenant through Major). I was promoted routinely into comprehensive and progressive leadership and management positions in Intelligence, Operations, and Aviation Logistics and Maintenance. Deployed in combat to Afghanistan.

Other duties (1985-2000):

Maintenance and Operations Officer

Fort Bragg, NC and Bagram Airfield, Afghanistan – 2001 – 2003 (Combat Tour 2001-2002)

I was responsible for Aviation Unit Maintenance budget and flight operations for two northern deployed CH47 units at Bagram Army Airfield, Afghanistan. I supervised Production Control (PC) and Quality Control (QC), back shop maintenance, contracting, and technical inspections with direct collaboration of civilian agencies for phase and intermediate level maintenance in a high operation tempo environment. I directed all CH47 flight operations for the northern part of Afghanistan excluding SOAR. I flew 140 combat hours in direct mission and maintenance support. Upon returning from combat, I was dually responsible for Maintenance and Operations for the CH47 fleet at Simmons Army Airfield with Charlie Company, 159th (Flippers). We maintained Operational Readiness Rates in the 90th percentile.

Company Commander, HHC, 4-159th Aviation Maintenance Battalion

Fort Bragg, NC – 2001 to 2002

Commander with oversight of command and control, military justice, administration, training, budget, operations, and command logistics in support of an Aviation Intermediate Maintenance Battalion. Responsible for support to the Command Leadership for Moral, Welfare, and Discipline. Managed a unit-level supply and maintenance program for fleet of light, heavy equipment, and refueling tankers for operational support. I facilitated various Army training courses and provided human resource support to the Battalion staff.

AVIM Platoon Leader, 4th Battalion – 159th Regiment

Fort Bragg, NC – 2000 to 2001

Supervised logistic and maintenance crews, conducted production and quality control measures, and provided reports on maintenance and logistic metrics. Intermediate maintenance included Hydraulics, Pneumatic systems, Rotor assemblies, Engine and Transmission, Avionics, and tool calibration. Managed Work In Process for all components of aircraft and conducted phase inspections on AH64 Apache, CH47D Chinook, OH58D Kiowa Warrior, and UH60 Blackhawk.

Flight Platoon Leader – Bravo Company, 4– 123rd Aviation Regiment, Fort Wainwright, Alaska

Class III/V Platoon Leader – Bravo Company, 4– 123rd Aviation Regiment, Fort Wainwright, Alaska

“Raven” Liaison to Infantry – Bravo Company, 4– 123rd Aviation Regiment, Fort Wainwright, Alaska

98G3V – Military Intelligence Voice Interceptor (Spanish Linguist): Private to Staff Sergeant (seven years)

Various units and locations ending with 7th Special Forces Group (Airborne) Fort Bragg, North Carolina

May 21, 2024

To the Jefferson County Commission,

A review of Mountain Party membership in Jefferson County was completed. The Mountain Party evaluated its members in good standing who have both the capability and the capacity to serve as County Commissioner.

Despite having under 150 registrants in the county, the party has found an overwhelmingly suitable candidate from the Shepherdstown Magisterial District who is willing to serve in the vacant position.

By unanimous vote of the State Executive Committee at its regularly scheduled meeting on May 20, 2024, the Mountain Party duly nominates the following person for consideration to appointment on the Jefferson County Commission:

Todd Cotgreave

**Pack Horse Ford Drive
Shepherdstown, WV 25443**

**(304) 841-1194
toddcotgreave@gmail.com**

Mr. Cotgreave is a life-long West Virginian, a 30 year resident of Jefferson County, and an active member of his community. We hope the commission will appreciate Mr. Cotgreave's collaborative, common-sense approach in working with colleagues and in serving his fellow neighbors.

It should be noted that other members wishing to remain anonymous did express interest to be considered for the position. However, those persons felt they could not adequately meet the time obligations required by law and rightfully expected by constituents.

Please review the enclosed resume and letter of the nominee, along with the meeting minutes of the Mountain Party State Executive Committee.

Sincerely,

Denise Binion
Chair, WV Mountain Party
(304) 669-0247
contact@mountainpartywv.net

Enclosure

Todd Cotgreave

Overview

An enthusiastic leader with experience creating, implementing, and teaching varied processes and systems. I excel when creativity is needed to overcome obstacles, and exceed at intrapersonal communication, task management and time sensitive goals.

Contact



toddcotgreave@gmail.com



304-841-1194



P.O. Box 1166
Shepherdstown, W.Va
25443

Education

Regents Bachelor of Arts
Degree from Shepherd
University

Concentrations in:
Communications
Photography & Design

Blue Ridge Community and
Technical College

- Management Training
Course

Experience

Journalism ----- 2000 - Present

A Wide Place in the Road (Print and online magazine)

Editor in Chief / creator / owner

Shepherdstown Chronicle

Freelance crime and special interest stories / weekly police log

Talk Radio WRNR

On air news writer and reporter

Shepherdstown Good Newspaper

Reporter / editor

Jefferson County Schools -----2018 - 2021

CDL licensed School Bus Operator

- Maintained control and safety while surviving the behavior of today's youth

Town Run Taphouse ----- 2015 - 2020

General Manager / Owner

- Creator/operator of a two-hundred-person event space/community center and restaurant.

- Marketing and customer retention

- Implementation of all procedures and practices

WSHC 89.7 FM ----- 1992 - 2015

Chief Operating Officer

- Managed a federally licensed station with over one hundred students and staff

- News Reporting, DJ, scheduling, marketing, staff management etc.

- Integration of modern technology and processes

- Worked up from D.J. to C.O.O.

Shepherd University ----- 2008 - 2015

Lecturer of Radio Practicum - Comm 326

- Created and taught curriculum for modern radio operators and reporters

- Communication liaison with Campus radio and the University

Yellow Brick Bank restaurant ----- 2005 - 2007

Assistant floor manager

- Updated the Point-of-Sale system and integrated modern beverage trends

- Increased sales and staff retention

- Lead and trained staff in service, sales and cuisine

Wine and beverage salesman ----- 2007 - 2015

District sales manager with 3 different distributors spanning eight years

Curious Exports Custom Furniture ----- 1996 - 2005

General Manager / Owner

- Design and build custom cabinets and furniture "from forest to home"

- Created a self-guided apprenticeship to understand industrial arts

Brief Biography of Todd Cotgreave

Growing up in Elkins, West Virginia, Todd Cotgreave found a deep appreciation for the surrounding natural beauty and the unique people living amongst it. Now, he can often be found camping, hiking, and exploring the wilds of West Virginia, and is the proud father of his high school- aged daughter, whom he loves and adores.

He was raised by public school teachers, who instilled an emphasis on critical thinking and a strong work ethic in his values. Moving to Shepherdstown to attend Shepherd University in 1992, that foundation was given the ingredients it needed to flourish.

Creating an art gallery with fellow college students and being empowered by its success, (and the tight knit community he found himself in) led the way for him to create more complex endeavors. One of which was turning Shepherd University's radio station into a vibrant and beloved station that connected both the University and the community in a way that had not existed before. He ensured that students, community members and local musicians had a strong platform which led to the station being locked into dials across the county and internet. Another was converting an old warehouse into a large community center / restaurant that brought members of Jefferson County together in a significant and new way, as it provided a free space for fundraising, and all types of local groups needing a place to meet / organize. Currently he is designing a magazine to showcase the spirit, and culture of small-town West Virginia, which will allow him to openly explore the region and its people, who are the true heart of the mountain state.

With a love for the natural environment and the people in it, Todd Cotgreave is a proud and active West Virginian working not to divide us because of our differences, rather to bring us together to celebrate the beauty in those differences.

Post Script: This biography was edited by his adoring daughter



MOUNTAIN PARTY

Affiliate of the Green Party of the United States

May 20, 2024

7:30 pm

Participants: Denise Binion, Dylan Parsons, Robert Smith, Darrin Cox, Brendan Muckian-Bates, Ash Elswick, Chase Linko-Looper

Minutes

- Minutes from meeting of the May 6, 2024 accepted as presented with one correction

Personnel Issues

- Filling a seat on Jefferson County Commission
- Interview with Todd Cotgreave – Mr. Cotgreave gave background on himself and how he would represent his magisterial district and the Mountain Party
- Vote: unanimous in favor of submitting Todd Cotgreave's name to the Jefferson County Commission for consideration

Old Business

- Mountain Party legal issues update – Denise will meet with our attorney next week
- Business cards – two-sided design needed, check for best prices

New Business

- Election updates
Kris Kinkaid and Robby Parsons didn't win their races, Chase Linko-Looper and Betsy Orndoff-Sayers will go on to the general election; Jill Stein won all of WV Presidential primary delegates; first in a Green

121 Village Green Rd



Salem, WV 26426

Party presidential candidate was on the primary ballot

- Chase requests help/volunteers from members with his campaign
- Mountain Party Convention
Tentative date July 20, 2024 for a virtual convention; discussion of credentialing, platform and by-laws amendments

The next meeting is scheduled for June 3, 2024 at 7:30pm via Zoom

Meeting adjourns at 9:01 pm

Denise Binion

Chair, WV Mountain Party

Robert E. Smith

Acting Secretary (in the absence of Secretary T. Fout)

May 21, 2024

To the Jefferson County Commission,

A review of Mountain Party membership in Jefferson County was completed. The Mountain Party evaluated its members in good standing who have both the capability and the capacity to serve as County Commissioner.

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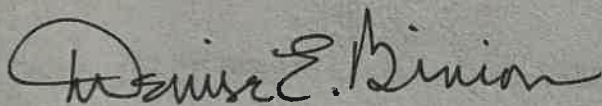
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toddcotgreave@gmail.com**

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Please review the enclosed resume and letter of the nominee, along with the meeting minutes of the Mountain Party State Executive Committee.

Sincerely,



Denise Binion
Chair, WV Mountain Party

(304) 669-0247

contact@mountainpartywv.net

Enclosure

*Patricia Noland
48 Douglas Drive
Charles Town, WV 25414*

E-mail: patsynol@gmail.com

Phone: (304) 279-1330

May 16, 2024

**Jefferson County Commission
P. O. Box 250
124 E. Washington Street
Charles Town, WV 25414**

Dear Honorable Commissioners,

Please find attached to this cover letter my resume for your consideration for the appointment of a temporary replacement for one of the two vacancies on the Jefferson County Commission. I am willing to serve for either the Shepherdstown or Harpers Ferry District.

I am ready, willing and able to serve until a replacement is appointed.

My home address and contact information is contained in the letterhead.

Best regards,



**Patricia Noland
E-mail: patsynol@gmail.com
Phone: (304) 279-1330**

N

**Patricia
Noland**

(304) 279-1330
patsynol@gmail.com
Charles Town, WV
25414

SUMMARY

Accomplished County Commissioner with proven understanding of issues affecting Jefferson County.

SKILLS

Economic Development	Social Media
Land Use Planning	Regulatory Compliance
Community Engagement	Team Collaboration
Workforce Development	Effective Communication
Government Relations	Executive Leadership

EXPERIENCE

Realtor, Licensed since 1984

Charles Town, WV

Samson Properties/Nov 2022 to Current

Shultz Realty and Path Realty/July 1984 to Nov 2022

- Represent buyers and sellers in real estate transactions.

Jefferson County Commissioner

Jefferson County, WV

Jefferson County Government/Jan 2009 to Dec 2020

- Approved county's fiscal budget and implemented property tax increases to meet targets.
- Presided over meetings with other county commissioners and community representatives to discuss prominent issues.
- Reviewed and approved budgets for various county departments.
- Collaborated with state legislators to advocate for changes beneficial to the county's citizens.

Clerk of the Circuit Court

Jefferson County, WV

Jefferson County Government/Jan 1994 to Oct 2008

- Trained staff members to perform work activities and use computer applications.
- Maintained strict confidentiality of sensitive information.
- Managed daily office operations and administrative tasks.
- Ordered office supplies and managed inventory control.
- Processed accounts payable and accounts receivable to maintain current financial records.

Jefferson County Magistrate

Jefferson County, WV

WV Supreme Court of Appeals/Jan 1985 to Sept 1994

- Handled small claims disputes between parties up to a certain dollar amount.
- Determined probable cause for issuing arrest warrants.
- Presided over criminal misdemeanor cases and determined probable cause in felony cases.

EDUCATION AND TRAINING

Certificate Real Estate

James Rumsey Technical Institute/May 1984

Martinsburg, WV

Shepherd University 1964-65

Shepherdstown, WV

ACTIVITIES AND HOBBIES

- My hobbies include making hand hewn wooden bowls, gardening, reading, and enjoying our great grandchildren.
- Member of the Board of the Jefferson County Council on Aging
- Member Emeritus of the Board of the Jefferson County Convention and Visitors Bureau
- Member of the Board of Directors of the non-profit Horses with Hearts organization.

JASON OOSTERWIJK

✉ mr.jasonoosterwijk@gmail.com
Harpers Ferry, WV 25425 | 301.549.9168

May 24, 2024

Jason Oosterwijk
295 Cool Glen Circle
Harpers Ferry, West Virginia 25425

To Whom It May Concern,

I am writing to express my interest in the Jefferson County Commission position for the Harpers Ferry District. With my extensive background in patent law, legal research, and client management, I am confident that I can contribute effectively to the county's administration and governance.

Qualifications and Skills:

- Legal Expertise:** I possess a Juris Doctor degree and extensive legal experience. I have conducted legal research, drafted pleadings, and organized exhibits. My experience with discovery requests, responses, and legal memoranda demonstrates my attention to detail and analytical skills.
- Client Management:** Robust experience collaborating with clients and vendors to accomplish a variety of administrative and litigation related goals.
- Communication:** I am adept at preparing many types of formal communications. My ability to coordinate with IP practitioners, clients, and foreign agents ensures efficient completion of even the most complex administrative tasks.
- Client Relations:** Engaging directly with clients, I reviewed legal filings, maintained multiple concurrent workflows, and managed case billing data. My commitment to client satisfaction and effective communication sets me apart.

County Commissioner Duties:

- Custodianship:** I understand the importance of safeguarding county records, including deeds and other documents presented for record.
- Administration:** I am well-versed in both managing and utilizing various forms of administrative databases, ensuring efficient county operations.
- Budgeting:** My technical knowledge related to budgeting and budgeting practices aligns with the responsibilities of a County Commissioner.
- Probate Matters:** I have a Juris Doctor degree and possess legal knowledge of the practice of probate law, including knowledge related to the legal process of appointing guardians for minor children and handling court settlements.
- Property Oversight:** I am committed to maintaining county property and possess the requisite legal knowledge to competently address property value appeals.
- Fiduciary Responsibilities:** I appreciate the role of Fiduciary Commissioners in overseeing estate settlements and am committed to carrying out those responsibilities in an ethical and timely manner.
- Legislation:** I am prepared to and have the requisite legal knowledge to intelligently adopt ordinances/orders to enhance county governance.

I am excited about the opportunity to contribute to the Harpers Ferry District's growth and development. I would welcome the chance to discuss my qualifications further. Please find my resume attached, and I look forward to the possibility of an interview.

Until then, thank you for your consideration.

Sincerely,

Jason Oosterwijk

Attachment: Resume

JASON OOSTERWIJK

✉ mr.jasonoosterwijk@gmail.com
Harpers Ferry, WV 25425 | 301.549.9168

Legal Expertise | Project Management | Effective Communicator

Diverse legal background and training results in ability to independently manage large institutional clients and foreign & domestic litigation. High-level analytical thinking, problem solving, and client communication skillset.

EDUCATION

Juris Doctor (JD) – Washington University in St. Louis, St. Louis, MO

- Awarded Scholar in Law partial tuition scholarship, outstanding academic credentials
- Wiley Rutledge Moot Court Competition & Criminal Justice Clinic
- Legal Research Assistant to Associate Professor Emily Hughes and Professor Marion Crain

Bachelor of Arts (BA) in English – University of Massachusetts-Amherst, Amherst, MA

Bachelor of Arts (BA) in Environmental Studies – Washington College, Chestertown, MD

AREAS OF FOCUS

- International Filing
- Project/Program Management
- Strategic Planning & Analysis
- Patent Procedural Requirements
- USPTO Practices
- Client Reporting & Support
- Problem Solving & Management
- Docket Review/Management
- Application Data Sheets
- Project Administration
- Customer/Client Experience
- Information Technology

PROFESSIONAL EXPERIENCE

COOLEY LLP, Washington, D.C.

12/2019 – Present

International Patent and Annuity Specialist

- Prepare and file PCT applications, foreign direct applications, foreign national phase applications, foreign design applications, and foreign divisional applications.
- Coordinate with IP practitioners, as well as, clients and foreign agents concerning all international patent prosecution matters.
- Prepare responses to invitations, requests under 92bis, publications, article 19/34 amendments, chapter II demands, search reports, written opinions, and other formal communications.
- Collaborate with annuity vendors to facilitate the outsourcing of client annuity management.
- Ensure all annuity fees for clients not yet outsourced are paid in a timely fashion.
- Audit client annuity data reports to identify any discrepancies in order to establish and maintain data integrity.

MCBEE MOORE WOODWARD & VANIK IP, LLC, Frederick, MD

2/2017 – 12/2019

Foreign Filing Specialist/U.S. Patent Paralegal

- Managed PCT application filing and subsequent nationalization for entire client portfolio; rescued portfolio of 600 cases.
- Conducted extensive research into treaty provisions & administrative regulations; coordinated legalization of documents.
- Served as PCT subject matter expert (SME); consultative advisor to clients and legal team.
- Authored two PCT blog posts annually; maintained electronic files and client database; monitored daily dockets.
- Prepared and filed U.S. provisional and non-provisional applications.
- Prepared responses to various formal communications.

BOTTNER & SKILLMAN, ATTORNEYS AT LAW, Charles Town, WV

11/2015 – 2/2017

Domestic Paralegal

- Conducted extensive legal research; prepared discovery requests and responses, subpoenas, and legal memorandum.
- Accountabilities included drafting pleadings, organizing exhibits, monitoring cases, and client scheduling.
- Engaged directly with clients to review pleadings and complete complex forms; managed client files and case billing data.

ADDITIONAL PROFESSIONAL EXPERIENCE

AMERICAN CORRECTIONAL ASSOCIATION, Alexandria, VA

Manager, Certification Program (8/2011 – 11/2013)

- Managed entire professional certification program for correctional employees; developed and updated examinations.
- Designed training & development programs and marketed program to target audience; maintained certification database.

Editor for Directories & Research (1/2011 – 8/2011)

- Prepared and proofread pre-press documents using Chicago Manual Style; edited graphic design & ACA publications.
- Scheduled materials production with printing services; selected inks and paper; edited factual information & grammar.

I wish to be considered
for appointment to a now
vacant spot on the county commission.

I am a mountain party member.

When I was born my mother was a
Republican and my father was a Democrat.
I quickly learned that close collaboration
was essential to get things done right, so
that everything comes out good. That is

what I want for the county. I am the chair
of the Water Advisory Committee. The WAC
needs more information about drinking water and
wastewater. The information should be incorporated
into the comprehensive plan.

If I had to describe myself in one word, I would pick
PRESERVATIONIST. I want to preserve and protect
what is good in our county.

Glen Steen

RESUME

OSCAR COLIN STINE, Ph.D.

Adjunct Professor of Epidemiology and Preventive Medicine

Retired 7/1/23

School of Medicine

University of Maryland Baltimore

Date May 2024

Personal information

1. Business Address Elmwood Fields NG LLC
7633 Flowing Springs Road
Shepherdstown, WV 25443
Phone Number (304) 876-2009
E-mail ocsphd@gmail.com

2. Business Address 4025 Bressler Hall
660 W. Redwood Street
Baltimore, Maryland 21201

E-mail ostin001@umaryland.edu

I work and live on my family farm in Jefferson County, West Virginia and occasionally go to my office.

Family Farm

300 acres, cow calf operation and crops, hay, corn, soybeans, wheat

1971-Pres. Laborer on my family's farm. I have worked during the weekends, summers and vacations.

2004-2018 Vice-President of Elmwood Fields, Inc.

2018-Pres. Managing Member, Elmwood Fields NG, LLC.

Positions and Employment

1990-1997 Assistant Professor of Psychiatry, Johns Hopkins School of Medicine.
2002. Assistant Professor of Epidemiology and Preventative Medicine, University of Maryland Baltimore.

2000-2013 Scientific Director of the Biopolymers/Genomics Core, University of Maryland Baltimore.

2002-2012 Associate Professor of Epidemiology and Public Health, University of Maryland Baltimore.

2012-2023 Professor of Epidemiology and Public Health, University of Maryland Baltimore.

Other Experiences and Professional Memberships

- 2002-2004 ***Member Advisory Committee to the National Drinking Water Advisory Committee to the EPA.***
- 2002-2008 External Review Board, Research Center at Minority Institutions Grant, Morgan State University.
- 2014-2021. Member WHO Global Task Force for Cholera Control, Working Group on Laboratory Methods

Honors

- 1983 Honors in Biology, Kalamazoo College
- 1985 Junior Fellow, Society of Fellows, University of Virginia
- 1989-1990 Pew Fellow, Johns Hopkins School of Medicine
- 2014 Mentor of the Year Award, Department of Epidemiology and Public Health, University of Maryland Baltimore

Published Scientific Work

Currently, there are 173 peer reviewed publications in my bibliography, they may be viewed at:

<http://www.ncbi.nlm.nih.gov/myncbi/collections/bibliography/47968003/>

University Faculty Profile

<http://www.medschool.umaryland.edu/profiles/Stine-O-Colin/>



RECEIVED

MAY 24 2024

County Commission
of Jefferson County, WV

DAVID C. TABB

107 Tabb Lane
Harpers Ferry, WV 25425
(304) 676-5976
SSSI27@yahoo.com

Jefferson County Commission
110 N. George St
Charles Town, WV 25414

May 24, 2024

RE: Appointment to the Jefferson County Commission (Hand Delivered)

Dear Commissioners,

I, David C. Tabb, a lifetime resident and taxpayer, am submitting my application to include my resume for a possible vacant Shepherdstown Magisterial District Commission seat.

It appears the political position of the Shepherdstown Magisterial District Commissioner is of the Mountain Party affiliation. My voter's registration is listed at the Jefferson County Courthouse as Mountain Party.

I also attended the Special Commission Meeting, May 13, 2024, when the Counsel for the West Virginia Secretary of State, Donald M. Kersey indicated that the replacement appointee had to be of the same political party. Mr. Kersey also indicated that the applicant could be from other magisterial districts.

In closing, I believe that I have the qualifications and the political party affiliation to meet the needs and replace the Shepherdstown Magisterial District Seat; if that position officially becomes vacant.

Sincerely,

David C. Tabb

DAVID C. TABB
107 Tabb Lane
Harpers Ferry, WV 25425
(304) 676-5976
SSSI27@yahoo.com

SUMMARY:

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

SKILL AREAS:

- Monitoring and evaluating
- Financial planning & management
- Information technology
- Business
- Communication
- Organizational by-law and procedures
- Strategic planning
- Procedural improvement

EXPERIENCE:

- Created and formed Shenandoah Sales & Service, Inc, since 1982; acting as current President
- Created and formed Shenandoah Sales & Service, Ag. Division, since 2010.
- Licensed CDL driver
- West Virginia State Inspector
- DOT Inspector
- NPDES (National Pollutant Discharge Elimination System) Licensed Inspector
- Licensed Contractor
- Numerous Licenses in the Auto/Truck repair field
- Serviced on the Jefferson County Planning Committee for the Route 340 Corridor project for two years
- Served as a member of the Jefferson County School of Agriculture Department Advisory Board

- Served as State Vice President for the Eastern Panhandle FFA from 1973-1974
- Served as a member of the Jefferson County Young Farmers
- Served as a member of Berryville, Virginia Young Farmers
- Served as a member of the Farm Bureau Board
- Served as a member of VICA
- Served as a member of 4-H
- Serving as an Eastern Panhandle Conservation District Associate Supervisor

KEY ACCOMPLISHMENTS:

- Numerous awards of accomplishment in FFA; including the American Farmers Award/Degree
- Numerous non-member Certificates of Appreciation for service from several Jefferson County Volunteer Fire Departments
- Many Certificates of Appreciation from local charities
- The best accomplishments are "Thanks" from the people, my wife and I help daily.

EDUCATION:

- Graduate of Jefferson High School in Shenandoah Junction, West Virginia
- Graduate of James Rumsey Technical Institute (VICA) Agricultural Mechanics Degree
- Associates Degree from the Nashville Auto/Diesel and Welding College
- Certificates of Education in numerous specialized automotive and equipment educational classes to include DOT Inspection.
- NPDES (National Pollutant Discharge Elimination System) continuing education for Licensed Inspector

WENDYTORELLI

63 Kimberwicke Drive South, Charles Town, WV 25414 · (304) 279-3703
wendytorelli@yahoo.com

Edwina Benites – LM
County Administrator
Jefferson County Commission
124 East Washington Street
Charles Town, WV 25414

May 24, 2024

Dear Ms. Benites:

I appreciate you making time today to explain the application process for the current openings with the Jefferson County Commission. After reviewing the position requirements, I believe that my professional skillset and pragmatic leadership style make me an excellent candidate. I am writing to express my willingness to serve as Commissioner for Harpers Ferry or Shepherdstown.

I am a people person with high energy and the ambition to succeed in any endeavor I undertake. I am self-motivated and a lifelong learner who is committed to excellence and authority. I desire to use these skills to build a stronger Jefferson County. I will bring these qualities to the County Commission along with other key attributes that include relationship building, conflict resolution, and personal accountability.

I have included my resume for your review. It would be a pleasure to speak with you about this opportunity with the Jefferson County Commission more in-depth. I look forward to hearing from you.

Sincerely,

Wendy Torelli

WENDYTORELLI

63 Kimberwicke Drive South, Charles Town, WV 25414 · (304) 279-3703

wendytorelli@yahoo.com

PROFESSIONAL SUMMARY

Natural servant leader with thirty-plus years of public service. Emotionally intelligent team player with exceptional conflict resolution, supervisory, communication, and interpersonal skills. Substantial law enforcement background with experience administering and enforcing compliance with local, regional, and national laws.

SKILLS

Law Enforcement	Sound Judgement	Accountability	Staff Management
Organization	Active Listening	Decision Making	Relationship Building

WORK EXPERIENCE

FREDERICK COUNTY SHERIFF'S OFFICE CORRECTIONS BUREAU, FREDERICK, MD
1996 – PRESENT

2012 - PRESENT

PART-TIME CORRECTIONAL OFFICER

- Facilitate and supervise all inmate appointments with Physicians, Dentists, and Physician Assistants.
- Facilitate and supervise the sick call process within the Medical Unit.
- Assist the Medical Aides during medication administration.
- Assist the Dental Assistant with set-up, breakdown, sterilizing, and securing all dental equipment.
- Conduct and supervise recreation for Special Management inmates classified as Administrative Segregation, Medical, Protective Custody, and General Population.
- Assist in the distribution of commissary and personal hygiene items.
- Supervise and assist Barber with inmate haircuts.
- Assist Cooks with supervising inmates, transporting meals, and serving meals.
- Maintain safety and sanitation per the Health Department regulations.

2009 – 2011

CORPORAL CORRECTIONAL SUPERVISOR/HOUSING UNIT SUPERVISOR

- Maintained safety, security, and control of inmate population and compliance with state and national standards, laws, and regulations
- Supervised lower-level Correctional Officers; assisted with performance evaluations of subordinate officers; prepared a variety of reports and reviewed reports submitted by subordinates to ensure accurate and quality standards.
- Conducted investigations of incidents that occurred on shift; handled incident reports/disciplinary issues; supervised and assisted with shakedowns and inspections.
- Conducted security rounds and outer perimeter checks of the facility.
- Coordinated quarterly evacuations and in-cell checks; maintained inmate accountability.

- Ability to exercise good judgment in dealing with inmates. Responded with tact, fairness, and understanding.
- Assisted with Key Watch System and submitted a daily accountability of keys for each shift.
- Reviewed and maintained accurate computer timesheet entries.
- Maintained leave and overtime statistics.
- Conducted shift briefings.
- On-call for 24-hour special assignments such as mass arrests and special operations, etc.

2005 – 2009

HOME DETENTION SUPERVISOR

- Maintained offender accountability and all electronic monitoring equipment.
- Maintained unit inventory.
- Coordinated all aspects of Home Detention Program with the Work Release Supervisor and the Director of Community Services.
- Coordinated the activities and scheduling of assigned Community Monitors.
- Assigned residential and job-site checks.
- Prepared accurate statistical reports for inmate population – releases, violations, and removals.
- Certified in the use of on-site drug testing equipment.
- Coordinated and track alco-monitor program.

1996 - 2005

CORRECTIONAL OFFICER/FIRST CLASS CORRECTIONAL OFFICER

- Maintained safety, security, and control of offender population.
- Complied with standards as set forth by the American Correctional Association and in compliance with the Frederick County Sheriff's Office Policies and Procedures Manual.

BERKS COUNTY PRISON, LEESPORT, PA

1993 – 1995

CORRECTIONAL OFFICER

- Maintained safety, security, and control of offender population.
- Conducted searches of cells, housing units, and common areas for contraband as well as strip searches, pat searches, and intake searches.
- Ensured that overall daily operations ran efficiently and on time.
- Maintained inmate accountability.
- Controlled and directed inmate movement.
- Maintained a fair and firm relationship with inmates.

INN AT READING, READING, PA

1993 – 1994

NIGHT AUDITOR

- Balanced all hotel credit cards and restaurant charges.
- Posted all room and tax charges.
- Ran all nightly reports.
- Handled reservations and guest registration.

UNITED STATES NAVY, SAN DIEGO, CA

1988 – 1992

SAILOR

- Audited all patron accounts.
- Ran periodic reports.
- Handled guest registration; account reconciliation; monthly accounts receivable and customer service satisfaction.
- Reviewed service orders and housekeeping requests.

EDUCATION AND PROFESSIONAL TRAINING

March 2005

First Aid/CPR Training
Annual Firearms Training

October 2004

First Line Supervisor Training Program
Criminal Justice Information System (CJIS) Certification

August 2003

Field Training Officer Program
Frederick County Adult Detention Center
7300 Marcie's Choice Lane, Frederick, MD

December 1996

Correctional Entrance Level Training Program

February 1997

In-Service & Specialized Training
Frederick County Adult Detention Center
7300 Marcie's Choice Lane, Frederick, MD

May 1988

US NAVY Basic Training
Naval Amphibious Base San Diego CA

June 1987

High School Diploma
Lawrence High School Cedarhurst NY

ACTIVITIES AND INTERESTS

Health & Fitness	Community Engagement	Making Floral Arrangements
Family Time	Hiking/ Walks	Water Activities

Kelvin Upson

336 Pebble Beach Drive, Charles Town WV 25414
(571) 271-8133
kelvin.upson@gmail.com

May 22, 2024

Dear Esteemed Commissioners:

The following are the skills, experience and approach that will be leveraged to execute my duties as a Jefferson County Commissioner:

- Faithfully adhere to West Virginia Constitution of 1872 Art. IX, § 11. Powers of county commissions and West Virginia Code §7-1-3
- Utilize the core values of honor, courage, integrity and commitment to exemplify the ultimate ethical and moral behavior, to do what is right even when no one is looking and display unrelenting determination to exceed commission expectations and serve the great citizens of Jefferson County.
- Pragmatic decision-making process: Coordinate with all applicable stakeholders to gather as much information as possible to make an informed, sensible, realistic and practical decision
- Perform in stressful situations: Provided leadership and vision to over 285 professionals in a combat zone as the Director for Iraqi Theater Operations
- Apply key problem-solving skills to the toughest county issues
 - Masterfully provided problem solving skills to the most complex Iraqi theater of operations issues
- Continuous improvement: Led a networking team of 125+ government and contractor professionals for \$22B Transformational Satellite Communications System (TSAT) program.
 - Transformed fragmented entities across Space, Mission Planning and Engineering groups into one focused team requiring minimal supervision; Improved tasking efficiency by 40%
 - Spearheaded significant reduction of crucial design interface risks and delivered a more flexible and less complex network architecture independent of frequent program changes resulting in a savings to the taxpayers of \$100M
- Executed lifecycle management, including cost, schedule and performance of \$500M networking portfolio

I have included my resume for your review and hope that you will ultimately determine that I have the necessary leadership skills, experience, and core values to serve as Jefferson County Commissioner (both magisterial districts). Please feel free to contact me at 571-271-8133 or via email at kelvin.upson@gmail.com. Thank you in advance for your time and I look forward to more in-depth discussions regarding this position.

Respectfully,

Kelvin Upson

KELVIN L. UPSON

336 Pebble Beach Drive, Charles Town, WV 25414
Mobile: (571) 271-8133, Email: kelvin.upson@gmail.com

EXECUTIVE SUMMARY

Combat Veteran, Senior Cyber Engineer and former military helicopter pilot with 24 years of military leadership and management experience. Honor, courage, integrity and commitment will be woven into every facet of my leadership and decision-making process as a Jefferson County Commissioner.

CORE COMPETENCIES

- **Senior Cyber Leader and Manager**
- **Senior Portfolio Manager**
- **Senior Information Technology Program Manager**

PROFESSIONAL EXPERIENCE

Senior Cyber Leader and Manager:

- Provided leadership and vision to 285+ military, civilian and contractor professionals geographically dispersed across Iraq providing reliable, robust, and secure telecommunications to over 100,000 users
 - Achieved 99% availability for satellite, network, and radio communications
 - Implemented new technologies, tools, and industry best practices into the mission critical network infrastructures;
 - Established a computer network defense cyber cell to counter cyber threats; Results-- Increased cyber defense monitoring and detection capability while reducing successful network attacks

Senior Portfolio Manager:

- Led a networking team of 125+ government and contractor professionals for \$22B Transformational Satellite Communications System (TSAT) program. Executed lifecycle management, including cost, schedule, and performance of \$500M networking portfolio
 - Transformed fragmented entities across Space, Mission Planning and Engineering groups into one focused team requiring minimal supervision; Improved tasking efficiency by 40%
 - Spearheaded significant reduction of crucial design interface risks and delivered a more flexible and less complex network architecture independent of frequent program changes resulting in a total savings of \$100M

Senior Information Technology Program Manager:

- Led a team of 50+ Information Technology and Systems Engineering professionals executing enterprise architecture, system/network engineering, configuration management, security and operations support for Intelligence Community Government Wide Area Networks
 - Acquired, engineered, and deployed IT solutions to 100+ global operational sites
 - Successfully managed critical design, testing and deployment of operating system upgrade
- Earned Communications Officer of the Year Award

Cyber Supply Chain Risk Management Engineering Lead, Raytheon, Sterling, VA March 2020-Present

- Provides cyber supply chain risk management engineering support to multiple large strategic missile defense programs. Executes systematic process for managing cyber supply chain risk exposures, threats,

KELVIN L. UPSON

336 Pebble Beach Drive, Charles Town, WV 25414
Mobile: (571) 271-8133, Email: kelvin.upson@gmail.com

and vulnerabilities throughout the supply chain and develops response strategies to the cyber supply chain risks presented by the supplier, the supplied products and services, or the supply chain.

Board of Directors, Jefferson Security Bank **April 2022-Present**

- Provides strategic guidance and oversight in the areas of cybersecurity, information technology and data management services to help Jefferson Security Bank achieve and exceed their mission and goals..

Certified Advanced Instructor, University of Phoenix **June 2002-Present**

- Teaches courses in areas of cyber security, computer network defense an information technology for the University of Phoenix College of Business and Information Technology.

Cyber Supply Chain Risk Management Engineering Lead, Raytheon, Sterling, VA **March 2020-Present**

- Provided cyber supply chain risk management engineering support to multiple large strategic missile defense programs.

Senior Principal Cyber Security Engineer, Raytheon, Sterling, VA **January 2017-March 2020**

- Provided senior cyber security support and expertise to multiple DoD contractual efforts, to include risk management framework process execution and package delivery as well as cyber security requirements, capabilities, and architectural support.

Senior Principal Systems Engineer, Raytheon, Crystal City, VA **January 2016-January 2017**

- Supported CVN 78 Class Warfare Systems Engineering and Integration efforts. Coordinated the integration, delivery, test, and certification of CVN 78 Class Warfare Systems.

Information Assurance Manager, MYMIC, LLC, Pentagon **September 2015-January 2016**

- Provided Information Assurance subject matter expertise in efforts to support the Joint Staff and Office of Secretary of Defense servers, stand-alone networks, and information systems.

Cyber Analyst, Systems Engineer, MYMIC, LLC, Pentagon **January 2015-September 2015**

- Provided strategic, operational, and technical engineering advice to DoD and Industry stakeholders to drive solutions for Joint, Allied and Coalition Cyber capability and interoperability requirements.
- Developed processes and tools to improve Joint Staff Cyber strategy development, investment decisions, and capability requirements portfolio management.

EDUCATION AND CERTIFICATION

- Systems Engineering (MS) – Naval Postgraduate School
- Computer Science (BS) – United States Naval Academy
- Certified Information Security Manager (CISM)
- Certified Advanced Facilitator – University of Phoenix

**Edwina Benites-LM, county administrator
Jefferson County Commission
P.O. Box 250, Charles Town, WV 25414**

Dear Ms. Benites,

I would like to apply for Shepherdstown magisterial district seat on the Jefferson County Commission. I live in the Shepherdstown magisterial district. I am and continue to be Mountain Party member. I am a small business man, owning and operating a 300 acre farm with herd of 80 cattle, 33 acres of corn and 29 acres of soybeans. I understand that I am applying for a term that will expire when the next election is certified.

Sincerely,

**Colin Stine
Elmwood Fields NG LLC
7633 Flowing Springs Road
Shepherdstown, WV 25443**

RESUME

OSCAR COLIN STINE, Ph.D.

Adjunct Professor of Epidemiology and Preventive Medicine

Retired 7/1/23

School of Medicine

University of Maryland Baltimore

Date May 2024

Personal information

1. Business Address Elmwood Fields NG LLC
7633 Flowing Springs Road
Shepherdstown, WV 25443
Phone Number (304) 876-2009
E-mail ocsphd@gmail.com

2. Business Address 4025 Bressler Hall
660 W. Redwood Street
Baltimore, Maryland 21201

E-mail cstine@som.umaryland.edu

I work and live on my family farm in Jefferson County, West Virginia and occasionally go to my office.

Family Farm

300 acres, cow calf operation and crops, hay, corn, soybeans, wheat

1971-Pres. Laborer on my family's farm. I have worked during the weekends, summers and vacations.

2004-2018 Vice-President of Elmwood Fields, Inc.

2018-Pres. Managing Member, Elmwood Fields NG, LLC.

Jefferson County Service

2018-Pres. Water Advisory Board

2023-Pres. Farmland Protection Board

Positions and Employment

1990-1997 Assistant Professor of Psychiatry, Johns Hopkins School of Medicine.

2002. Assistant Professor of Epidemiology and Preventative Medicine, University of Maryland Baltimore.

2000-2013 Scientific Director of the Biopolymers/Genomics Core, University of Maryland Baltimore.

- 2002-2012 Associate Professor of Epidemiology and Public Health, University of Maryland Baltimore.
2012-2023 Professor of Epidemiology and Public Health, University of Maryland Baltimore.

Other Experiences and Professional Memberships

- 2002-2004 ***Member Advisory Committee to the National Drinking Water Advisory Committee to the EPA.***
2002-2008 External Review Board, Research Center at Minority Institutions Grant, Morgan State University.
2014-2021. Member WHO Global Task Force for Cholera Control, Working Group on Laboratory Methods

Honors

- 1983 Honors in Biology, Kalamazoo College
1985 Junior Fellow, Society of Fellows, University of Virginia
1989-1990 Pew Fellow, Johns Hopkins School of Medicine
2014 Mentor of the Year Award, Department of Epidemiology and Public Health, University of Maryland Baltimore

Published Scientific Work

Currently, there are 173 peer reviewed publications in my bibliography, they may be viewed at:

<http://www.ncbi.nlm.nih.gov/myncbi/collections/bibliography/47968003/>

University Faculty Profile

<http://www.medschool.umaryland.edu/profiles/Stine-O-Colin/>

Edwina Benites

From: Daniel Lutz <p.lutz007@gmail.com>
Sent: Monday, August 19, 2024 7:06 PM
To: Edwina Benites
Subject: APPLICATION: COUNTY COMMISSION SEAT

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.

POLITICAL HISTORY:

2024 16th District State Executive Committee	MOUNTAIN PARTY
2024: Eastern Panhandle Conservation District Supervisor	NON-PARTISAN OFFICE
2020: 16th District State Executive Committee	MOUNTAIN PARTY
2020: Candidate Governorship West Virginia	MOUNTAIN PARTY
2020 Eastern Panhandle Conservation District Supervisor	NON-PARTISAN OFFICE
2018 Candidate 2nd Congressional District	MOUNTAIN PARTY
2016 16th District State Executive Committee	MOUNTAIN PARTY
2016 Eastern Panhandle Conservation District	NON-PARTISAN OFFICE
2014 Candidate House of Delegates	MOUNTAIN PARTY
2013 16th District State Executive Committee	MOUNTAIN PARTY
2012 Changed Parties	TO MOUNTAIN PARTY
1998 Sought State Executive Committee Seat	DEMOCRAT
1994 Elected to State Executive Committee	DEMOCRAT

PERSONAL HISTORY

ABD ECONOMICS, THE AMERICAN UNIVERSITY, WASHINGTON DC

Bachelor of Science, Agriculture, West Virginia University (1972)

PROGRAM BOARD SATELLITE 2025 Conference also 2024, 2023, and 2022

SECRETARY Eastern Panhandle Central Labor Council, WV AFL CIO

BOARD OF DIRECTORS, WV ASSOCIATION OF RETIRED AMERICANS

BOARD OF DIRECTORS, WEST VIRGINIA ASSOCIATION OF CONSERVATION DISTRICTS

CHARTER MEMBER PENNSYLVANIA ASSOCIATION FOR SUSTAINABLE AGRICULTURE (1992)

WEST VIRGINIA REPRESENTATIVE, UNITED FARMERS' and RANCHERS' CONFERENCE, (1986)

AUTHOR STAGEPLAY MARCHING FROM THE HILLS about the Treason Trial of Bill Blizzard (Charles Town, 1922)

Presently tasked to write stageplay about the Railroad Strike, which began in Martinsburg in 1877, for Sesquicentennial in 2027.

Have just completed a memoir about two kids growing up on the edge of Appalachia from 1957 to 1967.

On speaking terms with almost half the Delegates and Senators in Charleston.

VETERAN U S AIR FORCE, Commissioned Flying Officer

Born in Jefferson County. Educated in public schools of Jefferson County and West Virginia.

Still have family farm, which is leased to a cousin to make what he can produce from the acreage.

Would like to restore the last complete, intact, and operable water-powered grist mill remaining in Jefferson County.

Daniel P. Lutz, Jr.
175 Wheatland Road
Charles Town, WV 25414
304 725 0966 land
304 886 5771 cell
p.lutz007@gmail.com

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Nikki Painter**

Department or Organization: **Elections – County Clerk’s Office**

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

Date Requested – 1st Choice: **September 5, 2024**

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

Date Requested – 2nd Choice:

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

Poll Worker & Alternate Approval – 2024 General

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

Is this a funding request? Y/**N**

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*):

To approve the poll workers and alternates as presented for the 2024 General Election

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

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Alternate Poll Workers 2024 General

Name	Party	Telephone No.	Mail Street	Mail City
Rachel Tansill	R	304-725-9593	889 Tuscowilla Dr	Charles Town
Karen Mangold	NP	304-283-3807	611 N Preston St	Ranson
Robert Kutcher	R	304-820-8109	412 S Church St	Charles Town
Korey Mitchell	R	304-283-3242	45 Prospect Ave	Charles Town
Savanna Smooth	R	304-676-6282	55 Stark Rd	Ranson
Nancy Cancellieri	R	413-272-9916	392 Persimmon Ln	Shepherdstown
Stephen Campbell	NP	304-886-3729	61 Pathfinder Ct	Shepherdstown
Amy Campbell	NP	304-886-4230	61 Pathfinder Ct	Shepherdstown
Laura Castellanos	R	571-420-6925	368 Gumspring Dr	Charles Town
Myra Casteel	R	304-995-5667	25 Holmes Dr	Charles Town
Linda Icard-Stoll	D	503-320-2315	173 Silverleaf Dr	Charles Town
Hannah Bowles	D		14 Cole Ln	Harpers Ferry
Brittanie Reed	NP	240-678-2800	1135 Stallion St	Ranson
Emily Minick	NP		830 Sawgrass Dr	Charles Town
Sandra Thiess	R	410-627-8392	83 Hostler Rd	Harpers Ferry
Katherine Bunting	D		188 Tate Manor Dr	Charles Town
Sharena Gonzalez	D	304-270-8152	23 Riparian Ln	Ranson
Rebecca Shepherd	D		104 W 7th Ave	Ranson
Pantera Tevalt	R		171 General McClellan Ct	Harpers Ferry
Rohnda Washington	D	304-535-8759/703-731-5979	62 General McClellan Ct	Harpers Ferry
Christina Daniels	NP	301-676-2628	208 7th St	Shenandoah Jct
Stephen "Todd" Regnell	R	301-675-8549	219 Glenbrook Rd	Ranson
Teri Cannava	R		100 Claymont Hill St	Charles Town
James Bowles	R	304-582-1584	103 Old Country Club Rd	Charles Town
Charles Love	D	937-213-1652	112 N Reymann St	Ranson
Paula Frickey	R	304-707-5787	297 Mcquilkin Run Way	Shepherdstown
Steven Ourand	R	410-707-6320	737 Barksdale Dr	Charles Town
Cecelia Mckevitt	D	304-596-3245	115 E 6th Ave	Ranson
Justine Gaster-Sult	D		155 Mapleleaf Dr	Kearneysville
Katherine Bunting	D	240-643-7691	188 Tate Manor Dr	Charles Town

Deborah Johnson	R	304-261-6800	578 Lone Oak Rd	Ranson
Cynthia Carter	R	703-980-2204	2153 Shepherdstown Pike	Shenandoah Jct
Kassie Whitmer	NP	304-886-8426	47 Dawn Ln	Harpers Ferry
Erich Nathan	R	760-443-5220	85 Campbell Dr	Charles Town
Ginger Stanley	NP	304-995-7405	2457 Kearneysville Pike	Shepherdstown
Angela Wood	NP	304-350-9009	310 Starkeys Landing	Shepherdstown
Carole Brooks	NP	240-405-7013	3789 Shepherdstown Pike	Shepherdstown
Clifford "Gene" Taylor	D	304-240-4145	1884 Hidden Hollow Dr	Kearneysville
Lemuel "Bruce" Massey	D	240-675-4498	284 Meadow Ridge Dr	Shepherdstown
Mahayana "Maya" Garcia	NP	304-886-1398	PO Box 582	Charles Town
Andrew Blake	NP	304-886-2833	351 Annaswood Ln	Charles Town
Dawnyielle Downes		703-587-7364 Bay Ct	Charles Town	WV
David Winkelman		703-431-71347 Walling Dr	Harpers Ferry	WV
Bonnie Sitman		304-582-3681 Hartzell Dr	Shepherdstown	WV
Mary Webber		304-676-96474 Magaha St	Ranson	WV
Kellee Palmer		304-707-4733 Kenneth St	Harpers Ferry	WV
Jenny Thacker		304-702-01223 Mason Dr	Harpers Ferry	WV
J Huling		703-304-9744 Emerald Heights Ct	Shenandoah Jct	WV
Susan Fridinger		304-283-59111 Brin Dr	Ranson	WV
Susan Starkweather		202-487-18134 W German St	Shepherdstown	WV
Keith Bullock		304-676-458931 Leetown Rd	Kearneysville	WV
Jennifer Sell		540-481-4459 Stratton Dr	Charles Town	WV
John Aldis		304-283-064911 River Rd	Shepherdstown	WV
Kenneth Stroech		202-615-36947 Woodbury Dr	Kearneysville	WV
Laurie Tell		301-768-9440 Gingerbread Ln	Harpers Ferry	WV
Isabelle Hansen		248-961-4912 Appomattox Ln	Shepherdstown	WV
Kenneth Fanelli		304-839-711316 Destrier St	Ranson	WV
Kathryn McGinnis		304-995-3699 Quarterhorse Pl	Charles Town	WV
Tamora Snow-Howard		520-471-56117 Barley Ln	Charles Town	WV
Michael Rork		410-443-55387 Spring Farm Ln	Shepherdstown	WV
Mary Eidukevicius		240-409-401690 Engle Molers Rd	Harpers Ferry	WV
Jenny Thacker		304-702-01223 Mason Dr	Harpers Ferry	WV
Margaret Smith-Walker		304-671-6910179 Leetown Rd	Kearneysville	WV
Rebecca Kniep		304-839-8295 Rock Ln	Harpers Ferry	WV

Katlyn Simmons
Evan Willingham
Kimberly Newman

240-385-58251 Cedarwood Ct
681-283-05211 N Mildred St
681-283-05211 N Mildred St

Harpers Ferry
Charles Town
Charles Town

Wv
WV
WV

JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM



Name: Tom Hansen

Department or Organization: Sheriff and Treasurer

Commission Meeting Date: Next Available

Special Meeting Date (if necessary):

Subject (wording to be placed on agenda):

Tax Deputy New Hire
Resolution - GHSP Grant

Please provide a description of your request or presentation, including any background information:

-With Urvi training to take over the Chief Tax Deputy role, we need to fill her vacancy and have identified a candidate to do so

-The recently approved GHSP application needs a resolution approved (attached)

Type of Request: (Funding/Hiring): hiring

Funding/Salary/Hourly Amount: see below

Name of Hire (if Applicable): see below

Grade/Step/Hours (PT/FT):

Start Date (beginning of pay period): see below

Post Probationary Increase (If applicable):

Any Additional Conditions of Employment or Funding Comments:

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

I move to approve the hire of Cara Young as an 80 hour Tax Deputy beginning 8//23/24 with a starting salary of 36,000.00

I move to approve the Resolution for the Governor's Highway Safety Grant.

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

If not attached, explain:

Is equipment needed? Projector Internet/Wi Fi: Conference/Video No

Contact Information:

Phone Number: 304-728-3205

Email Address:

dlowe@jeffersoncountywv.org

RESOLUTION

At a regular session of the Jefferson county Commission (County), held on the 5th day of September, 2024, the following Order was made and entered:

SUBJECT: A RESOLUTION authorizing the submittal of a state grant application by the Sheriff and the subsequent appropriation of up to \$300,000 for the WV Division of Motor Vehicles, Governor's Highway Safety Program (GHSP) Grant project Jefferson County EP Traffic Safety Enforcement Program. The County has agreed to assist other jurisdictions in the administration of funds awarded through this grant. Non-county jurisdictions that may be awarded funding includes but is not limited to: Ranson Police Department (PD); Charles Town PD; Shepherdstown PD; Moorefield PD; Hardy County Sheriff's Office (CSO); Grant CSO; Pendleton CSO; Martinsburg PD: and Harpers Ferry PD.

WHEREAS the County believes itself to be qualified and is willing and able to carry out all activities described in the state grant application; and,

WHEREAS in this action, the County has declared its intent to conduct the GHSP grant project described in the application; and,

WHEREAS in this action, the County will, upon an award and acceptance of the grant, agree to the terms of the grant;

IT IS THEREFORE RESOLVED: that subject to approval of the State Auditor as ex officio chief inspector of public offices, the Jefferson County Commission does hereby request the funds and assistance available from the West Virginia Department of Motor Vehicles under the Governor's Highway Safety Grant Program and will comply with state rules for the program, and,

HEREBY AUTHORIZES the Sheriff to submit an application signed by the County Commission to the State of West Virginia for financial aid for the GHSP Grant purposes, and authorizes the Sheriff to act on behalf of the County to sign the grant agreement if the grant funds are awarded.

The adoption of the foregoing Resolution having been moved by _____

And duly seconded by _____ the vote was as follows:

Stephen Stolipher	_____
Jane Tabb	_____
Pasha Majdi	_____
Kelvin Upson	_____

Whereupon, Commissioner Stolipher declared said Resolution duly adopted and it is therefore ADJUDGED and ORDERED that said Resolution be, and the same is, hereby adopted as so stated above, and Stephen Stolipher, President of the Jefferson County Commission is authorized to affix his signature to the attached "Grant Application" to be sent to the State for approval.

Stephen Stolipher, President
Jefferson County Commission

Edwina Benites

From: Deborah Lowe
Sent: Thursday, August 29, 2024 12:26 PM
To: Edwina Benites; Bessie Nelson
Cc: Jessica James
Subject: RE: Fiscal note and clarification

The grant is a reimbursement grant of overtime worked for ghsp patrol initiatives and requires no matching funds.

Debbie

From: Edwina Benites <ebenites@jeffersoncountywv.org>
Sent: Thursday, August 29, 2024 12:18 PM
To: Bessie Nelson <bnelson@jeffersoncountywv.org>
Cc: Deborah Lowe <dlowe@jeffersoncountywv.org>; Jessica James <jjames@jeffersoncountywv.org>
Subject: Fiscal note and clarification

Bessie-

Could you create a fiscal note to the attached hire?

Debbie, could you confirm that no funding is requested from the County for the grant? The resolution language is unclear- "A resolution authorizing the submitted of a state grant application by the Sheriff and the subsequent appropriation of up to \$300,000 for the WV Division of Motor...."

Eddie



Edwina Benites-LM
County Administrator
Jefferson County Commission
124 East Washington Street
Charles Town, West Virginia 25414
(304) 728-3284



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
Steve Stolipher

VICE PRESIDENT
Jane Tabb

COMMISSIONER
Pasha Majdi

COMMISSIONER
Kelvin Upson

To: Commissioner Steve Stolipher
Commissioner Jane Tabb
Commissioner Pasha Majdi
Commissioner Kelvin Upson

From: Bessie Nelson

Date: September 5, 2024

Re: Fiscal Note: Sheriff's Tax Office Personnel Request / Grant

Sheriff Thomas Hansen requests the following:

Approve for the Governor's Highway Safety Program Grant	\$300,000
Reimbursement for Overtime No matching funds required from the County.	

Tax Office:

New hire:

Cara Young	\$36,000.00
------------	-------------

Amount budgeted for this position in FY 25:	\$36,383.00
---	-------------

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Mike Sine, Laura Kuhn, and Thomas Hansen

Department or Organization: JCESA, Fleets and Facilities Management, Sheriff's Office

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: 9/05/2024

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

Date Requested – 2nd Choice:

Subject (Wording to be placed on agenda):

1. Designation of the Public Safety Center- discussion/ possible action
 - a. Designation the Public Service Center lot as the future site of the Public Safety Center
 - b. Request approval to amend the Jefferson County Emergency Services Agency CIP and Sheriff of Jefferson County CIP

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

The JCESA Service Area Report has identified establishing a station in Kearneysville as a top priority. Additionally, the Sheriff has expressed concerns regarding the current building's limited space and security challenges.

The JCESA, Fleets and Facilities, and the Sheriff's Office request approval to move forward with a strategic plan to designate the current Public Services Center lot in Kearneysville as the future site of the Public Safety Center. This project would consolidate emergency services and law enforcement in one location.

Developing this strategic plan will allow for the collection of impact fees and support applications for state and federal funding to advance the site's development.

Is this a funding request? Y/N 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):

Suggested motion 1: Designation the Public Service Center lot as the future site of the Public Safety Center

Suggested motion 2: Request approval to amend the Jefferson County Emergency Services Agency CIP and Sheriff of Jefferson County CIP as presented.

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

If not attached, explain: N/A

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

Contact information: *Mike Sine*
Email address: *msine@jcesa.org*

Phone Number: 3047283287

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



CIP FORM 2

Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Date: 09/05/2024

Prepared by: Laura Kuhn

Contact Information

Name: Laura Kuhn Phone Number: _____

Email: Lkuhn@jeffersoncountywv.org

Project Title: Public Safety Center

Project Type: Fees Services Construction Renovation Acquisition of major equipment
 Other (Specify): _____

Project Location: Kearneysville, WV

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed (3) Optional/Deferrable
OR Provide Ranking Number _____

Project Need: This project **does not** benefit new growth. This project **only** benefits new growth.
 This project benefits **both** current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: Yes No
(if Yes – Attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 – attach additional pages as needed.)

The JCESA Service Area Report identified locating a station in Kearneysville as one of the top priorities. Additionally, the Sheriff has had concerns with his current building regarding sufficient space and security.

The Public Safety Center would house both EMS and law enforcement.

	(50% of \$10,200,000)	
Estimated Total Cost of Project (\$):	<u>5,100,000</u>	
Funding Request Breakdown by Year (\$):		Current (FY 2025) Request of County Funds
		Current (FY 2025) All Other Sources
	<u>200,000</u>	Out Year 1 (FY 2026)
	<u>2,450,000</u>	Out Year 2 (FY 2027)
	<u>2,450,000</u>	Out Year 3 (FY 2028)
		Out Year 4 (FY 2029)
		Out Year 5 (FY 2030)

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

Additional pages attached.

JEFFERSON COUNTY EMERGENCY SERVICES AGENCY



2024 Ambulance Response Area Report

It's About Saving Lives

*JCESA is an equal opportunity emergency service provider,
Employer, and community partner of Jefferson County, WV.*

In February 2022 the Jefferson County Commission was presented with a comprehensive EMS Study performed by FITCH & Associates. This report evaluated many factors of the current Ems system including but not limited to: Call Volume, Response Time, Time of Day for Calls, EMS Station Locations, County Population and Density, Staffing Model, etc. This report provided a summary of current services as well as new models that were based on call response times targeted to the 90th percentile of coverage. There were (1) 10 minute and (2) 15 minutes models with varied staffing levels and locations.

During 2022 the Commission and County Administrator began discussion of acquiring VFD owned ambulances and having the county provide the 911 ambulance services. Thus began the EMS Transition. 9 active units and 1 under contract to be built unit, all EMS supplies, and EMS equipment were purchased from most of the VFD's. It was further decided that the Agency as a Board (component agency) would be dissolved and converted into a regular Commission Department.

Based on funding, staffing levels, available station locations, response times, and call volume and density a modified 6 unit / 4 geographic location model was adopted. The CFAI Accreditation Benchmarking from the Fitch Study and maps showing call density and response time coverage from available locations were referenced to create this modified model. This model placed emphasis on providing the most efficient utilization and distribution of resources while operating within the available funding sources.

The Agency is also dedicated to the ever-expanding role as firefighters and rescue personnel to assist or perform in the absence of the VFD personnel. This responsibility further complicates the staffing plans to ensure that, due to limited personnel, Agency employees are not placed into situations that would hamper their ability to perform without taking undue risks to themselves or others.

The Jefferson County staffing model placed into effect on March 1, 2023, is as follows:

- 1 - 24hr ALS staffed unit at Friendship Fire Company, Harpers Ferry/Bolivar.
- 2 - 24hr ALS staffed units at Citizens Fire Company, Charles Town.
- 1 - 24hr ALS unit and 1 - 12hr (6a-6p) BLS unit at Independent Fire Company, Charles Town.
- 1 - 24hr ALS unit at Shepherdstown Fire Department, Shepherdstown.
- 4 - ALS equipped Reserve ambulance placed in various VFD's (includes 1 new unit received 8/2023)
- To support the new response matrix a plan to move the shift Lieutenant off the ambulance and into a Paramedic Supervisor chase car was created. The anticipated completion date would be no later than 7/1/2024.

Several VFD's converted their WVOEMS Ambulance Transport License to a Rapid Response License and continue to assist with EMS responses within the county. This is particularly evident in the Middleway area due to its ambulance response time and Shepherdstown as it is a significant distance from the next County unit. This is mainly relevant when the primary unit is already committed to a call, and they rely on the next closest unit.

Several community workshops were held to discuss the placement of units ensuring that even though placement and response areas have changed all citizens were going to receive timely service. There is constant oversight and review of 911 responses to ensure units are responding in a timely manner, making the best response decisions, and the county is receiving the most effective service possible within available resources. This implementation did not preclude any future changes or additions to the service model. Included in this report are numerous 10-minute response maps. This document will serve as an identification of current and future needs.

CFAI Accreditation Benchmarking

Creating Community Baselines

For the purposes of definition and the need to establish a common benchmark for purposes of evaluating response time accreditation criteria, the following times should be made available and used in defining base line norms for a candidate agency:

Aggregate (Total) Response time -

- A. Alarm handling: 60-second/90% benchmark
90-second/90% baseline
- B. Turnout time: 80-second/90% benchmark (Fire & Special Operations response)
60 Seconds/90% benchmark (EMS response)
90-second/90% baseline
- C. Travel time: Based on criteria for the different risk categories and within guidelines provided for service area and/or population density. See chart to follow.

Total response time: A+B+C

- ❖ Population: 57,146 (2019)
- ❖ Square mileage: 212
- ❖ Population per square mile: 269.6
- ❖ Rural – an incorporated or unincorporated area with a population of over 10,000 people or with a population density of less than 1,000 people per square mile.

- ❖ Response Times: **Benchmark:** 14Min + 60 seconds = 15:00 minutes, **Baseline:** 18:12Min + 90 seconds = 19:42 minutes

Metropolitan – an incorporated or unincorporated area with a population of over 200,000 people and/or a population density over 3,000 people per square mile.

Metropolitan Benchmark	1st Unit	2nd Unit	Effective Response Force
Baseline	4 minutes 5:12 minutes	8 minutes 10:24 minutes	8 minutes 10:24 minutes

Urban – an incorporated or unincorporated area with a population of over 30,000 people and/or a population density over 2,000 people per square mile.

Urban Benchmark	1st Unit	2nd Unit	Effective Response Force
Baseline	4 minutes 5:12 minutes	8 minutes 10:24 minutes	8 minutes 10:24 minutes

Suburban – an incorporated or unincorporated area with a population of 10,000 to 29,999 and/or any area with a population density of 1,000 to 2,000 people per square mile.

Suburban Benchmark	1st Unit	2nd Unit	Effective Response Force
Baseline	4 minutes 5:12 minutes	8 minutes 10:24 minutes	10 minutes 13 minutes

Rural – an incorporated or unincorporated area with total population less than 10,000 people, or with a population density of less than 1,000 people per square mile.

Rural Benchmark	1st Unit	2nd Unit	Effective Response Force
Baseline	10 minutes 13 minutes	14 minutes 18:12 minutes	14 minutes 18:12 minutes

Wilderness – any rural area not readily accessible by public or private maintained road. Due to the large disparity between communities that protect wilderness areas, recommended travel times are not provided for this level of service.

Reference Map Pages:

EMS Zones: This map depicts the actual response area of each of the 4 EMS stations as determined by the CAD system's quickest route.

2023 EMS and Fire Territories: This map depicts the fire department response areas as agreed upon by the 7 VFD's.

2023 Call Volume Spreadsheet: Accumulated responses post transition references by new EMS zones and fire box areas.

Density of EMS Calls in 2023: Actual call data from 2023 was used to create this "heatmap". As we can see there are numerous pockets of concentrated high frequency call areas around the map. The hottest areas are in Shepherdstown and Charles Town/Ranson and we should expect to see those areas continue to expand. This is a large determinant for the placement of several units in that area. We do have a weakness in the Shepherdstown District as there is only 1 unit in that station. When the primary unit is on a call we will, when available, move a unit from Citizens to Kearneysville to standby in the event of a 2nd due call in the Shepherdstown area. Sharpsburg EMS is the closest next due company, but we strive to not overutilize that mutual-aid resource.





Future Land Use Guide Jefferson County, WV: This is the County's *Envision Jefferson 2035 Comprehensive Plan*. All the white areas are within municipal boundaries, and we should expect to see significant growth in all areas apart from Harpers Ferry/Bolivar. Yellow and orange are of significance for growth. A greater percentage of those areas on the Blue Ridge Mountain are already built out.

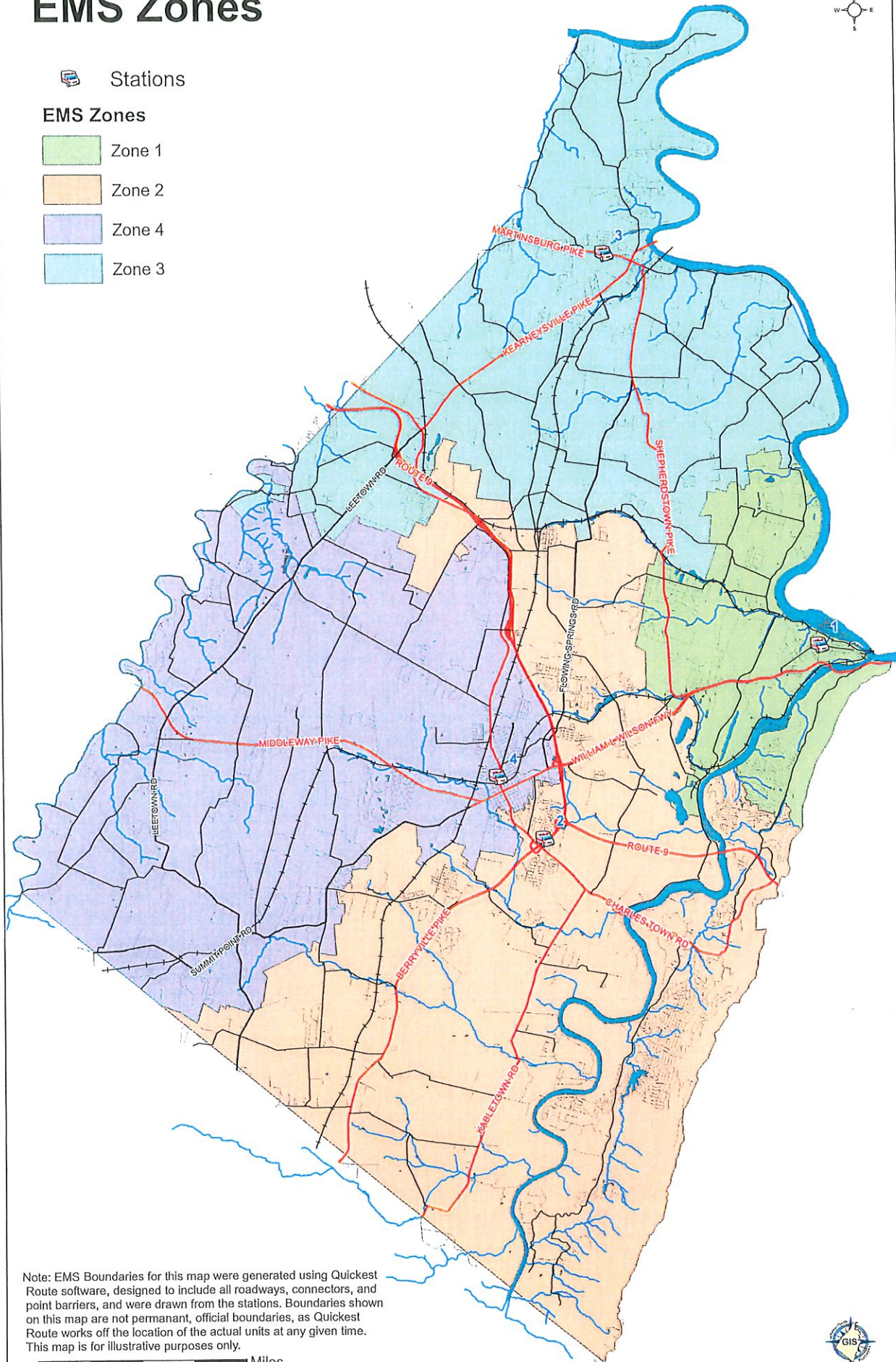
EMS Zones



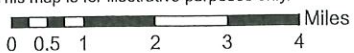
 Stations

EMS Zones

-  Zone 1
-  Zone 2
-  Zone 4
-  Zone 3



Note: EMS Boundaries for this map were generated using Quickest Route software, designed to include all roadways, connectors, and point barriers, and were drawn from the stations. Boundaries shown on this map are not permanent, official boundaries, as Quickest Route works off the location of the actual units at any given time. This map is for illustrative purposes only.



Map Created: 3/16/2023

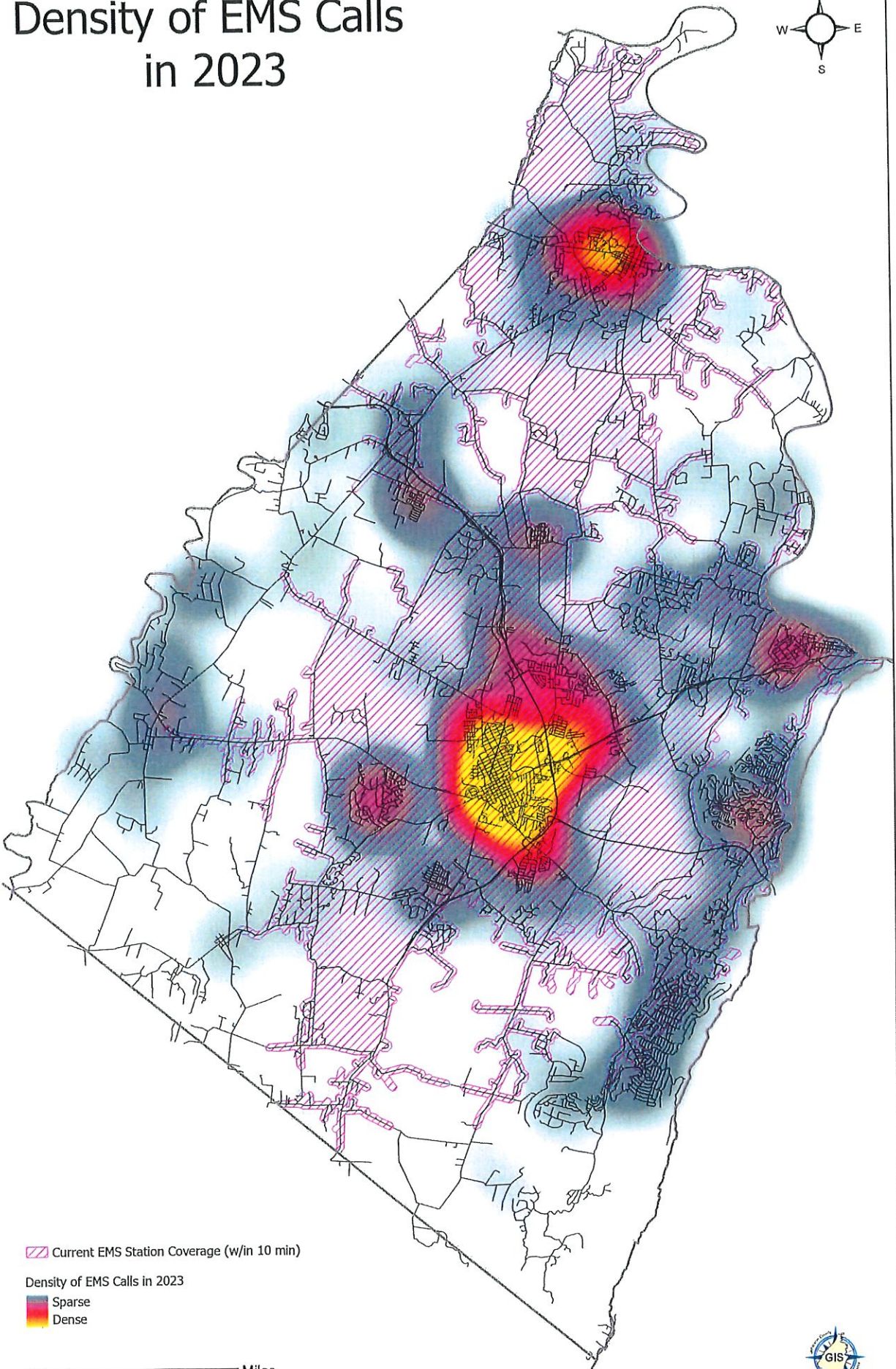
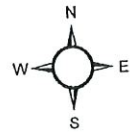
2023

Call Volume per Week by Box & Zone

Week	VFD Fire Boxes									ESA EMS Zones			
	100	200	300	400	500	600	700	OOC	Total	1	2	3	4
3-02-23 to 3-04-23	2	9	14	23	1	6	2	0	57	4	19	11	23
3-05-23 to 3-11-23	5	16	15	32	11	7	4	0	90	11	40	14	25
3-12-23 to 3-18-23	4	19	19	71	16	7	5	2	146	10	61	17	55
3-19-23 to 3-25-23	3	17	16	57	8	6	1	2	112	7	45	18	40
3-26-23 to 4-01-23	3	12	9	43	13	8	6	0	94	10	35	13	35
4-02-23 to 4-08-23	10	21	21	57	11	10	2	1	143	14	45	21	49
4-09-23 to 4-15-23	8	21	18	47	11	8	2	1	116	13	44	20	39
4-16-23 to 4-22-23	9	15	18	49	19	12	3	0	115	13	54	17	46
4-23-23 to 4-29-23	6	17	16	27	4	6	4	0	80	11	30	14	26
4-30-23 to 5-06-23	1	17	12	44	8	11	3	1	97	8	42	12	35
5-07-23 to 5-13-23	8	17	23	40	11	8	4	1	113	13	45	22	33
5-14-23 to 5-20-23	7	21	26	47	11	7	9	1	129	14	49	22	41
5-21-23 to 5-27-23	5	30	19	49	7	9	2	1	122	10	55	16	39
5-28-23 to 6-03-23	11	26	11	44	14	5	3	2	116	16	55	10	35
6-04-23 to 6-10-23	6	19	16	51	8	10	7	0	117	14	44	12	47
6-11-23 to 6-17-23	7	11	23	55	6	7	9	0	118	15	56	21	45
6-18-23 to 6-24-23	9	19	24	44	12	4	9	3	124	35*	39	11	30
6-25-23 to 7-01-23	4	29	11	65	10	7	7	4	137	26	56	12	55
7-02-23 to 7-08-23	9	26	14	58	9	5	8	1	130	14	68	19	53
7-09-23 to 7-15-23	15	25	24	57	11	15	11	1	159	25	81	11	49
7-16-23 to 7-22-23	6	25	18	55	10	17	1	0	132	8	51	20	54
7-23-23 to 7-29-23	6	29	24	54	12	5	1	0	131	10	67	25	47
7-30-23 to 8-05-23	9	20	16	51	7	7	4	0	114	13	53	4	48
8-06-23 to 8-12-23	10	14	19	52	17	13	3	2	130	8	28	18	52
8-13-23 to 8-19-23	8	20	18	45	10	14	7	1	123	19	62	18	41
8-20-23 to 8-26-23	3	19	19	50	8	8	4	1	112	12	49	21	47
8-27-23 to 9-02-23	6	23	15	56	13	9	7	1	130	15	51	16	58
9-03-23 to 9-09-23	8	26	21	45	7	8	9	1	125	17	63	22	39
9-10-23 to 9-16-23	7	17	14	43	6	10	2	0	99	11	44	14	42
9-17-23 to 9-23-23	7	26	14	59	8	6	4	4	129	9	1	10	51
9-24-23 to 9-30-23	10	20	23	50	5	14	8	2	129	19	46	26	51
10-01-23 to 10-07-23	6	19	26	54	3	10	5	0	123	14	41	24	64
10-08-23 to 10-14-23	3	22	24	54	12	9	6	0	130	7	58	26	45
10-15-23 to 10-21-23	6	18	22	50	7	9	3	0	115	10	45	19	45
10-22-23 to 10-28-23	7	21	25	61	9	10	7	3	143	7	66	26	46
10-29-23 to 11-04-23	6	25	24	51	0	8	5	0	119	10	66	21	37
11-05-23 to 11-11-23	6	10	14	48	11	4	2	2	97	8	30	25	39
11-12-23 to 11-18-23	8	27	20	61	5	15	12	4	152	18	66	26	57
11-19-23 to 11-25-23	3	15	17	41	11	7	5	0	99	9	43	18	38
11-26-23 to 12-02-23	7	16	17	45	12	9	7	0	113	12	62	21	39
12-03-23 to 12-09-23	5	31	15	38	11	12	5	0	117	14	50	9	56
12-10-23 to 12-16-23	8	22	22	63	16	7	1	0	139	16	61	20	54
12-17-23 to 12-23-23	8	28	21	44	11	9	5	1	127	16	54	36	42
12-24-23 to 12-30-23	6	19	16	64	19	11	13	1	149	23	67	21	53
TOTALS	291	899	813	2194	431	389	227	44	5292	553	2187	799	1945
AVG / WEEK YTD	6.61	20.43	18.48	49.86	9.80	8.84	5.16	1.00	120.27	12.57	49.70	18.16	44.20

* Inaccurate - Suspected due to unit being mis-zoned

Density of EMS Calls in 2023



Current EMS Station Coverage (w/in 10 min)

Density of EMS Calls in 2023

Sparse
Dense

0 0.5 1 2 3 4 Miles



Map Created: Feb 28, 2024

EMS Stations Quickest Route Response Time Maps :

Note: These are travel time only maps. True response time includes call received/dispatched time, (+) roll-out (crew mobilization) time, (+) travel time.

Current EMS Stations: This map represents the 10-minute QR (quickest route) for current deployments.

Here are clearly some areas that could use improvement.

1 – Middleway, Summit Point, Leetown: These areas were previously served by Middleway Fire Company (Co6) ambulances and continue to be served by Co6 Rapid Response Vehicles and the Independent (Co4) Station ambulances.

2 – Kearneysville, Bardane, Shenandoah Junction: This area is served by Shepherdstown (Co3) and Citizens (Co2) Stations ambulances. It has been an area of possible expansion by Co3 for many years.

3 – Blue Ridge Mountain: This was served by the Blue Ridge Mtn VFC (Co5) and is currently covered by the Co2 and Friendship (Co1) Station ambulances.

4 – Bakerton, Uvilla, Molers Crossroads: This area was served by the Bakerton FD (Co7) and is currently served by the Co3 and Co1 ambulances.

5 – Kabletown, Meyerstown: This area is served by Co2 ambulances.

Middleway Expansion Map: *Highest Priority* This defines the improved area if an ambulance was placed back in Co6. There are extended response times well beyond the 10min QR and an average of 8-10 EMS calls per week in that area as shown in the *Density of EMS Calls Map*. The response from Co4 can easily be cut off by a train obstruction on the Middleway Pike and Summit Point Rd crossings. This would easily add 10 minutes or more to an already extended response. This area is Zoned Rural/Agriculture and Large Lot Residential, but it is prime for future growth. Having previously housed a unit at Co6 it would be an easy addition to the staffed stations.

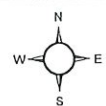
Kearneysville Expansion Map: *High/Moderate Priority* This defines the improved area if a new station was constructed and staffed in this area. This area is already at the tip of the 10 QR and has significant call volume. There are several large, planned subdivisions within the Kearneysville, Bardane, and Shenandoah Junction Area and it will soon see explosive growth. The addition of a station here would support the Shepherdstown area and eliminate the need to send Co2 to standby in the area. There are a few potential existing buildings available and ample locations for the acquisition of property.

Blue Ridge Mountain Expansion Map: *Moderate Priority* This defines the improvements to the entire Mountain area. To properly serve both the Northern and Southern regions it would require the acquisition of property and construction of a new building at the top of the mountain, near the intersection of Rt 9 and Charles Town Rd. This area is the best location as a unit can go North on Chestnut Hill Rd, South on Charles Town Rd to Mission Rd areas, or directly down Rt 9 to Charles Town. These are primary routes of travel and are the first areas on the mountain to be serviced by the DOH in bad weather. The existing stations of Co5 are either too far away from the other regions or unable to house staffing. The mountain area has a call volume equal to Co6 but sees equal or faster responses over other unincorporated/unstaffed areas.

Bakerton Relocation 1 & 2: *Moderate/Low priority* This area defines the improvements to the entire Northeast area of the county if the Bakerton station was relocated to either proposed location. There is low call volume to this area but it has extended response times. The relocation would support the Shepherdstown area as well as the proposed school complex at Gardner Ln & Shepherdstown Pike. There is also potential for significant residential development in that area.

Kabletown, Meyerstown: *Low Priority* This area has longer response times but has low call volume. Most of the area is large acreage farmland. A significant portion is in planning stages for solar farm construction. Lowest priority unless significant unplanned residential growth occurs.

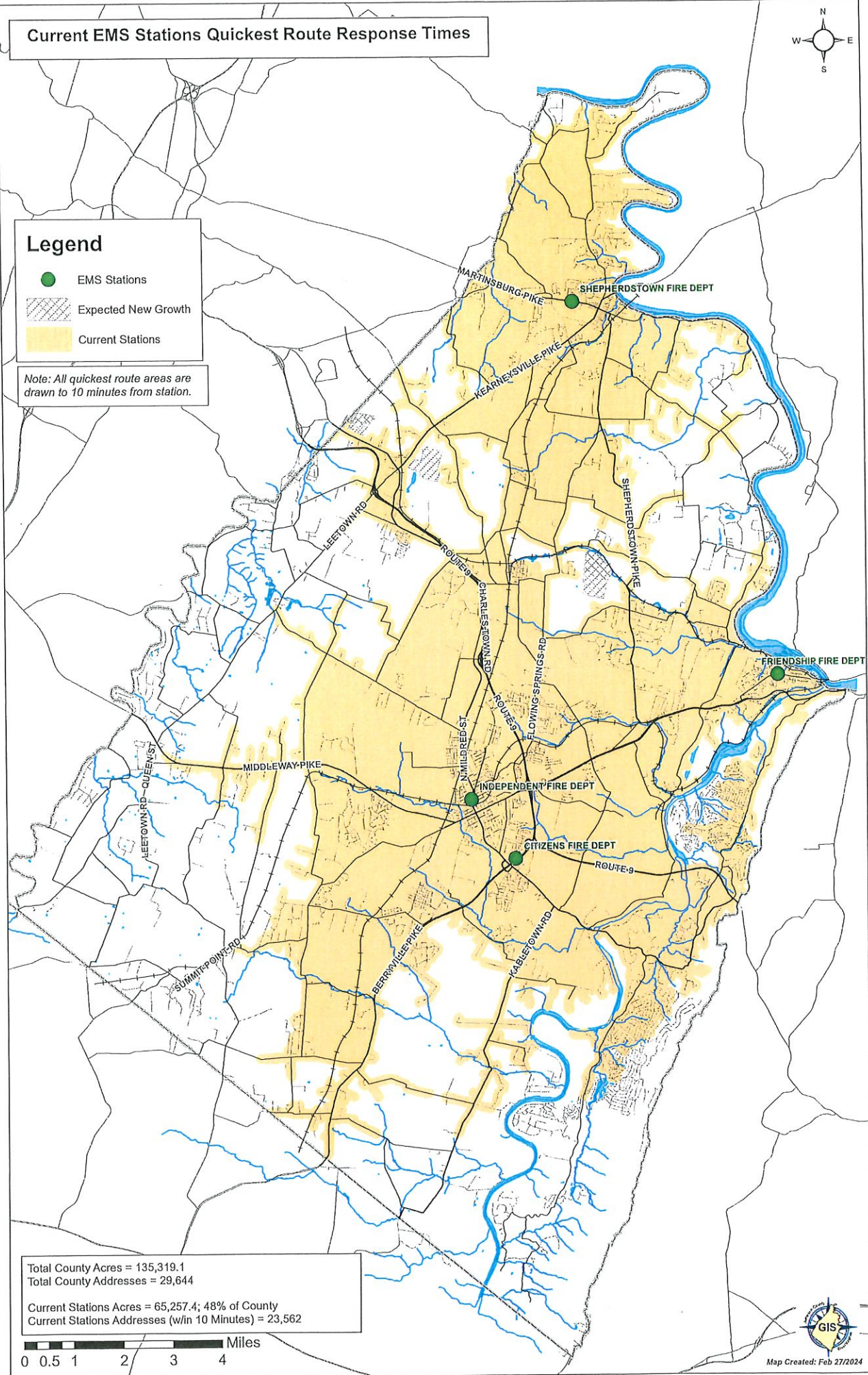
Current EMS Stations Quickest Route Response Times



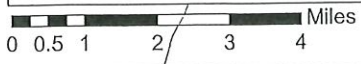
Legend

- EMS Stations
- ▨ Expected New Growth
- Current Stations

Note: All quickest route areas are drawn to 10 minutes from station.

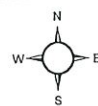


Total County Acres = 135,319.1
Total County Addresses = 29,644
Current Stations Acres = 65,257.4; 48% of County
Current Stations Addresses (w/in 10 Minutes) = 23,562



Map Created: Feb 27/2024

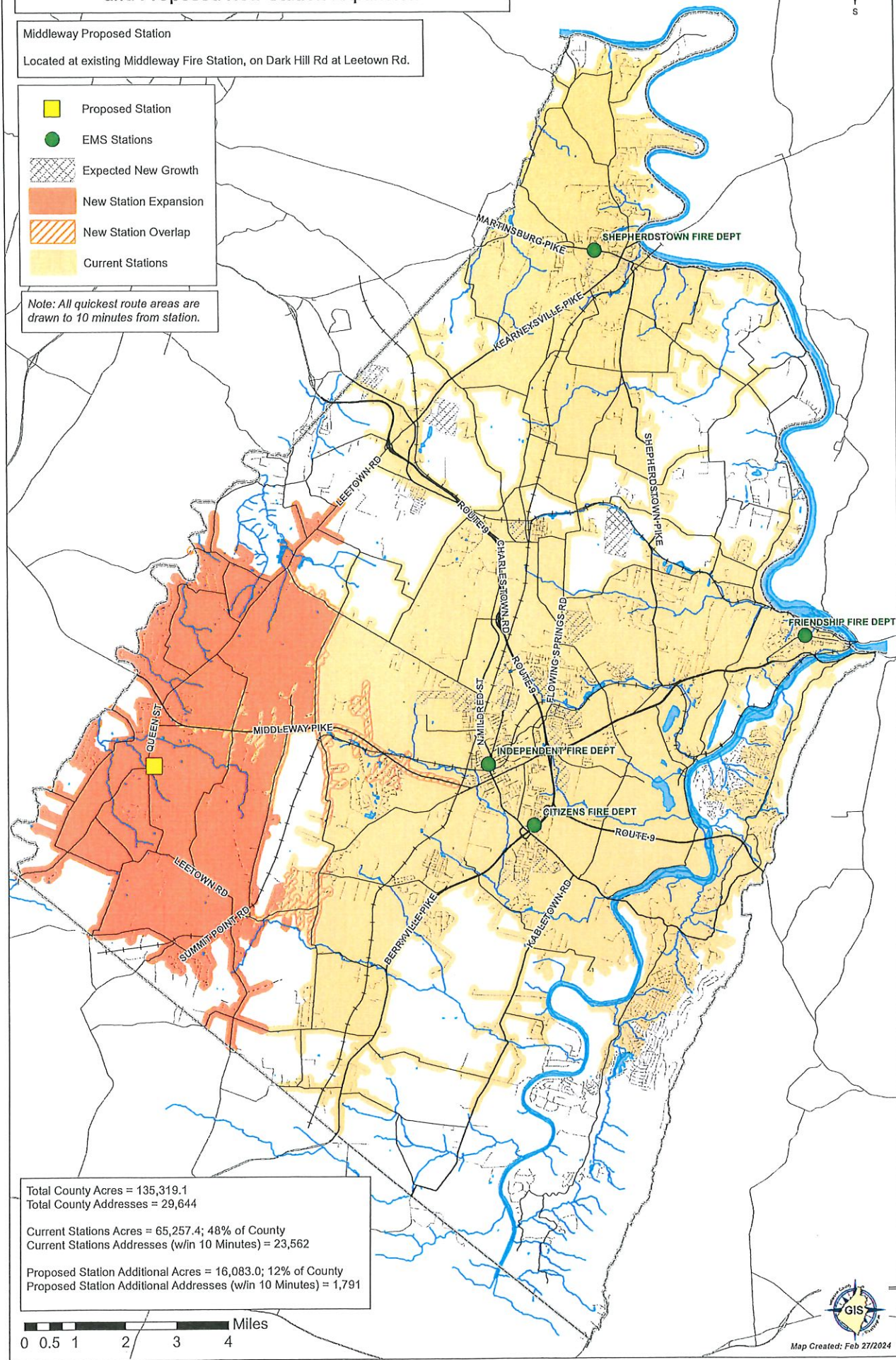
Current EMS Stations Quickest Route Response Times and Proposed New Station Expansion



Middleway Proposed Station
 Located at existing Middleway Fire Station, on Dark Hill Rd at Leetown Rd.

- Proposed Station
- EMS Stations
- Expected New Growth
- New Station Expansion
- New Station Overlap
- Current Stations

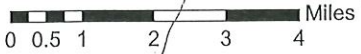
Note: All quickest route areas are drawn to 10 minutes from station.



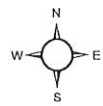
Total County Acres = 135,319.1
 Total County Addresses = 29,644

Current Stations Acres = 65,257.4; 48% of County
 Current Stations Addresses (w/in 10 Minutes) = 23,562

Proposed Station Additional Acres = 16,083.0; 12% of County
 Proposed Station Additional Addresses (w/in 10 Minutes) = 1,791



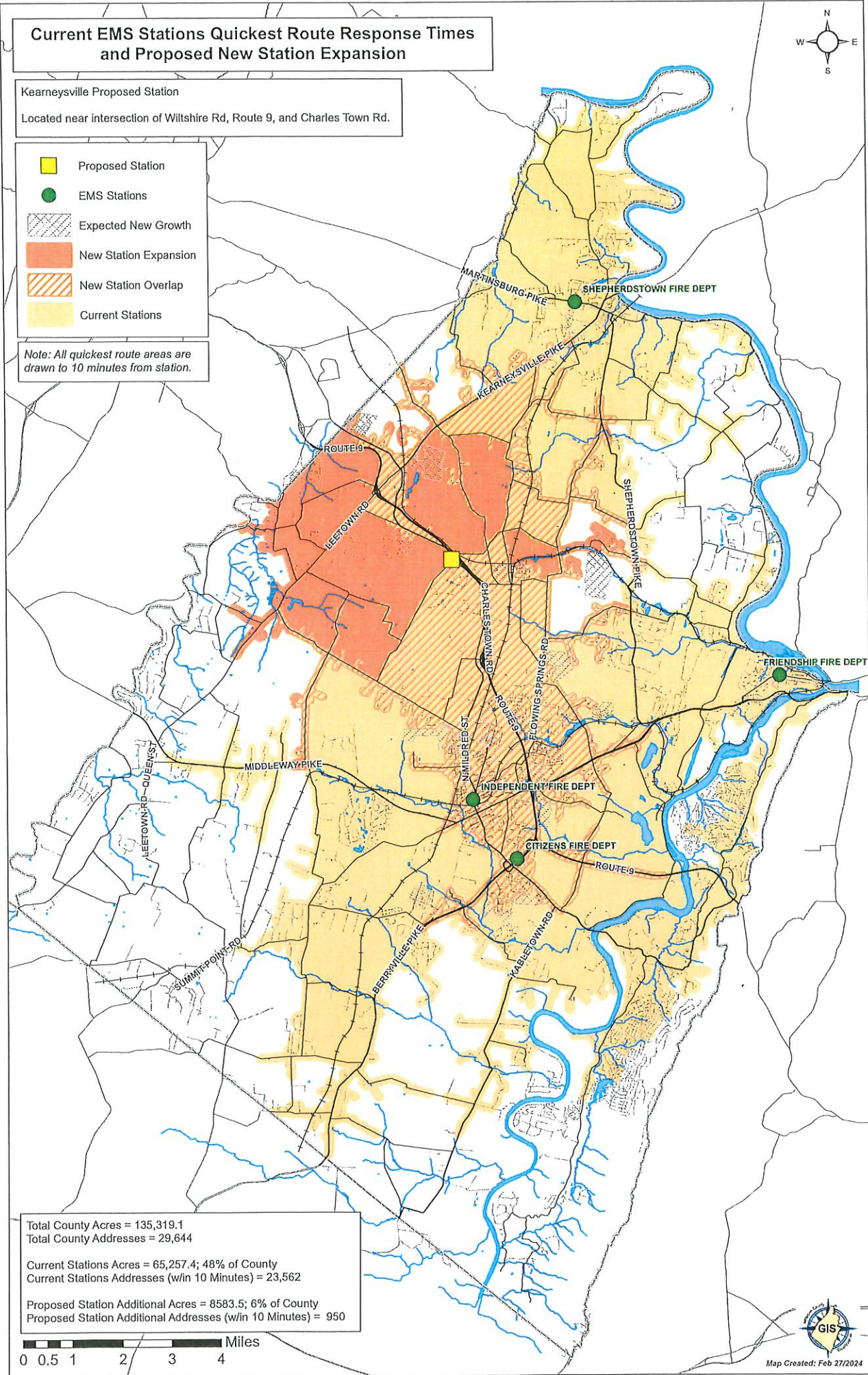
Current EMS Stations Quickest Route Response Times and Proposed New Station Expansion



Kearneysville Proposed Station
 Located near intersection of Wiltshire Rd, Route 9, and Charles Town Rd.

- Proposed Station
- EMS Stations
- Expected New Growth
- New Station Expansion
- New Station Overlap
- Current Stations

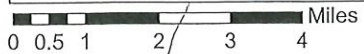
Note: All quickest route areas are drawn to 10 minutes from station.



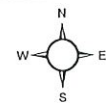
Total County Acres = 135,319.1
 Total County Addresses = 29,644

Current Stations Acres = 65,257.4; 48% of County
 Current Stations Addresses (w/in 10 Minutes) = 23,562

Proposed Station Additional Acres = 8583.5; 6% of County
 Proposed Station Additional Addresses (w/in 10 Minutes) = 950



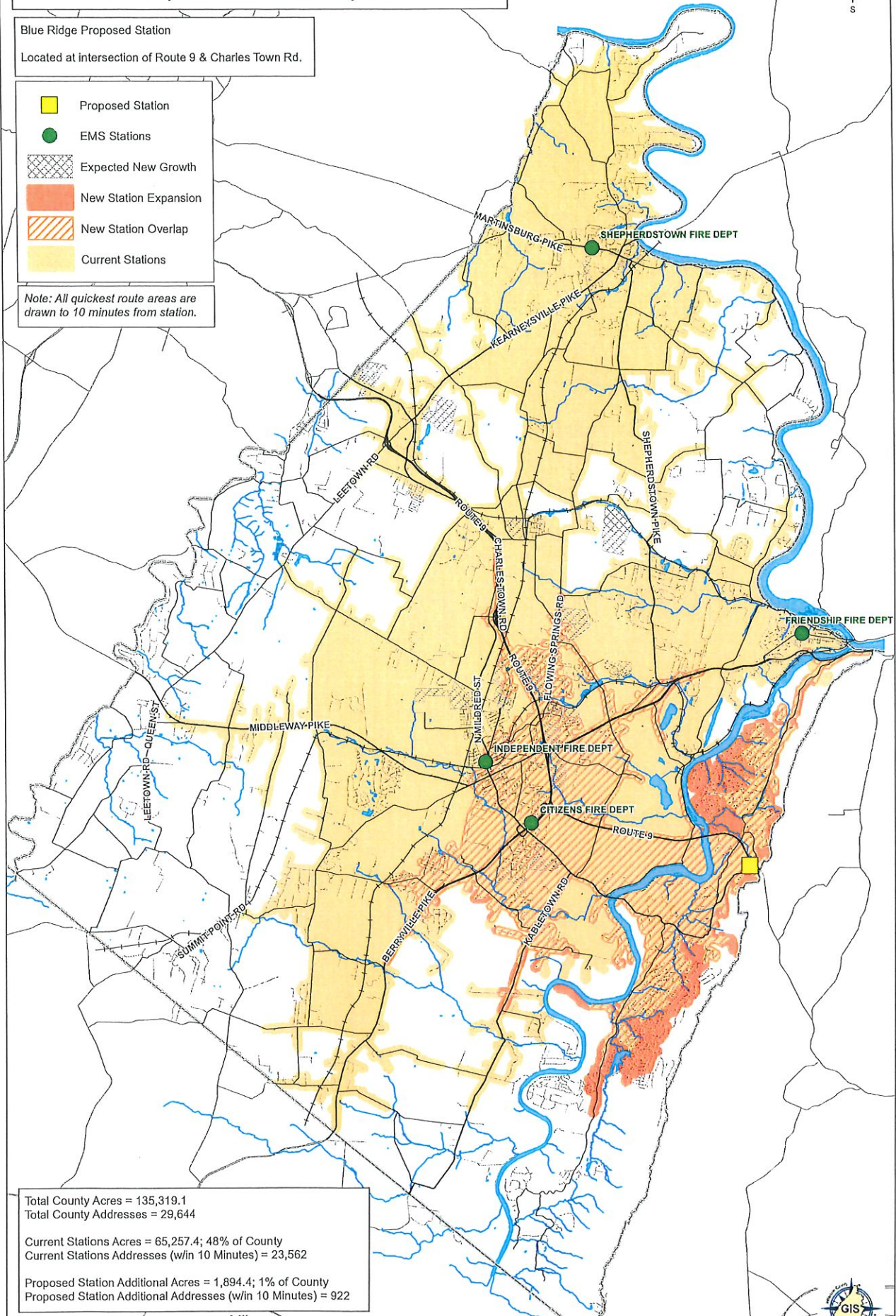
Current EMS Stations Quickest Route Response Times and Proposed New Station Expansion



Blue Ridge Proposed Station
 Located at intersection of Route 9 & Charles Town Rd.

- Proposed Station
- EMS Stations
- Expected New Growth
- New Station Expansion
- New Station Overlap
- Current Stations

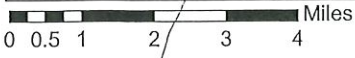
Note: All quickest route areas are drawn to 10 minutes from station.



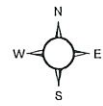
Total County Acres = 135,319.1
 Total County Addresses = 29,644

Current Stations Acres = 65,257.4; 48% of County
 Current Stations Addresses (w/in 10 Minutes) = 23,562

Proposed Station Additional Acres = 1,894.4; 1% of County
 Proposed Station Additional Addresses (w/in 10 Minutes) = 922



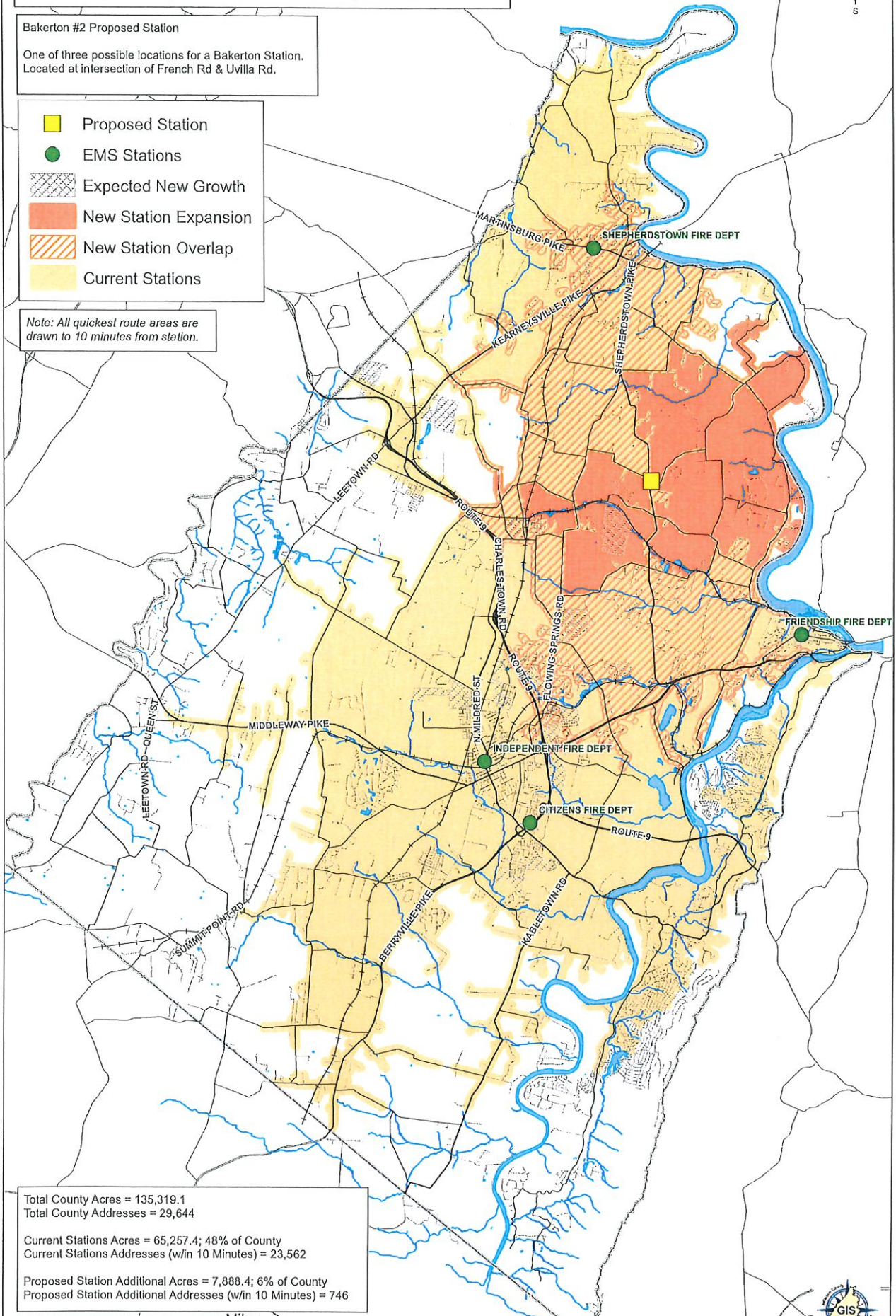
Current EMS Stations Quickest Route Response Times and Proposed New Station Expansion



Bakerton #2 Proposed Station
 One of three possible locations for a Bakerton Station. Located at intersection of French Rd & Uvilla Rd.

- Proposed Station
- EMS Stations
- Expected New Growth
- New Station Expansion
- New Station Overlap
- Current Stations

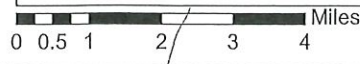
Note: All quickest route areas are drawn to 10 minutes from station.



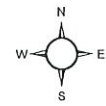
Total County Acres = 135,319.1
 Total County Addresses = 29,644

Current Stations Acres = 65,257.4; 48% of County
 Current Stations Addresses (w/in 10 Minutes) = 23,562

Proposed Station Additional Acres = 7,888.4; 6% of County
 Proposed Station Additional Addresses (w/in 10 Minutes) = 746



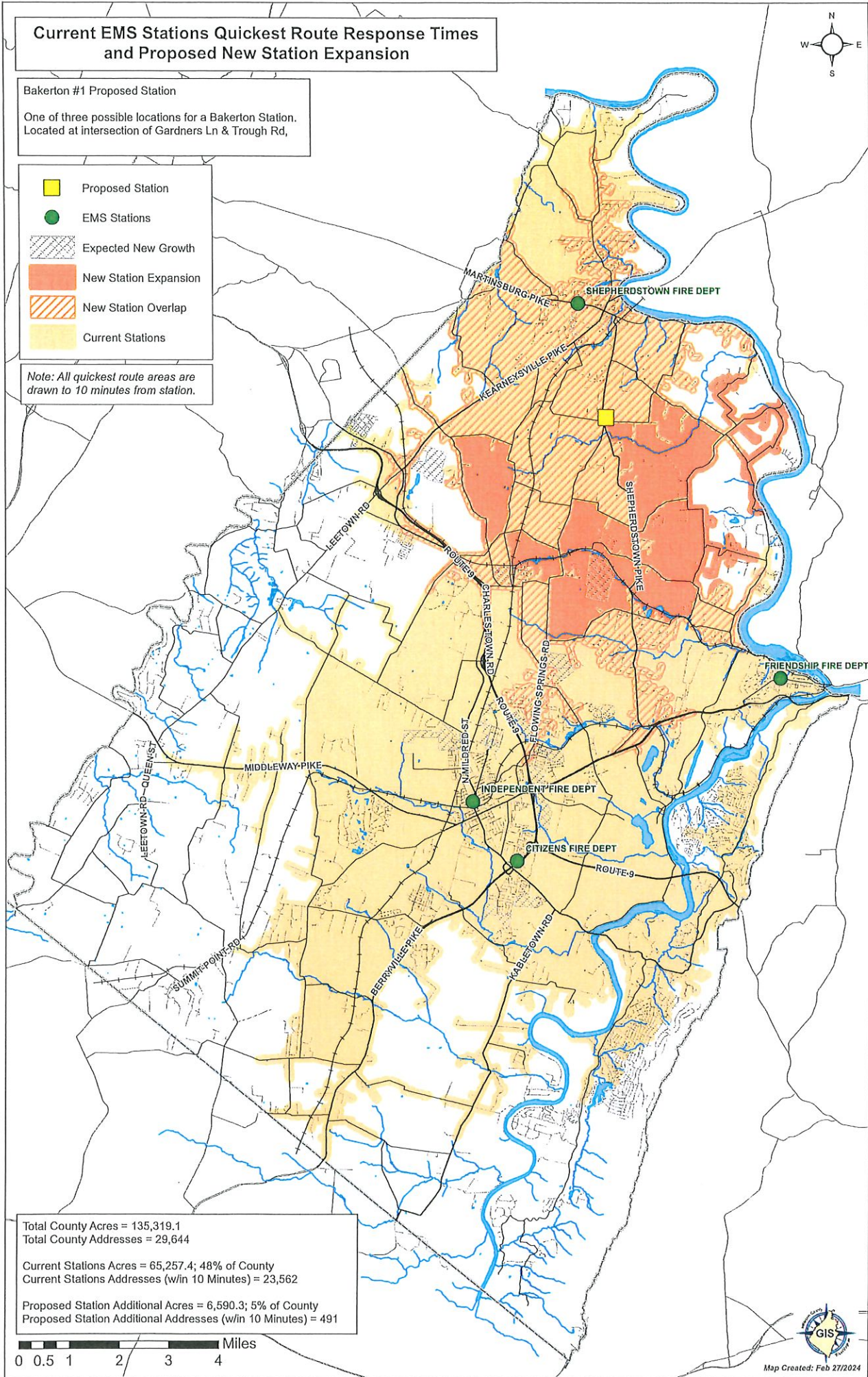
Current EMS Stations Quickest Route Response Times and Proposed New Station Expansion



Bakerton #1 Proposed Station
 One of three possible locations for a Bakerton Station. Located at intersection of Gardners Ln & Trough Rd,

- Proposed Station
- EMS Stations
- Expected New Growth
- New Station Expansion
- New Station Overlap
- Current Stations

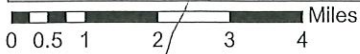
Note: All quickest route areas are drawn to 10 minutes from station.



Total County Acres = 135,319.1
 Total County Addresses = 29,644

Current Stations Acres = 65,257.4; 48% of County
 Current Stations Addresses (w/in 10 Minutes) = 23,562

Proposed Station Additional Acres = 6,590.3; 5% of County
 Proposed Station Additional Addresses (w/in 10 Minutes) = 491



CIP FORM 2

Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Date: 09/05/2024

Prepared by: Laura Kuhn

Contact Information

Name: Laura Kuhn Phone Number: _____

Email: Lkuhn@jeffersoncountywv.org

Project Title: Public Safety Center

Project Type: Fees Services Construction Renovation Acquisition of major equipment
 Other (Specify): _____

Project Location: Kearneysville, WV

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed (3) Optional/Deferrable
OR Provide Ranking Number _____

Project Need: This project **does not** benefit new growth. This project **only** benefits new growth.
 This project benefits **both** current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: Yes No
(if Yes – Attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 – attach additional pages as needed.)

The JCESA Service Area Report identified locating a station in Kearneysville as one of the top priorities. Additionally, the Sheriff has had concerns with his current building regarding sufficient space and security.

The Public Safety Center would house both EMS and law enforcement.

	(50% of \$10,200,000)	
Estimated Total Cost of Project (\$):	<u>5,100,000</u>	
Funding Request Breakdown by Year (\$):		Current (FY 2025) Request of County Funds
		Current (FY 2025) All Other Sources
	<u>200,000</u>	Out Year 1 (FY 2026)
	<u>2,450,000</u>	Out Year 2 (FY 2027)
	<u>2,450,000</u>	Out Year 3 (FY 2028)
	_____	Out Year 4 (FY 2029)
	_____	Out Year 5 (FY 2030)

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

Additional pages attached.

PUBLIC SAFETY TRAINING CENTER

**A STATE-OF-THE-ART FIRE, EMS & LAW
ENFORCEMENT FACILITY BUILT TO
ACCOMMODATE MODERN PUBLIC SAFETY
TRENDS & NEEDS**

***WHAT IS THE VIRGINIA REGIONAL PUBLIC
SAFETY CENTER & TRAINING FACILITY?***

The Virginia Regional Public Safety Center and Training Facility is a Regional Training Facility with 24/7 Fire-EMS Based Emergency Medical Services, Public Safety and Law Enforcement services.

The facility will be a new and Improved state-of-the-art, ADA Compliant home for the Virginia Fire & EMS Departments and Virginia Police Department. The location this new facility is at the corner of 10th Street South and 2nd Avenue, in Virginia MN.

This regional facility will be also include multiple, varied uses such as the following:

- Regional Training Facility would allow for specialized, cost-effective, quality training close-to-home for Fire, Police and Public Safety departments from all over Northern Minnesota
- Emergency Disaster Operations & Emergency Command Center for area
- Ability to provide Community Education Opportunities such as Home Safety, CPR & First Aid

PROJECT UPDATES (as of 05/16/2024)

The City has been working with Kraus Anderson, our Construction Manager at Risk (CmAR), and our architects at WOLD architect on the design, building plans, and specs for the Virginia Public Safety Center.

Bids were received in August 2023, however, the project came in over budget. City staff and our consultants have been working on right sizing the building in order to stay within the prescribed budget. Our consultants were able to remove \$4 million dollars from the budget by changing building size and some of the amenities. Yes, there are still twelve sleeping rooms in the facility. John McNamara, WOLD Architects, discussed with the council at their April 2, 2024 Committee of the Whole meeting some of the problematic areas in the project. It was noted that everything that is in the plan was deemed needed in the building by both Police and Fire staff ; with both Chiefs in agreement with the current layout. The project is currently within budget.

The Architects and Construction Manager at Risk (CMaR) are still reviewing the Fixtures, Furniture and Equipment costs as well as the solar energy plan.

A Groundbreaking Ceremony is planned for May 29, 2024 at 11:00 am at the Public Safety Center site. The public is invited to attend!

WHY IS A NEW FACILITY NEEDED?

Our current facilities are outdated and sorely lacking in the equipment, technology and space needed to adequately serve our growing number of Police and Firefighter/Paramedic personnel.

As our staff grew in response to community needs, our facilities have stayed the same. Emergency Response and Public Safety apparatus cannot fit into the current facilities. We are literally out of room in both Police and Fire facilities. Room for expansion at proposed site would allow others to partner now or in the future. A new facility will provide a quick and seamless response by both departments to a wide range of emergencies. Immediate cost savings will be realized in a more efficient building due to less utilities and reduced maintenance costs.

The facility will be a new and Improved state-of-the-art, ADA Compliant home for the Virginia Fire & EMS Departments and Virginia Police Department and a Regional Training Center with access for all.

What are the Goals and Objectives for this Project?

- » Create a facility where the community feels welcome and encourages interaction with the public.
- » The facility should encourage efficiency, interaction and collaboration among all departments.
- » Implement common sense, sustainable approaches that meet the State's guidelines for energy performance and sustainability.
- » The design of the facility should incorporate best practices for public safety and provide safe spaces for staff.
- » Take advantage of opportunities for shared spaces which builds camaraderie between Police and Fire Departments.

WHERE IS THE FACILITY GOING TO BE LOCATED?

According to a ***2016 Facility Needs and Station Location Study*** completed by Five Bugles Design, several sites were studied based on criteria such as: Access to multiple main thoroughfares of the City; Prominent, visible location and Response Time to primary service area. The study recommended three sites for optimal design. The location this new facility is at the corner of 10th Street South and 2nd Avenue, in Virginia MN.

HOW WILL THIS PROJECT BE FUNDED?

The City of Virginia has been allocated \$11,500,000 from the State of Minnesota to acquire land, demolish existing blighted structures, develop and remediate site, and assist with the construction of the Virginia Regional Public Safety Center & Training Facility.

Funds were received from the Dept of Iron Range Resources to assist the City with demolition of any structures in the Public Safety Area.

The City is working on obtaining a long term low interest loan from the USDA in order to make this project affordable. The USDA Community Facilities Direct Loan Program assists with development of essential community facilities in rural areas

The remaining funds will be secured through local loans, grants and City levy funds.

CAN I HELP OR SUPPORT THE POLICE DEPARTMENT & FIRE DEPARTMENT?

YES! YOU CAN HELP SUPPORT OUR PUBLIC SAFETY DEPARTMENTS BY JOINING THE "FRIENDS OF PUBLIC SAFETY"!

The purpose of this adult non-profit organization will be to promote awareness, and focus public attention on the needs , services, programs and facilities while supporting firefighter safety, fire prevention, and public education programs.

For More Information: please visit <https://www.virginiafd.com/friends-of-virginia-public-safety> or contact Debbie Judnick at 218-749-3594 or Jacob Keehl at 218-749-3596 or email us at friendsofvps@virginiamn.us

If you are looking for ways to contribute to this nonprofit organization:

Donation: A one-time monetary gift, which can be made to the Friends of Virginia Public Safety.

Corporate Giving: Includes event sponsorships, pledges, project donations and gift matching.

Scholarship and Endowed Name Funds: Include scholarships, bequests, and endowed name funds.

Donate by mail:

Friends of Virginia Public Safety
115 4th Avenue North
Virginia, MN 55792

***Your support of the Virginia Regional Public
Safety Center & Training Facility is greatly
appreciated!***

Need help finding something? information@virginiamn.us

"Home of Minnesota's Tallest Bridge!"

© 2018 City of Virginia, MN, 327 First Street South, Virginia MN 55792 (218) 748-7500

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AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: *Mike Sine*

Department or Organization: *ESA*

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

Date Requested – 1st Choice: *9/05/2024*

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

Date Requested – 2nd Choice:

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

1. Fire Department Application- discussion/ possible action

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

- 1) Discussion and possible consideration of FDID application approval.

Is this a funding request? Y/N *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*):

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

If not attached, explain: *N/A*

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

Contact information: *Mike Sine*

Email address: *msine@jcesa.org*

Phone Number: *3047283287*

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

<i>not applicable</i>

Memorandum of Understanding: Jefferson County's Commitment to a Combined Volunteer and Career Fire and Emergency Medical Service (EMS) System

Between:

Friendship Fire Company
Citizens Fire Company
Shepherdstown Fire Department, Inc.
Independent Fire Company
Blue Ridge Mountain Volunteer Fire Company
Middleway Volunteer Fire Company
Bakerton Fire Department
and the
Jefferson County Commission / Jefferson
County Emergency Services Agency

Article I. Overarching Goal

Jefferson County is committed to operating a combination volunteer and career Fire and Emergency Medical Service (EMS) system for its residents, businesses, and visitors.

Article II. Purpose

The purpose of this Memorandum of Understanding is to ensure sustainability; and where applicable, to provide a more economical and efficient fire and EMS service to the citizens of Jefferson County, West Virginia through a partnership between the Jefferson County Volunteer Fire Departments and Companies, aforementioned, and hereby referred to as *Departments* and the Jefferson County Commission (*JCC*) through the Jefferson County Emergency Services Agency (*JCESA*), pursuant to West Virginia law, including, without limitation, S.B. 224, Ch. 224, Acts, Reg. Sess. (W.Va. 2008); W. Va. Code, § 7-15-1, et. seq.; W. Va. Code, § 7-17-1, et. seq., and related authority.

Article III. Jefferson County Fire and Rescue Association (JCFRA)

All parties acknowledge the Jefferson County Fire and Rescue Association (JCFRA) as the entity responsible for discussing county-level fire protection problems as per W. Va. Code § 7-17-3. The parties encourage the JCFRA to continue to discuss fire protection issues subject to the provisions in W. Va. Code § 7-17-11. At the time of this MOU's ratification, all seven departments are in good standing as members of the JCFRA, which is recognized by Statute as being created to discuss fire protection services to address fire protection problems at the county level.

Article IV. Approach

(a) FIRE

The JCC, through the JCESA, is committed to providing dual role employees who are adequately certified in Fire Suppression, Rescue, and Emergency Medical Services. It is imperative that Jefferson County has the flexibility to utilize JCESA dual role providers as needed on emergency

incidents. JCESA will maintain a certification as a Fire Prevention Unit and/or, in consultation with any department that is directly affected, obtain certification as a department in accord with the rules established by the State Fire Commission.

JCESA will make reasonable efforts to provide career staffing, as such staffing is available, to the Departments in which ambulances are housed to assist with fire responses during times of limited or reduced volunteer staffing. The JCESA may also assist other departments as staffing is available. Assigned staff, of adequate certification level, will assist the aforementioned Departments as available during fire and rescue operations as authorized by the WV Fire Commission:

- JCESA employees, upon authorization from the Department Chief, or designee, to do so, may operate Department vehicles in accordance with State Law, JCESA policy, and Department Guidelines.
- JCESA employees, upon authorization from the JCESA Director, or designee, to do so, may operate in an Immediately Dangerous to Life and Health Environment (IDLH) as a Structural Firefighter, Rescue Technician, or other all-hazards responder.
- The JCESA employees who respond to fire related emergency incidents shall operate within the Incident Management System framework.

To ensure the health and safety of JCESA staff, while working towards assisting with the needs of the Departments, the continued transitioning of the JCESA workforce from strictly EMS to an all-hazards workforce will be achieved over time, through attrition, and a focus on the current workforce achieving additional certification. The transition will be closely monitored and regulated by the JCESA Director, with advice and consultation provided by Department leadership, as requested.

The mutual goal of the Departments and the JCESA is to ensure JCESA EMS/Fire staff are adequately trained, protected, and equipped to carry out fire, rescue, and EMS activities. The JCESA Director will evaluate and determine staff's knowledge, skills, and abilities (KSAs).

(b) EMS

Effective March 1, 2023, the Jefferson County Commission has transitioned the EMS services from a Department owned, licensed, operated, and JCESA supported system to a County-owned and licensed, JCESA operated, and Department assisted system. With a mutual commitment to provide a combination volunteer-career EMS system to meet the needs of the community, the Departments are committed to allowing engaged volunteers who are adequately certified in Emergency Medical Services to assist with the operating of EMS in Jefferson County.

JCESA will maintain a West Virginia Office of EMS (WVOEMS) certification as an ALS Transport entity. The JCESA shall maintain an approved master list of properly certified EMS providers within Jefferson County. Volunteers, of adequate certification level, will support the JCESA during EMS operations:

- Departments without a WVOEMS license shall submit member names and certifications to the JCESA for inclusion on the official JCESA WVOEMS Roster and will abide by the Jefferson County Medical Directors requirements.
- Departments managing their own WVOEMS license, at an appropriate level, shall be recognized by the JCESA as authorized EMS participants, and their provider will be recognized at their level of certification within the County, will abide by the Jefferson County Medical Directors requirements, and will maintain their licensure in accordance with State Law, and WVOEMS policy.
- All providers operating at an EMT-B or higher level, shall be identified on the JCESA WVOEMS Roster, even if dual-rostered with another Jefferson County Department, and will abide by the Jefferson County Medical Directors requirements.
- To ensure effective coordination and delivery of EMS services, the JCESA Director, or his/her designee, will be responsible for directing and overseeing all volunteers while they are performing EMS services or operating ESA equipment. The JCESA Director may issue Operational Guidelines regarding operations for incidents that may arise. In the absence of such oversight, or JCESA involvement with an incident, the Incident Command structure shall be followed, and/or the Department leadership on scene shall oversee the incident in accordance with Jefferson County guidelines. The volunteers are encouraged to collaborate with the JCESA Director in this regard and to provide their valuable insights and recommendations. All volunteers providing EMS services, either while performing EMS services or while operating ESA equipment, shall be subject to the control and direction of the JCESA Director or his assigns.
- No volunteer may receive compensation from the JCESA for any services provided.
- Departments will ensure EMS Drivers are certified to the level of Emergency Medical Vehicle Operation (EMVO) by the WVOEMS and have undergone a formal driver training program with successful completion.

All ambulances will be owned, insured, and maintained by the Jefferson County Commission. All 9-1-1 transport shall be conducted on County-owned ambulances. While career personnel will be the primary staffing of these units, pursuant to this MOU, Department personnel shall be authorized to fulfill needed roles within the EMS System. This combination approach to EMS includes the use of Department vehicles:

- Departments shall be authorized to license Rapid Response vehicles (including fire apparatus) in accordance with WVOEMS policy under a Department managed WVOEMS licensure.
- Departments shall be authorized to license Rapid Response vehicles (including fire apparatus) in accordance with WVOEMS policy under the JCESA WVOEMS license should their Department not hold a valid WVOEMS license.
- Department members shall be authorized to operate County-owned ambulances and Rapid Response vehicles in the course of Emergency operations, and otherwise as the need arises, to the level they are authorized by their Chief, or designee, and subject to the approval of the JCESA Director who shall issue Operational Guidelines stating the requirements for operators.

- Notwithstanding any other terms in this agreement, or subsequent agreements, the use and/or operation of County owned ambulances is subject to the approval of the JCESA Director.
- JCESA employees shall be authorized to operate Department-owned Rapid Response vehicles in the course of Emergency operations, and otherwise as the need arises, to the level they are authorized by the JCESA Director, and subject to the approval of the Department Chief or designee, or Incident Commander in the course of emergency events.

This MOU is not intended to be all-inclusive of applicable guidelines; the Departments, and JCESA shall collaborate on the creation of any required County Operation Guidelines to further structure the combination system of Jefferson County.

Article V. Chain of Command

- JCESA Employees shall at all times be subject to the JCESA Director, or designee, unless/until an Incident Command structure has been formally established.
- JCESA Employees shall follow the incident command system while operating on the fire ground and on EMS Incidents per WV State law.
- JCESA and Departments shall ensure all personnel have completed formal training on the Incident Command System prior to response to any emergency incident.
- JCESA Employees will make reasonable efforts to follow the Corporation Operational Guidelines of the Department to which they are assigned, where applicable, and not in direct conflict with JCESA policy. Additional MOUs for shared spaces in firehouses, and/or as the need arises, shall be generated for the efficient management of the system.
- The JCESA and the Departments of Jefferson County realize there will continue to be issues that will continue to be addressed in JCESA Policies and Procedures, Jefferson County Operating Guidelines and future staffing plans. The JCESA Director and Department leadership shall each maintain a chain of command for general operations.

Article VI. Salary and Insurance

- A. The Departments shall, during the continuance of all work under this MOU provide the following:
 1. Workers' compensation and Employer's Liability to protect the Departments from any liability or damages for any injuries (including death and disability) to any and all of its employees, including any and all liability or damage which may arise by virtue of any statute or law in force within West Virginia.
 2. Comprehensive General Liability insurance to protect the Departments, and the interest of the JCC and JCESA, their officers, employees, and agents against any and all injuries to third parties, including bodily injury and personal injury, wherever located, resulting from any action or operation under this MOU or in connection with the services provided. The General

Liability insurance shall also include the Broad Form Property Damage endorsement, in addition to coverage for explosion, collapse, and underground hazards, where required.

3. Automobile Liability insurance, covering all owned, non-owned, borrowed, leased, or rented vehicles operated by JCVFD.

- B. The Departments agree to provide the above referenced policies with the following limits. Liability insurance limits may be arranged by General Liability and Automobile policies for the full limits required, or by a combination of underlying policies for lesser limits with the remaining limits provided by an Excess or Umbrella Liability policy.

Workers' Compensation:

Coverage A: Statutory

Coverage B: \$100,000

General Liability:

Per Occurrence: \$1,000,000

Personal/Advertising Injury: \$1,000,000

General Aggregate: \$2,000,000

Products/Completed Operations: \$2,000,000 aggregate

Fire Damage Legal Liability: \$100,000

Automobile Liability:

Combined Single Limit: \$1,000,000

- C. The following provisions shall be agreed to by each Party:

1. Liability Insurance "Claims Made" basis:

If the liability insurance purchased by the Departments has been issued on a "claims made" basis, the Departments must comply with the following additional conditions. The limits of liability and the extensions to be included as described previously in these provisions, remain the same. The Departments must either:

- a. Agree to provide certificates of insurance evidencing the above coverage for a period of two (2) years after final payment for this MOU for General Liability policies. This certificate shall evidence a "retroactive date" no later than the beginning of the Party's work under this MOU, or
- b. Purchase the extended reporting period endorsement for the policy or policies in force during the term of this Contract and evidence the purchase of this extended reporting period endorsement by means of a certificate of insurance or a copy of the endorsement itself.

2. Jefferson County Commission and Jefferson County Emergency Services Agency, their officers and employees shall be Endorsed to the Departments' Automobile and General Liability policies as an "additional insured" with the provision that this coverage "is primary to all other coverage Jefferson County Commission and Jefferson County Emergency Services Agency may possess." (Use "loss payee" where there is an insurable interest). A Certificate of Insurance evidencing the additional insured status must be presented to the County along with a copy of the Endorsement.
3. Compliance by the Departments with the foregoing requirements as to carrying insurance shall not relieve the Departments of their liabilities provisions of this MOU.

Article VII. Cooperation

It is further agreed that each party to this agreement acknowledges its role in providing emergency services to the citizens, visitors and businesses of Jefferson County, West Virginia. The JCESA and the Departments agree to follow all Emergency Medical Services / Fire policies and procedures set forth by West Virginia State Law and Rules, the standards of the West Virginia Department of Health and other related agencies.

The relationship between the JCESA and the Departments shall reflect an attitude of cooperation toward achievement of effective and efficient emergency service for Jefferson County's citizens, visitors, and businesses. Each party understands and respects the need for clear policy and procedure so that common sense of expectations can be maintained. Each party understands that this agreement cannot address every policy and procedural issue that may be encountered. Revision to this MOU may be made after being approved by the JCESA and the Jefferson

County Departments. The Jefferson County Commission shall be the regulating authority pursuant to S.B. 224, Ch. 224, Acts, Reg. Sess. (W.Va. 2008); W. Va. Code, § 7-15-1, et. seq.; W. Va. Code, § 7-17-1, et. seq., and related authority.

Article VIII. Signatures

By and between;
(Signature and Title)


Friendship Fire Company (1)


Citizens Fire Company (2)


Shepherdstown Fire Department, Inc. (3)



Independent Fire Company (4)



Blue Ridge Mountain Volunteer Fire Company (5)


Middleway Volunteer Fire Company (6)


Bakerton Fire Department (7)

And the


Jefferson County Commission, by its President (Aug 17, 2023)


Director, Jefferson County Emergency Services Agency (11)



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
Steve Stolipher

VICE PRESIDENT
Jane Tabb

COMMISSIONER
Pasha Majdi

To: Commissioner Pasha Majdi
Commissioner Steve Stolipher
Commissioner Jane Tabb
Commissioner Kelvin Upson

From: Edwina Benites-LM, county administrator

Date: August 29, 2024

Re: Boards and Commissions Appointments and Solicitations, September 5, 2024

Bolivar- Harpers Ferry Public Library Board- Interviews and Possible Appointment(s):

- Jodi Welty-Robinson (Attachment 1)
- Amanda Stroud (Attachment 2a and 2b)

Suggested motion: Motion to appoint _____ for a five-year term ending June 30, 2029.

South Jefferson Library Committee- Interviews and Possible Appointment(s):

- Michael Dick (Attachment 3)

Suggested motion: Motion to appoint _____ for a five-year term ending June 30, 2029.

Bolivar-Harpers Ferry Public Service District Board- Interviews and Possible Appointment(s):

- John Henry Dale (Attachment 4a-c)
- Helen Dettmer (Attachment 5)
- David Tabb (Attachment 6)

Suggested motion: Motion to appoint _____ for a six-year term ending June 30, 2030.

Jefferson County Solid Waste Authority- Interviews and Possible Appointment(s):

- Carrie Blessing (Attachment 7)
- James McGowen (Attachment 8)
- David Tabb (Attachment 9a-b)

Suggested motion: Motion to appoint _____ for a four-year term ending June 30, 2028.

Jefferson County Building Commission- Interviews and Possible Appointment(s):

- Josh Beall (Attachment 10)
- Adam Shively (Attachment 11)

County Administrator
Edwina Benites-LM

- Scott Sudduth (Attachment 12)

Suggested motion: Motion to appoint _____ and _____ for a five-year term ending July 27, 2029.

HOME Consortium of the Eastern Panhandle- Interviews and Possible Appointment(s):

- Jennifer Verdugo (Attachment 13)

Suggested motion: Motion to appoint _____ for a three-year term ending September 6, 2027.

Edwina Benites

From: Jodi Welty-Robinson <jweltyrobinson@yahoo.com>
Sent: Wednesday, July 10, 2024 7:40 PM
To: Edwina Benites
Subject: BHFPL Board of Trustees

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.

Sent from my iPhone Jodi M. Welty-Robinson
12 Welty Hill
Harpers Ferry, WV 25425
(304) 283-4634
jweltyrobinson@yahoo.com

July 11, 2024

Jefferson County Commission,

I am writing to express my intent to apply for a position on the Bolivar-Harpers Ferry Public Library (BHFPL) Board of Trustees. During my previous tenure on the board, I served as the Treasurer, collaborating closely with the other four members. My full-time employment at Harpers Ferry Middle School allows me the flexibility to sign library checks and other documents during my lunch hour or after school.

As a previous board member, I only missed one meeting due to illness. During my time on the board, I introduced the first-ever library travel and mileage policy for employees and provided several updates to the existing policies and procedures manual, which had not been revised in several years. These updates were submitted to the WV Library Commission. Additionally, we revised the library's technology code to meet state standards and rewrote the longevity pay policy to comply with state regulations.

I have volunteered at the National Book Festival in Washington, DC, at the WV Library Commission's booth in 2018 and 2019. While on the board, we successfully hired a new Library Director with a Bachelor of Science in Library Science. Lastly, I have been a patron of the BHFPL for over 30 years and am committed to seeing the library grow so that others can enjoy it as much as I have.

Sincerely,

Jodi M. Welty-Robinson
Sent from my iPhone

Edwina Benites

From: Jodi Welty-Robinson <jweltyrobinson@yahoo.com>
Sent: Wednesday, July 10, 2024 7:40 PM
To: Edwina Benites
Subject: BHFPL Board of Trustees

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.

Sent from my iPhone Jodi M. Welty-Robinson
12 Welty Hill
Harpers Ferry, WV 25425
(304) 283-4634
jweltyrobinson@yahoo.com

July 11, 2024

Jefferson County Commission,

I am writing to express my intent to apply for a position on the Bolivar-Harpers Ferry Public Library (BHFPL) Board of Trustees. During my previous tenure on the board, I served as the Treasurer, collaborating closely with the other four members. My full-time employment at Harpers Ferry Middle School allows me the flexibility to sign library checks and other documents during my lunch hour or after school.

As a previous board member, I only missed one meeting due to illness. During my time on the board, I introduced the first-ever library travel and mileage policy for employees and provided several updates to the existing policies and procedures manual, which had not been revised in several years. These updates were submitted to the WV Library Commission. Additionally, we revised the library's technology code to meet state standards and rewrote the longevity pay policy to comply with state regulations.

I have volunteered at the National Book Festival in Washington, DC, at the WV Library Commission's booth in 2018 and 2019. While on the board, we successfully hired a new Library Director with a Bachelor of Science in Library Science. Lastly, I have been a patron of the BHFPL for over 30 years and am committed to seeing the library grow so that others can enjoy it as much as I have.

Sincerely,

Jodi M. Welty-Robinson
Sent from my iPhone

Amanda Stroud

Ranson City Council – At Large

Contact

501 Samuel Street
Ranson, WV 25438
304.725.7149
amanda.8433@outlook.com

Edwina Benites
County Administrator
Jefferson County
Commission
124 East Washington Street
Charles Town, WV 25414

Dear Jefferson County Commissioners,

I am writing to express my interest in being appointed to the Bolivar Harpers Ferry Public Library Board. I have:

- Over 25 years of library experience
- Working knowledge of the legal profession
- Currently serving on two nonprofit boards

I believe my skills and experience would be an asset to the board. In my years of working in a variety of libraries I have shelved books, ordered books and everything in between. I have also supervised student assistants as well as library staff so recognize what it entails to manage staff.

Working for Montgomery College provided me with the opportunity to become familiar with the inner workings of a large organization. I served on an RFP committee, search committees, a staff awards committee, a strategic planning taskforce, numerous work groups as well as being elected to both a campus and collegewide council. And as a current city council member as well as a board member on two local organizations I now have an in-depth knowledge of how local government interacts with nonprofits as well as what it takes to be a good board member.

And last but certainly not least, being an involved patron of the Bolivar Harpers Ferry Public Library for the past twenty plus years has contributed to a greater understanding of the wants of the patrons as well as the needs of the staff.

Thank you for taking the time to review my resume. I look forward to meeting with all of you.

Sincerely,

Amanda Stroud

Enclosure

Amanda Stroud

Ranson City Council – At Large

Contact

501 Samuel Street
Ranson, WV 25438
304.725.7149
amanda.8433@outlook.com

Education

Louisiana State University -
Shreveport
Shreveport, LA
BA in History

Key Skills

Customer Service
Strategic Planning
Communication
Problem Solving
Curiosity

Objective

Seeking a position in the nonprofit world where I can utilize my legal and library skills and experience to contribute to the success of the organization.

Experience

March 2001 – August 2022
Access Services Assistant • Montgomery College

August 1999 – February 2001
Technical Services Librarian • KPMG

August 1992 – July 1998
Information Center Assistant • American Society for Training & Development

Responsibilities: oversaw daily operations of a variety of libraries, managed staff including a diverse student assistant population, ensured compliance with library policies and procedures and provided exceptional customer service. Also contributed to the overarching organizations by serving on numerous committees, work groups and taskforces.

Leadership

Currently serve on or have served on the following: Ranson City Council, Ranson CVB Board, Ranson Community Gardens Board, Staff Council and Germantown Campus Council – Montgomery College.

References

Available upon request.

June 22, 2024

Dear Commissioners,

I am writing this letter to apply for the position of Board of Directors at the South Jefferson Public Library in Summit Point, WV. which will be open due to a resignation.

Currently President of the South Jefferson Ruritan Club which I have belonged to for 30 years. Held this position for 11 times.

Was along with my wife and ten others instrumental in starting the South Jefferson County Park.

Current treasurer for Friends of the Library at the library. (fundraising organization)

Currently Administrative Council Chair at Memorial United Methodist Church in Summit Point.

I am a member of the Jefferson County Historical Society.

Retired from Giant/Martins Supermarket after 46 years in retail grocery. Was in management most of that time.

Yours Truly,

Michael L. Dick

2700 Summit Point Road

304-725-8816

Jessica James, Assistant Deputy County Administrator
Post Office Box 250
Charles Town, WV 25414

South Jefferson Public Library Board of Directors
South Jefferson Public Library
49 Church Street, Summit Point, WV 25446

RE: Open Position on the South Jefferson Public Library Board of Directors

June 25, 2024

Dear Commissioners,

We are in an enviable position of having two candidates having expressed interest in joining the South Jefferson Public Library Board of Directors. Either candidate will be an asset to our board and community.

Mr. Michael Dick is a long standing, active community member. He is currently supporting the library as our Friends of the Library leader.

Ms. Kathleen Kelly is a resident of Summit Point, an active library supporter, and a currently employed librarian in Loudoun County, Virginia.

Please carefully consider these two individuals as you go through the process of appointing our new board member in the place of Sue Cardella, who is resigning at the end of her term in June 2024.

Thank you for your attention to these concerns.

Sincerely,



Cathie Burke, President
304-725-6225
crburke@frontiernet.net

Addendum:

August 6, 2024

Ms. Kathleen Kelly has withdrawn her name for consideration to the South Jefferson Public Library Board due to scheduling.

We ask that you appoint Mr. Michael Dick to the South Jefferson Public Library due to the resignation of Sue Cardella'

Thank you,



JOHN HENRY DALE, M.Sc.

503.830.8917 | JohnHenryDale@gmail.com | www.LinkedIn.com/in/JohnHenryDale/

SENIOR AV & IT ENGINEERING PROFESSIONAL

AV ENGINEERING | LIVE STREAMING | SOLUTIONS ENGINEERING | AUDIO/VIDEO PRODUCTION | BROADCAST ENGINEERING

Performance-driven, strategic, and process-focused Senior Engineer and Director with 20+ years of transferable experience in envisioning and building highly flexible and stable next-generation IT, AV and Multimedia streaming and programming tools to drive user experience, sales and solutions engineering success. Proven track record of success in consistently exceeding expectations, KPIs, metrics, and target sales goals on a year-over-year basis while negotiating mutually beneficial agreements with key clients and stakeholders.

IMMEDIATE VALUE OFFERED

- ❖ **Subject matter expertise** in the entire audio and video streaming engineering and encoding supply chain from content acquisition to delivery, using Jira, Confluence, Google sheets, and Airtable to support agile methodologies for live and on-demand streaming multimedia products and services.
- ❖ **Transferable expertise** in overseeing video playback monitoring and analysis for high traffic streaming services such as LinkedIn Live, Bloomberg LP and Youtube TV.
- ❖ **Administer content remediation** workflows for on-demand streaming video products while acting as a technical resource to other departments to address and resolve problems.
- ❖ **Leverage agile methodologies** to develop a deep understanding of streaming protocols and content delivery networks (CDNs), and associated KPIs.
- ❖ **Provide data-driven and insightful recommendations** via comprehensive presentations and reports to clearly communicate schedules, risks, issues, and processes to a variety of business, creative, and technical audiences.
- ❖ **Possess both solutions and audio/video engineering background** that allows for strategic engagement at the VP and C-level as well as with software developers and IT architects.
- ❖ **Excellent communicator** able to partner with project managers, product stakeholders and technical leads outside their area to coordinate work, deliverables, and schedules.
- ❖ **Manage multiple projects and initiatives** from concept to execution while leading agile ceremonies, daily stand-ups, sprint plannings, backlog refinements, retrospectives, and demos.

CORE COMPETENCIES

- Live Streaming and AV Engineering
- Enterprise SaaS P2P Video Solutions
- Jira / Confluence Experience
- Project and Process Management
- React JS AV / WebRTC Engineering
- SaaS Implementation Engineering
- Network and Cyber Security
- Cloud-based media Encoding
- Product Roadmap Development
- Cross-Cultural Communications
- Strategic Planning & Analysis
- Immersive Media Production
- Technical Troubleshooting
- Partnership Development
- Spatial Audio Integration
- AR / VR / MR/ HMD Tech
- Audio Video Production
- Regulatory Compliance
- Contract Negotiations
- Change Management
- Resource Allocation
- Client Engagement

PROFESSIONAL EXPERIENCE

IPTV ENGINEER | AVI SYSTEMS — NEW YORK, NY / REMOTE

02.2024 - PRESENT

Specialize in the installation, configuring, and troubleshooting of IPTV engineering and product solutions for Google and Youtube TV's OTA and D2S streaming video infrastructure using a fundamental understanding of IPTV principles, functionality, and terminology.

- ◆ On-site and remote installation and configuration of applications, interfaces, and products based on system/client requirements.
 - ◆ Develop configuration requirements, drawings, and documents for manufacturer applications and products.
 - ◆ Provide support in developing, implementing, and testing system moves, adds and changes.
 - ◆ Plan and execute assigned tasks within deadlines.
 - ◆ Assist in system solutions analysis, design, development, and testing activities.
 - ◆ Develop and maintain configuration policies and procedures.
 - ◆ Review and recommend changes to existing configuration processes.
- **Build, Test and Workflow Creation** of Cloud-Based Media Systems (Transcode, Edit, Rendering, Delivery)
 - **Analyze and resolve** configuration issues in a timely manner.
 - **Deploy and troubleshoot Evertz** video encoding and RF software and hardware.

SENIOR AV ENGINEER (CONTRACT) | BLOOMBERG LP — NEW YORK, NY
11.2023–02.2024

Operate within a multifaceted and all-encompassing live stream production management role, overseeing day-to-day responsibilities, including delivering robust services to broadcasters by maintaining advanced creative and content visions for best-in-class streaming experiences on LinkedIn Live. Provide in-depth insights on setup, testing, and management of live video encodes.

- ◆ **Audio and Video Engineering (A1 / V1)**, direction and production in a dynamic, global financial media organization. Live events, IPTV, video conferencing platforms (Zoom, Webex, MS Teams, etc.), training room management and general infrastructure support.
 - ◆ **Producing high profile events** including audio and video mixing, camera framing and operation, lighting, stage management, and sophisticated audio/video switching and AVOIP control systems including Allen & Heath dLive 5000 mixers, Black Magic ATEM 2ME Production Studio 4K, Crestron AV control systems, Crestron, Biamp IP Audio, Christie and Purelink video matrix switchers.
 - ◆ **AV Solutions Architecture and Engineering** for complex, multi-destination, fully redundant, live streaming, and broadcast enterprise event productions.
- **Build, Test and Workflow Creation** of Cloud-Based Media Systems (Transcode, Edit, Rendering, Delivery)
 - **Monitor broadcaster live streams** in collaboration with internal engineering teams to ensure 100% system up-time.
 - **Ensure author bespoke workflow** while crafting sophisticated streaming designs.

LIVE STREAMING PRODUCER | LINKEDIN — NEW YORK, NY

06/2022–01/2023

Operate within a multifaceted and all-encompassing live stream production management role, overseeing day-to-day responsibilities, including delivering robust live streaming services to broadcasters by maintaining advanced creative and content visions for best-in-class streaming experiences on LinkedIn Live. Provide in-depth insights on setup, testing, management, playback monitoring of live video encodes.

- ◆ **Produced multiple large-scale enterprise live streaming video events** for leading Fortune 500 organizations, including Salesforce, New York Times, Wall Street Journal, EY, Adobe Max, Samsung, Nestlé, and GlaxoSmithKline.
 - ◆ **Maintain satisfactory testing, staging, and redundancy** for partners before broadcasting while meeting aggressive timeline requirements with precision.
 - ◆ **Deliver comprehensive** education, insights, and information to broadcasting partners on a worldwide basis regarding appropriate streaming solutions.
 - ◆ **Strategically work** with LinkedIn Stream Force team, supporting prestigious clients to achieve advanced creative and content vision for live streaming experiences on LinkedIn Live using complex network AV/streaming solutions.
 - ◆ **Conduct quality testing** on broadcaster live streams using Jira to ensure 100% up-time while communicating customer feedback for feature optimization and technical troubleshooting requests through LinkedIn streaming encoder service.
- **Define viewer experience** and streaming distribution requirements while enabling broadcaster streams to LinkedIn Live.
 - **Monitor broadcaster live streams** in collaboration with internal engineering teams to ensure 100% system up-time.
 - **Ensure author bespoke workflow** while crafting sophisticated streaming designs.
 - **Facilitate end-to-end setup, testing, and management** of live video encodes using StreamYard, Restream, Zoom, MS Teams, and Elemental and Teradek hardware encoders with accuracy.

SOLUTION ENGINEER (REMOTE) | HIVE STREAMING — MIAMI/STOCKHOLM 2019–2021

- ◆ **Used React and HTML5 to assist Hive SWE team** with development and deployment of javascript API-based application for transitioning the Hive P2P Video Agent from being an installed Java applet to a browser-based WebRTC plugin.
 - ◆ **Resolved largest in-depth troubleshooting ticket** for live stream encoder issues faced by Qualcomm as well as improved client trust and renewed contract to generate revenue growth on a yearly basis.
 - ◆ **Successfully onboarded Citibank** —using extensive video network analytics testing process developed by Hive for one of the world's largest financial institutions.
 - ◆ **Drove and closed seamless delivery and execution** of enterprise streaming video software products to large Fortune 100 companies, including Citigroup, Coca-Cola, Qualcomm, Novartis, Allianz Global Investors, GlaxoSmithKline,
- **Strategically worked** with unified communications department to achieve seamless transition with zero errors while facilitating proper formatting regarding back-end integration of 20K+ data lines.
 - **Hive's custom video streaming analytics dashboard** to deliver in-depth live event analytics reporting for clients.
 - **Enabled multiple implementations and onboarding** in Spanish for LATAM customers across Argentina and Mexico.

Campbell Soup Company, GoDaddy, Nationwide, Alcoa, John Deere, and Merck.

- ◆ **Performed an integral role**, facilitating end-to-end activation and onboarding of new clients in NORAM, EMEA, and LATAM using API-integrated combination of Jira Service Manager, Confluence, and Salesforce cloud CRM solutions.
- ◆ **Transformed streaming** “Implementation” process into “Activation,” involving dynamic, international, and intra-departmental collaboration on conceptual and technical differences between processes to optimize customer journey lifecycle.
- ◆ **Achieved 100% revenue growth on a yearly basis**, coupled with 1000% growth in viewers from 2019 Q1 to 2021 Q1 (2M to 20M); 19M hours viewed (2021 YTD); 2.45M Hive Agents installed; and 9M WebRTC Viewers (2021 YTD).

- **Utilized extensive technical knowledge** to deliver robust services to key clientele.
- **Employed latest software and tools**, encompassing Confluence, Jira, Zendesk, Microsoft Teams and Power BI, Stream, Skype Business Broadcast, Panopto, TalkPoint, ON24, and Office 365 Suite.

MANAGER, DISTANCE LEARNING & INFORMATION TECHNOLOGIES | NEW WORLD SYMPHONY – MIAMI, FL

2015-2019

- ◆ **Completed distance education technology initiatives**, including producing yearly performance art productions and workshops in an efficient manner.
- ◆ **Supported academic conferences** via state-of-the-art live stream technology as well as transatlantic multi-site international real-time collaborations.
- ◆ **Produced and managed** NWS Distance Learning/IT infrastructure initiatives, involving creating workflows to drive technology remediation effectiveness.
- ◆ **Executed procedural changes** to enable continuous improvement of service delivery and IT operational procedures by following industry best practices.
- ◆ **Partnered with IT management team** to implement commercial technologies while modernizing enterprise technology solutions for faculty and students.

- **Pioneered end-to-end** immersive media efforts from audiovisual perspective.
- **Administered all aspects** of production 360 video presentation initiatives.
- **Oversaw experimentation**, beta testing, evaluation, recommendation, and purchasing of equipment and software.
- **Ensured strict compliance** with government and educational regulations regarding IT systems and processes.

IT ASSOCIATE | REGIONAL ARTS AND CULTURE COUNCIL (RACC.ORG.) – PORTLAND, OR

2011-2013

- ◆ **Delivered broad range** of IT and A/V support from configuring exchange and active directory to audio/video engineering, Tandberg & Polycom conferencing support, live webcasting, video conferencing, and web design using browser-based and text editors with command line, SSH server, and client programs.

- **Provided robust** social media tech support to valued clientele across highly visible platforms, encompassing Facebook, Twitter, YouTube, and Vimeo.

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IT ASSOCIATE | REGIONAL ARTS AND CULTURE COUNCIL (RACC.ORG.) – PORTLAND, OR

2011-2013

- ◆ **Employed latest programs, languages, and technologies**, encompassing Adobe CS suite, WordPress, Drupal, Microsoft Office 2010, Active Directory, Exchange, FileMaker, Dreamweaver, Wirecast, DSLR camera A/V workflows, Final Cut Pro, GitHub, Emacs, SublimeText2, TortoiseGit, browsers, VLC, Ustream, LiveStream, Cumulus, HTML, CSS, PHP, JavaScript, Wowza Media Server, Amazon Web Services (CloudFront), and Facebook for developers.

- **Oversaw extensive PC and A/V hardware** troubleshooting, testing, upgrades, PC re-builds, and modifications.
- **Utilized Adobe Premiere and Final Cut Pro** to facilitate video editing initiatives.

DIRECTOR, EVENTS BROADCASTING | STREAMGUYS INC. – ARCATA, CA

2008-2009

- ◆ **Supervised all aspects** of marketing, licensing, website design, video player design, server load balancing, streaming video, and audio testing for various multicast live video streams, event production, and management activities.
- ◆ **Successfully launched** online music streaming TV channel service platform.

- **Provided creative and technical direction** for The Venue Project —live streaming web TV channel, focusing on music, arts, and local broadcasting events.

ENTREPRENEURIAL EXPERIENCE

FOUNDER/DIRECTOR/PRODUCER | DALE DALE INC. — MIAMI, FL/NEW YORK, NY/ PORTLAND, OR /HARPERS FERRY, WV
2011–PRESENT

- ◆ **Scored closing sequence** of documentary "The Island President" (2012), Aubergine 3 music licensed in Warner Brothers film "Must Love Dogs" (2005), and TV shows Six Degrees (2007) Ugly Betty (2010) and NCIS: LA (2014).
- ◆ **Deliver DJ and Event Production services** to corporate/individual clientele, including Macy's, Nike, Victoria's Secret, Sports Authority, Nordstrom, Bloomingdales, Sephora, Saks Fifth Ave, Aldo, Guess, Crunch Gyms, Heineken, Disney, and Royal Caribbean International; **most-booked DJ in South Florida for Scratch Events (2015–2016)**.
- ◆ **Leverage cutting-edge technologies**, including Low-latency HLS, DASH, H.264, MS Smooth Streaming, RTSP, and RTMP to support end-to-end audio/video production, engineering, 360 live streaming, and event production initiatives for music, arts, and educational events.
- ◆ **Oversee digital audio/video editing** using Pro Tools, Final Cut Pro, and Adobe Creative Suite while supporting quality control analysis/digital media transcoding for multiple A/V codecs and protocols, such as MPEG-2, H.264/ AVC, AAC, AC3, MP4 and TS.
- ◆ **Steer and direct** highly visible AV and musical endeavors, including live performances while managing all aspects of video direction, production, and streaming engineering for valued corporate, non-profit, and individual clientele.
- ◆ **Founded and led Portland Live User Group** – Covering advanced Ableton Live production & performance techniques.
- ◆ **Exhibit advanced insights** into social media live streaming engines, including YouTube, Facebook, Twitter, Vimeo, and Twitch.
- ◆ **Serve as an Audio/Video Engineer** for clients, including New World Symphony, E11even, and Hard Rock Seminole Casino.

EDUCATION QUALIFICATIONS & COURSES

THE UNIVERSITY OF EDINBURGH — EDINBURGH, SCOTLAND 2007

— MASTER OF SCIENCE (M.Sc.) DIGITAL COMPOSITION & PERFORMANCE

THESIS/COMPOSITION: "SYZYGY", WRITTEN FOR 8.1/3-D AMBISONIC SPATIAL AUDIO FORMAT USING COMMON LISP MUSIC, ABLETON LIVE, AND PRO TOOLS; USED FIBONACCI SERIES NUMBERS FOR NOTE FREQUENCY VALUES AND COMPOSITIONAL STRUCTURE

KENYON COLLEGE — GAMBIER, OH 1999

— BACHELOR OF SCIENCE (B.S.) INTERNATIONAL STUDIES (LATIN AMERICA)

LINKEDIN COURSES: WHAT IS SCRUM? | HTML ESSENTIAL TRAINING

ARTIFICIAL INTELLIGENCE (AI) FOR BUSINESS LEADERS AND CONFLUENCE AI FOR IMMERSIVE VIDEO

PUBLICATIONS

AUBERGINE 3: IN ALL THINGS MODULATION – 2003, JOHN HENRY DALE – GHOSTHOUSEWORK (2009), MELLO PROFUNDO (2012)
JOHN HENRY DALE - STREAMING BINAURALFIR NODE AUDIO WITH 360 VIDEO (2016), DALE DALE – DADA (2018)

TECHNOLOGY SKILLS | LANGUAGE PROFICIENCY

MS O365 JAVASCRIPT | PYTHON | SALESFORCE | AIRTABLE | JIRA | CONFLUENCE | POWER BI

BILINGUAL FLUENCY IN THE ENGLISH AND SPANISH LANGUAGES | LIMITED WORKING PROFICIENCY: FRENCH AND PORTUGUESE



Application for Certificate of Authority

For filling with the West Virginia Secretary of State
a Business for West Virginia Partner
tel: (304) 558-8000

Business Legal Name:
Dale Dale Inc.

Business Legal Name	Dale Dale Inc.
Trade Name	Mountaindale
Submitted Date	07/02/2024
Registration Type	New Business 2
Registrant Type	A business registered in another state and locating an operation in West Virginia.
Charter Type	Foreign
Class	For Profit
Organization Type	Corporation
Home State	FL
County	Jefferson
WV Effective Date	07/02/2024
Original Charter Date	09/25/2019
Business Legal Purpose	To provide both audio / video, technology, and music engineering, consulting, and production services as well as short-term rental real estate services focused on outdoor recreation, music, wellness retreats and other forms of health and eco-tourism in in West Virginia.
Corporation Perpetual	Yes
Primary Business Location	168 Southeast 1st Street Suite 601A Miami, FL 33131 Phone #: (503)830-8917 County: Jefferson
Tax Return Mailing Address	66 Cavalier Estates Drive Harpers Ferry, WV 25425
Agent of Process	Dale Dale Inc 66 Cavalier Estates Drive Harpers Ferry, WV 25425
Principal Office	66 Cavalier Estates Drive Harpers Ferry, WV 25425
Registered Office in WV	66 Cavalier Estates Drive Harpers Ferry, WV 25425
Officer Information	John Henry Dale Title: President 66 Cavalier Estates Drive Harpers Ferry, WV 25425
This Business Registered Before?	No
Primary Business Class	7139 Other Amusement and Recreation Industrie 713990 - All Other Amusement and Recreation Industries
Business Activity Public?	No
Offer credit services?	No
Purchase future payments?	No
Are you a scrap metal dealer or recycler?	No
Veteran-Owned organization?	No
Company Website Address	daledale.tech
Would you like to be contacted by a WWSBDC business coach?	No
Would you like to take advantage of the Young Entrepreneurs Act?	No





Application for Certificate of Authority

Business Legal Name:
Dale Dale Inc.

For filing with the West Virginia Secretary of State
a Business for West Virginia Partner
tel: (304) 558-8000

I certify the information provided is true. I further certify that I am duly authorized to file this document on behalf of this organization as required by West Virginia Code. I agree that the electronic entry of my name below represents my signature and authorization for this filing.

John Henry Dale

Authorized By

OFFICER

Capacity



Unified Business Identifier: UF002110027001

Partners in business for West Virginia

Business Legal Name:

www.business4wv.com

Dale Dale Inc.

Business Legal Name	Dale Dale Inc.
Business Name in WV (DBA Name)	Mountaindale LLC
Trade Name	Mountaindale
Submitted Date	07/02/2024
Registration Type	New Business 2
Registrant Type	A business registered in another state and locating an operation in West Virginia.
Charter Type	Foreign
Class	For Profit
Organization Type	Corporation
Home State	FL
County	Jefferson
WV Effective Date	07/02/2024
Original Charter Date	09/25/2019
Business Legal Purpose	To provide both audio / video, technology, and music engineering, consulting, and production services as well as short-term rental real estate services focused on outdoor recreation, music, wellness retreats and other forms of health and eco-tourism in in West Virginia.
Subchapter S Corporation	No
Corporation Perpetual	Yes
Primary Business Location	168 Southeast 1st Street Suite 601A Miami, FL 33131 Phone #: (503)830-8917 County: Jefferson
Tax Return Mailing Address	66 Cavalier Estates Drive Harpers Ferry, WV 25425
Agent of Process	Dale Dale Inc 66 Cavalier Estates Drive Harpers Ferry, WV 25425
Principal Office	66 Cavalier Estates Drive Harpers Ferry, WV 25425
Registered Office in WV	66 Cavalier Estates Drive Harpers Ferry, WV 25425
Officer Information	John Henry Dale SSN#: 232191180 Title: President 66 Cavalier Estates Drive Harpers Ferry, WV 25425
This Business Registered Before?	No
Any of Owners in Business Before?	No
Business Activity Type	Service
Primary Business Class	7139 Other Amusement and Recreation Industrie 713990 - All Other Amusement and Recreation Industries
Business Activity Public?	No
Secondary Business Class	5313 Activities Related to Real Estat 531390 - Other Activities Related to Real Estate
Business Activity Description	i will be operating an airbnb rental property with a focus on musical recording and wellness retreats. Additionally I am planning to open a small eco-resort in the Harpers Ferry Area, that will also have an outdoor-activity and recreational focus, as well as serving as a music and wellness-based retreat center.





Unified Business Identifier: UF002110027001

Business Legal Name:

Dale Dale Inc.

Partners in business for West Virginia

www.business4wv.com

WV/Location Operation Start Date	07/25/2024
WV/Location Annual Gross Income	Over \$20,000
Previous Year Gross Income Over \$4,000?	Yes
Federal Taxable Year End	December
Corporation a Subsidiary?	No
Subchapter-S Corporation	No
Sales/Service Location in WV?	Yes
Special Products	None
Sell beer to licensed distributors?	No
Sell beer to licensed retailers?	No
Sell liquor/wine/beer by the bottle?	No
Sell wine to licensed distributors?	No
Sell wine to licensed retailers?	No
Sell wine products to suppliers?	No
Stamp and sell cigarettes wholesale?	No
Sell other tobacco products wholesale?	No
Sell cigarettes retail?	No
Sell other tobacco products at retail?	No
Sell tax paid motor fuel at retail?	No
Operate as a(n) Refiner	No
Operate as a(n) Supplier	No
Operate as a(n) Permissive Supplier?	No
Operate as a(n) Importer	No
Operate as a(n) Blender	No
Operate as a(n) Exporter	No
Operate as a(n) Terminal Operator	No
Operate as a(n) Transporter	No
Operate as a(n) Distributor	No
Operate as a(n) Producer	No
Operate air/rail/watercraft for freight or passengers?	No
Manufacturer of soft drinks, syrups and/or powders	No
Bottler of soft drinks, syrups and/or powders	No
Wholesaler of soft drinks, syrups and/or powders	No
Purchase soft drinks, syrups and/or powders for resale with the excise tax paid from a manufacturer	No
Purchase soft drinks, syrups and/or powders for resale with the excise tax paid from a wholesaler	No
Purchase soft drinks for resale without the excise tax paid from a bottler or manufacturer	No
Purchase soft drinks for resale without the excise tax paid from a wholesaler	No
Special Activities	None
Behavioral health center or community care service?	No



Unified Business Identifier: UF002110027001

Partners in business for West Virginia

Business Legal Name:

www.business4wv.com

Dale Dale Inc.

Provide health care service?	No
Economic interest in severing natural resources?	No
Produce or process coal only?	No
Produce or process coal and other natural resources?	No
Produce timber?	No
Produce timber and other natural resources?	No
Provide public utilities?	No
Generate electric power for resale?	No
Operate natural gas storage reservoir?	No
Sell or furnish PSC regulated telecommunications?	No
Operate a collection agency?	No
Make consumer loans?	No
Make supervised loans?	No
Offer credit services?	No
Provide mortgage broker services?	No
Purchase future payments?	No
Operate an employment agency?	No
Conduct telemarketing to WV consumers?	No
Operate as a transient vendor?	No
Use commercial weighing or measuring devices?	No
Make purchase outside WV other than for resale?	Yes
Will business have employees?	Yes
Employees Working in WV	0
Employees subject to WV Income Tax	0
WV employees working in other states	0
Only casual employees?	Yes
Address of Payroll Location	Same as the Primary Business Location Address (listed above)
Payroll Mailing Address (UC)	Same as the Tax Return Mailing Address (listed above)
Are you a scrap metal dealer or recycler?	No
Veteran-Owned organization?	No
Company Website Address	daledale.tech
Would you like to be contacted by a WWSBDC business coach?	No
Would you like to take advantage of the Young Entrepreneurs Act?	No



Unified Business Identifier: UF002110027001

Partners in business for West Virginia

Business Legal Name:

www.business4wv.com

Dale Dale Inc.

I certify the information provided is true. I further certify that as an officer of the corporation, a member of the LLC, a partner of the sole proprietor I am duly authorized to file on behalf of this organization. I agree that the electronic entry of my name and capacity below represent my signature and authorization for this filing.

John Henry Dale

Authorized By

CEO

Capacity

Edwina Benites

From: John Henry Dale <johnhenrydale@gmail.com>
Sent: Wednesday, August 28, 2024 2:10 PM
To: Boards; Edwina Benites
Subject: Revised Volunteer Boards cover letter and resume
Attachments: John Henry Dale Resume 2024.pdf; WV_Business_Cert_DaleDaleInc.pdf

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.

Hello Mrs Benites and Jefferson County Commissioners,

My Name is John Henry Dale and I'm writing to express my strong interest in serving as a volunteer on one, or possibly all, of the following three boards:

- 1) Jefferson County Farmland Protection Board - non-farmer
- 2) Jefferson County Development Authority - business or citizen representative
- 3) Bolivar-Harpers Ferry Public Service District Board

I was born in Jefferson Hospital in Ranson in 1976 and grew up here in Jefferson County on a farm at Claymont, just outside of Charles Town. Claymont Court is the largest Washington family home and for the last 40 years has operated as a non-profit retreat center run by The Claymont Society for Continuous Education. I currently consult with Claymont for its technology infrastructure and farmland preservation initiatives and will be running for a seat on the CSCE board in the fall of 2024.

With a degree in International Studies focused on Spanish and Latin America from Kenyon College, a Master of Science in Digital Media from University of Edinburgh (Scotland, UK) and over 20 years of experience in the tech sector, I currently live in Blue Ridge Acres in Harpers Ferry and work remotely for AVI Systems as a contract IPTV Engineer for Google and Youtube TV. I also run my own AV, IT and Multimedia engineering and event production firm, Dale Dale Inc. As a lifelong Jefferson County citizen born in Jefferson Hospital in Ranson, I've lived all over the county, including Charles Town, Shepherdstown, Harpers Ferry, Summit Point, Middleway, and Kabletown.

After several years living outside of the county in Edinburgh, Scotland, Portland, OR, Miami, FL and New York City, last year I was thrilled to be awarded a spot in [Ascend WV's](#) 2023 Eastern Panhandle cohort. If you're not familiar, Ascend WV was created by former Intuit CEO and current Marshall University President (and Kenova, WV native) Brad Smith and his wife Alys Smith with a transformational \$25 million donation to West Virginia

University. WVU administers the program, which is designed to attract remote workers to West Virginia to encourage growth in areas like tourism, sustainable development and next-level transportation. 2024 has been a very successful year for the Ascend WV program and participating in it has been particularly rewarding for me on both a personal and professional level. It has been instrumental in helping me buy my home in **Blue Ridge Acres** through its partnership with **Rocket Mortgage** and in founding my newly incorporated arts and eco-tourism-focused business, **Mountaindale LLC**, here in Harpers Ferry.

As both a business owner and Jefferson County native who grew up in a farming community on a historic, rural Washington family estate and who served briefly as a planning commissioner in Harpers Ferry (2004-2005), I am deeply familiar with the issues facing business owners, farmers and the specific infrastructural issues facing Harpers Ferry, where my parents, Robert and Georgia DuBose have resided since 1997.

I've driven every road in this county, and walked, biked or flown over a large portion of its hills and dales. I am either friends or familiar with a wide swath of its citizenry across the entire political and socio-economic spectrum. I know that many issues we face here in Jefferson County are best resolved when its citizens put aside the manufactured political differences that seem to pervade mainstream and social media and work together on the critical issues that affect all of us, together, over generations.

I am deeply committed to both the economic growth and environmental sustainability of Jefferson County and believe wholeheartedly that these two critical factors must work together seamlessly to create the kind of livability that the 2045 Comprehensive Plan aspires to create for Jefferson County citizens.

I've attached my resume as a PDF as well as my WV Application for Certificate of Authority from the WV Secretary of State for my business, Dale Dale Inc and its WV subsidiary, Mountaindale LLC. I'd love to speak further at your convenience if **my skills and experience can benefit any or all of the aforementioned boards.** Thanks for your time and consideration of my candidacy for these important volunteer positions. Best regards,

John-Henry Dale

Mobile: 503-830-8917

<http://linkedin.com/in/johnhenrydale>

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

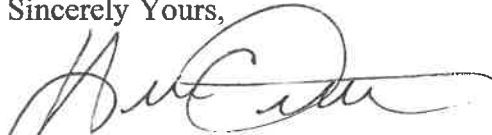
April 17, 2024

RE: Ms. Dettmer reappointment to
the Harpers Ferry-Bolivar PSD Board

Dear County Commission

I, Helen Dettmer would like to continue to serve the communities of Harpers Ferry and Bolivar as a member of the Harpers Ferry-Bolivar PSD for another term. I bring to the board my knowledge of these communities as the former mayor of Bolivar and subsequent years of service to the community. I respectfully request your consideration to be reappointed for another term.

Sincerely Yours,



Helen Dettmer-Treasurer HF-B-PSD

David C. Tabb
107 Tabb Lane
Harpers Ferry, WV 25425
304-676-5976
SSSI27@yahoo.com

Jefferson County Commission
Edwina Benites, County Administrator
124E Washington Street
Charles Town, WV 25414
ebenites@jeffersoncountywv.org

June 12, 2024

To Whom it May Concern,

I, David C. Tabb, am submitting my application to the Boliver-Harpers Ferry Public Service District for the one, six-year term. I previously owned property in Boliver and was very active within the Public Service Commission Case No. 19-0105-W-CN, that is being redirected as we speak, for additional clearance to move forward on the replacement of the town water system. I am a licensed contractor associated with these types of infrastructures. I believe that my skills and knowledge could be useful as I have assisted Boliver and Harpers Ferry in the past.

My knowledge of the Public Service Commission is extensive and I am very familiar with their procedures. I assisted with the case listed above to kept the waterworks within Boliver and Harpers Ferry instead of it being taken over by Snyder Enterprises, at that time.

I have included my resume with my numerous experiences and skills.

I hope to be considered for the volunteer board for the Boliver and Harpers Ferry Public Service District.

I appreciate this opportunity. If you have any questions or concerns, please feel free to contact me.

Sincerely,



David C. Tabb

DAVID C. TABB
107 Tabb Lane
Harpers Ferry, WV 25425
(304) 676-5976
SSSI27@yahoo.com

SUMMARY:

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

SKILL AREAS:

- Monitoring and evaluating
- Financial planning & management
- Information technology
- Business
- Communication
- Organizational by-law and procedures
- Strategic planning
- Procedural improvement

EXPERIENCE:

- Created and formed Shenandoah Sales & Service, Inc, since 1982; acting as current President
- Created and formed Shenandoah Sales & Service, Ag. Division, since 2010.
- Licensed CDL driver
- West Virginia State Inspector
- DOT Inspector
- NPDES (National Pollutant Discharge Elimination System) Licensed Inspector
- Licensed Contractor
- Numerous Licenses in the Auto/Truck repair field
- Serviced on the Jefferson County Planning Committee for the Route 340 Corridor project for two years
- Served as a member of the Jefferson County School of Agriculture Department Advisory Board

- Served as State Vice President for the Eastern Panhandle FFA from 1973-1974
- Served as a member of the Jefferson County Young Farmers
- Served as a member of Berryville, Virginia Young Farmers
- Served as a member of the Farm Bureau Board
- Served as a member of VICA
- Served as a member of 4-H
- Serving as an Eastern Panhandle Conservation District Associate Supervisor

KEY ACCOMPLISHMENTS:

- Numerous awards of accomplishment in FFA; including the American Farmers Award/Degree
- Numerous non-member Certificates of Appreciation for service from several Jefferson County Volunteer Fire Departments
- Many Certificates of Appreciation from local charities
- The best accomplishments are “Thanks” from the people, my wife and I help daily.

EDUCATION:

- Graduate of Jefferson High School in Shenandoah Junction, West Virginia
- Graduate of James Rumsey Technical Institute (VICA) Agricultural Mechanics Degree
- Associates Degree from the Nashville Auto/Diesel and Welding College
- Certificates of Education in numerous specialized automotive and equipment educational classes to include DOT Inspection.
- NPDES (National Pollutant Discharge Elimination System) continuing education for Licensed Inspector

Boards

From: Carrie Jane Blessing <carriejaneblessing@gmail.com>
Sent: Friday, August 9, 2024 11:43 AM
To: Boards
Subject: Jefferson County Solid Waste Authority
Attachments: Carrie Blessing Resume and References.pdf

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.

Dear Members of the Jefferson County Commission and whom it may concern,

I am writing to express my interest in serving as a volunteer on the Jefferson County Solid Waste Authority Board. As an active community member with a strong commitment to environmental stewardship, I am eager to contribute my expertise to this important role.

In my current position as President of the Shepherdstown Community Club, I have been part of numerous initiatives aimed at enhancing our local environment. Most recently, I established the first Park Committee for Morgan's Grove Park, where we are focusing on sustainable improvements that benefit both the community and the environment. Additionally, I am preparing to present a proposal next week to the Shepherdstown Town Council for a pilot community composting program. This program aims to reduce waste, promote soil health, and engage residents in sustainable practices, reflecting my ongoing commitment to innovative and practical environmental solutions.

My academic background further aligns with the goals of the Solid Waste Authority. I hold a Bachelor's degree in Environmental Science with a concentration in Natural Resource Management, and I have completed 33 graduate credits toward an Environmental Biology degree at Hood College. These studies have provided me with an enhanced understanding of environmental policy, resource management, and sustainable practices, which I am excited to further apply in a real-world setting through this board position.

I believe that my combination of academic knowledge, practical experience, and passion for our communities makes me a strong candidate for the Solid Waste Authority Board. I am enthusiastic about the opportunity to contribute to waste management strategies that are both effective and environmentally responsible, helping to ensure a sustainable future for Jefferson County.

Thank you for considering my application. I have attached my resume and several professional references. I would welcome the opportunity to discuss how my background and ongoing community projects could benefit the Solid Waste Authority Board.

Sincerely,

Carrie Blessing

President, Shepherdstown Community Club

Park Chair, Morgan's Grove Park

(304) 433-1411 (cell/text)

July 23, 2024

Ms. Jessica James

Assistant Deputy Director Administrator

Jefferson County Commission

110 North George Street

Charles Town, WV 25414

Dear Ms. James.

This letter is to notify the County Commission that I, James McGowen, would like to be considered for the County Commission appointee for the Jefferson County Solid Waste Authority Board. I have served on the Solid Waste Authority Board for 28 years and during those 28 years I have served as chairman and co-chair. I have been an integral part of the planning and opening of the current transfer station as well as the decision making concerning the transfer station and the Solid Waste Authority Board.

I appreciate your time and consideration.

Sincerely,


James McGowen



JCSWA
JEFFERSON COUNTY SOLID WASTE AUTHORITY

July 23, 2024

Ms. Jessica James
Assistant Deputy Director Administrator
Jefferson County Commission
110 N. George Street
Charles Town, WV 25414

Dear Ms. James,

We have been informed that Mr. James McGowen is applying for a position on Jefferson County Solid Waste Authority Board (JCSWA) via an appointment by the Jefferson County Commission. Mr. McGowen has been involved with the functioning of the Jefferson County Solid Waste Authority Board for approximately 28 years. During those 28 years Mr. McGowen has been invaluable to the operations of the transfer station as well as to the planning and decision-making processes needed to operate the JCSWA. His knowledge of solid waste policy and requirements needed for smoothly running the Authority will be indispensable during the development of our current expansion plans.

The Solid Waste Authority Board strongly supports appointment for Mr. McGowen in his submission to be the Jefferson County Commissions appointee. Please forward this to all necessary parties.

Sincerely,

A handwritten signature in black ink that reads "Peter Vila". The signature is written in a cursive, flowing style.

Peter Vila, PhD

David C. Tabb
107 Tabb Lane
Harpers Ferry, WV 25425
304-676-5976
SSSI27@yahoo.com

Jefferson County Commission
Edwina Benites, County Administrator
124E Washington Street
Charles Town, WV 25414
ebenites@jeffersoncountywv.org

June 12, 2024

To Whom it May Concern,

I, David C. Tabb, have been familiar with solid waste management most of my life. The County Farm was use as a landfill and now has vent pipe in a field where crops once grew. The remainder of trash/waste is now in the ground that renders useless it for any other purposes (brownfield).

My resident/business produces less than 4 cubic yards of waste per month. The 4-H and FFA gave me conservation training at a young age. Being an Eastern Panhandle Conservation District Associate Supervisor has given me the opportunity to work on projects that include nine states cutting pollution and cleaning up the polluted life along the Chesapeake Bay.

Also, being an EPA Stormwater Inspector gives me additional tools and resources that others may not have the knowledge to assist with solid waste management to include the best management practices.

I would appreciate the opportunity to volunteer for the Jefferson County Solid Waste Authority.

Sincerely,



David C. Tabb

DAVID C. TABB
107 Tabb Lane
Harpers Ferry, WV 25425
(304) 676-5976
SSSI27@yahoo.com

SUMMARY:

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

SKILL AREAS:

- Monitoring and evaluating
- Financial planning & management
- Information technology
- Business
- Communication
- Organizational by-law and procedures
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- Procedural improvement

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- Licensed CDL driver
- West Virginia State Inspector
- DOT Inspector
- NPDES (National Pollutant Discharge Elimination System) Licensed Inspector
- Licensed Contractor
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- Serviced on the Jefferson County Planning Committee for the Route 340 Corridor project for two years
- Served as a member of the Jefferson County School of Agriculture Department Advisory Board

- Served as State Vice President for the Eastern Panhandle FFA from 1973-1974
- Served as a member of the Jefferson County Young Farmers
- Served as a member of Berryville, Virginia Young Farmers
- Served as a member of the Farm Bureau Board
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- Associates Degree from the Nashville Auto/Diesel and Welding College
- Certificates of Education in numerous specialized automotive and equipment educational classes to include DOT Inspection.
- NPDES (National Pollutant Discharge Elimination System) continuing education for Licensed Inspector

Edwina Benites

From: Josh Beall <josh@atokaproperties.com>
Sent: Wednesday, August 28, 2024 2:20 PM
To: Edwina Benites
Subject: Interest in serving on the building commercial

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.

Hi,

I understand that there's a need for volunteers to serve on the building commission for Jefferson County. I'm interested in serving.

I've lived in Jefferson County since December 2005, and for the past 7 years I've been a real estate agent. I work full time at Atoka Properties as the supervising broker for their Charles Town location. I live in Charles Town, just outside the city limits.

This e-mail message may contain confidential or legally privileged information and is intended only for the use of the intended recipient(s). Any unauthorized disclosure, dissemination, distribution, copying or the taking of any action in reliance on the information herein is prohibited. E-mails are not secure and cannot be guaranteed to be error free as they can be intercepted, amended, or contain viruses. Anyone who communicates with us by e-mail is deemed to have accepted these risks. Middleburg Real Estate | Atoka Properties is not responsible for errors or omissions in this message and denies any responsibility for any damage arising from the use of e-mail. Any opinion and other statement contained in this message and any attachment are solely those of the author and do not necessarily represent those of the company.

8/22/2024

To Whom It May Concern:

As an active business leader and resident of Jefferson County and specifically in the Shepherdstown district, I am interested in getting involved in the Jefferson County Development Authority and the Jefferson County Building Commission. With two kids currently in college, one attending WVU and one at Shepherd, my time is opening up around my Real Estate Business to allow me to get more involved in projects that I am passionate about and that I feel I can be a benefit.

I am currently interested in assisting and advocating for smarter growth practices in the county. As I see the schools becoming overcrowded, hospitals unable to serve the needs of the sick or even birth a new baby, and a deluge of new building permits being pushed through our communities, I feel that a proactive approach to smart growth practices needs to be more actively adhered to. As a real estate professional, I am certainly not considered a “non-growther,” but I do see the current state of our community as a real problem. Jefferson County Public Schools has their issues with staffing, but I feel that as we grow, developers we bring in and approve must be tasked with assisting with the growth they bring in, whether that be through proffers or other fees and requests made in order for the approvals to be granted. More commercial space is needed to support the current and future residents of Jefferson County and certainly more public services need to be available ranging from medical care to parks and recreation opportunities. None of this is an overnight fix, but I feel that as we grow, more needs to be provided by the ones making the money off our county.

When the going gets tough, the developers are the first to leave and as a new home professional turned residential and commercial real estate professional, I have seen it numerous times over the different cycles. Jefferson County is an outlier for the large developers and when the market tightens for the national and large regional builders again, and it will, they need to have a stake in the area they leave behind before they come back again in the next building boom. It is their responsibility and our responsibility as citizens and local government officials to protect our county and ensure we have the resources moving forward to sustain the growth.

I would like to be considered for a position on both the Development Authority and the Building Commission and would entertain a position with the Region 9 Planning and Development Council if that is recommended. Thank you for your time, attention, and consideration. I look forward to hearing from you soon. You can reach me at 240-405-5575 and/or 4StateRealEstate@gmail.com.

Respectfully,

Jonathan Adam Shively

Jonathan “ADAM” Shively

383 Turner Rd.

Shepherdstown, WV 25443

8/22/2024

To Whom It May Concern:

As an active business leader and resident of Jefferson County and specifically in the Shepherdstown district, I am interested in getting involved in the Jefferson County Development Authority and the Jefferson County Building Commission. With two kids currently in college, one attending WVU and one at Shepherd, my time is opening up around my Real Estate Business to allow me to get more involved in projects that I am passionate about and that I feel I can be a benefit.

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Respectfully,

Jonathan Adam Shively

Jonathan “ADAM” Shively

383 Turner Rd.

Shepherdstown, WV 25443

Jonathan “Adam” Shively

91-E Saratoga Dr. Charles Town, WV 25414

Office Phone: 304-930-5128 Cell Phone: 240-405-5575 E-mail: 4StateRealEstate@gmail.com

OBJECTIVES

- Obtain a position on one or multiple commissions or committees within Jefferson County.

WORK HISTORY

Samson Properties November 2022-Present

Senior Agent

- Listing and Buyers Agent
- Produce over \$18,000,000 in sales volume annually
- Manage all sales and marketing activities for land development projects, luxury lot and home sales, and commercial projects in the 4-state area of WV, VA, MD and PA
- Maintain sales budgets while meeting and exceeding sales goals in all categories

4 State Real Estate LLC October 2015-November 2022

Owner/Agent

- Owner and operator of 4 State Real Estate LLC, independent Real Estate Office
- Managed all company functions as the owner
- Trained all new agent and oversaw growth and productivity
- Growth leader selecting and adding 2-4 new agents annually
- Lead Listing Agent with team of 22-28 Licensed Agents
- Produce over \$18,000,000 in sales volume annually

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

Agent/Owner

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

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

Vice President of Sales

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

Ryan Homes Washington Tri-State Division, 2002-2006

Sales and Marketing Representative

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

Montgomery County Public Schools, 1998-2002

World Studies Teacher/Varsity Basketball/Lacrosse Coach

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

EDUCATION

Frostburg State University

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

Real Estate Licenses

- West Virginia, Maryland, Virginia, and Pennsylvania

RELATED ACTIVITIES AND RECOGNITIONS

- Topped \$18 Million in 2013-2023 Individual Sales
- Top 1000 Agents in United States according to Real Trends
- Topped \$80 Million in 2014, 2015, 2016 and 2017 Company Sales
- Top Producer 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024
- Keller Williams Regional Top Producing Team 2008-2015
- SRES Real Estate Designation (Senior Real Estate Specialist)
- Certified Distressed Property Expert
- Residential Land Specialist Designation
- Board Member, Local School Improvement Committee
- Business Partner, Shepherdstown Elementary School/Middle School
- Assistant Coach and Director of Player Personnel with AAU Basketball, Primetime Performance, and the WV Runnin Rebels
- Youth Basketball Coach with Jefferson County Parks and Recreation/Ranson Parks and Recreation
- Financial Supporter of Jefferson High School and Washington High School Athletic Departments

COMPUTER EXPERIENCE

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

PERSONALITY CHARACTERISTICS

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

A. SCOTT SUDDUTH, ESQ.

Scott Sudduth is a founding partner of Washington Navigators, a consulting firm focused on federal and international issues impacting higher education, innovation and competitiveness, and nuclear national security.

Sudduth is a recognized expert on higher education policy and funding; national laboratory funding and oversight; and nonprofit taxation and governance issues. He spent 30 years as a member of the senior management teams at four of the nation's premier comprehensive research universities: the University of California System, the University of Chicago, The University of Texas System and The Texas A&M University System.

Sudduth has been deeply involved in the management and oversight of the Department of Energy and the National Nuclear Security Administration national laboratories, and served on the board of Triad National Security, LLC. which manages Los Alamos National Laboratory

Prior to his work in higher education, Scott spent more than a decade in senior positions in the United States Senate and House of Representatives advising Members on complex legislative and political issues from banking to tax, trade and national security.

Scott has served on the board and chaired task forces for numerous higher education associations, including the Association of American Universities and the Association of American Medical Colleges. He also served on the board of the National Association of Independent Colleges and Universities. Additionally, Sudduth served 12 years as an elected member of the Jefferson County, WV Board of Education, including serving four years as president.

He holds a B.A. from The University of Texas at Austin, and his J.D. from The Catholic

University of America. Sudduth is admitted to the Bar of the Commonwealth of Virginia.



08/07/2024

Dear Members of the Selection Committee,

I am writing to express my interest in serving on the Panhandle HOME Health Consortium. With over a decade of experience in social services, grant writing, and community engagement, I believe I am well-equipped to contribute to the Consortium's mission and objectives.

In my current role as the Social Services Liaison for the Jefferson County Commission, I have successfully applied for grant funding for various non-profit agencies, facilitated collaborations with local organizations, and represented Jefferson County on multiple levels to enhance service delivery. My work has given me a comprehensive understanding of the challenges faced by social service providers and the strategies needed to address them effectively.

Previously, as the Development Director at Jefferson County Community Ministries, I specialized in researching and securing grant funding, establishing and nurturing relationships with community partners, and managing all aspects of grant applications and compliance. This role honed my skills in fundraising, project management, and community outreach, all of which are critical for a position on the Consortium.

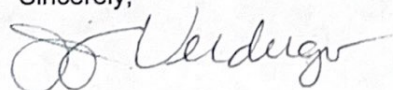
In addition to my professional experience, I bring a strong background in mental health services. As an Adult Mental Health Case Manager for Beltrami County Health and Human Services, I managed a caseload of over 30 individuals with severe mental illnesses, coordinating essential services and funding to support their needs. This role required a deep commitment to advocacy and comprehensive service coordination, skills that I will bring to the Consortium.

My tenure as a Senior Pastor at Riverside Church further demonstrates my leadership abilities and dedication to community service. In this role, I provide spiritual care, oversee church operations, and lead various initiatives, all of which require excellent communication, organizational, and leadership skills.

I hold a Bachelor's degree in Elementary Education from the University of the Pacific and have pursued advanced coursework in Divinity and Curriculum and Instruction. My educational background, combined with my diverse professional experiences, has equipped me with a well-rounded skill set that I believe will be valuable to the Consortium.

I am enthusiastic about the opportunity to contribute to the Panhandle HOME Health Consortium and am confident that my experience and dedication to community service align well with the Consortium's goals. Thank you for considering my application. I look forward to the possibility of contributing to the important work of the Consortium.

Sincerely,



Jennifer Verdugo
Social Services Liaison
jverdugo@jeffersoncountywv.org
1 520 243 3023

Jennifer Verdugo

Social Services Liaison and Grant Writer

Shenandoah Junction, WV 25442

verdugofamily7@msn.com

+1 520 243 3023

Authorized to work in the US for any employer

Work Experience

Social Services Liaison

Jefferson County Commission, March 2023-Present

- Apply for grant funding for non-profit agencies.
- Meet with local agencies to assist in meeting goals.
- Represent Jefferson County at various levels to strengthen service provider relationships.
- Assist agencies with tasks related to homelessness.

Senior Pastor

Riverside Church, July 2022-Present

- Preach and teach on Sundays and Wednesdays and oversee leadership teams.
- Provide spiritual care and oversee general church operations.
- Responsibilities occur in the evenings and weekends.

Development Director

Jefferson County Community Ministries, July 2022-March 2023

- Researched and applied for grant funding.
- Established funding relationships with community partners.
- Managed grant applications and reporting requirements.
- Oversaw fundraising committees and event planning.

Teacher

Berkeley County School District, November 2019-May 2022

- Taught as a long-term substitute for students with behavior disorders.
- Managed IEPs and provided necessary accommodations.
- Organized curriculum and tracked student progress.

Adult Mental Health Case Manager

Beltrami County Health and Human Services, July 2018-July 2019

- Managed a caseload of over 30 individuals with severe mental illness.
- Coordinated services, maintained funding, and provided support.

- Completed paperwork and reports using Microsoft Office.

Program Specialist

Occupational Development Center, Inc, March 2016-August 2018

- Supervised 5 job support programs for individuals with disabilities.
- Managed state and federal funding regulations.
- Developed contracts with local businesses and secured funding.
- Managed program staff and payroll.

Substitute Teacher

Kelly Educational Staffing, September 2013-March 2016

- Taught lesson plans across K-12.
- Supervised students and maintained classroom schedules.

Education

- Master's in Divinity Coursework
Wesley Theological Seminary, September 2021-May 2023
- Master's Level Coursework in Curriculum and Instruction
Shepherd University, September 2020-December 2020
- Graduate Certificate in Biblical Studies
Liberty University Online, August 2010-May 2015
- Bachelor of Arts in Elementary Education
University of the Pacific, August 1995-May 1999

Skills

- | | |
|---|--|
| <ul style="list-style-type: none"> • Microsoft Office (Excel, Outlook, Word) • Case Management • Documentation • Counseling • Management • Teaching and Curriculum Development • Special Education | <ul style="list-style-type: none"> • Classroom Management • Workforce Development • Time Management • Communication and Organizational Skills • Public Speaking and Presentation Skills • Event Planning • Leadership |
|---|--|

Certifications and Licenses

- Substitute Teaching Certification

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Pasha Majdi

Department or Organization: n/a

Estimation of amount of time needed for appointment: 5 min.

Date Requested – 1st Choice:

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

Date Requested – 2nd Choice:

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

Direct counsel to review legal options for prohibiting masks during political protests.

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

- ✚ **Municipalities around the country are banning masks. Radical groups are wearing masks during political protests such as neo-white supremacist groups and pro-Hamas radicals. I would like to review our legal options for prohibiting the wearing of masks during political demonstrations as an attempt to intimidate.**

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 direct counsel to research legal options for prohibiting the wearing of masks during political protests and report back to the commission during the meeting on [insert date].

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:

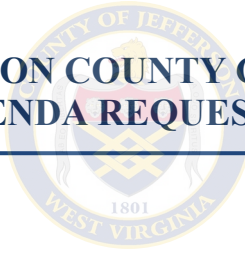
Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**



Name:

Department or Organization:

Commission Meeting Date:

Special Meeting Date (if necessary):

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

Please provide a description of your request or presentation, including any background information:

Type of Request: (Funding/Hiring):

Funding/Salary/Hourly Amount:

Name of Hire (if Applicable):

Grade/Step/Hours (PT/FT):

Start Date (beginning of pay period):

Post Probationary Increase (If applicable):

Any Additional Conditions of Employment or Funding Comments:

Recommended Motion (*type out wording of the motion 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 Internet/Wi Fi: Conference/Video No

Contact Information:

Phone Number:

Email Address:



**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Additional Comments Page:

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Tara Mayson or Representative**

Department or Organization: **The Hope Dealer Project**

Estimation of amount of time needed for appointment: **10 – 15 minutes**

Date Requested – 1st Choice: **09/05/2024**

*If a specific date is needed, please provide reason for specific date: **Recovery month begins September 1st so the earlier in the month would be ideal.***

Date Requested – 2nd Choice: **09/19/2024**

Subject (*Wording to be placed on agenda*): **Jefferson County Goes Purple**

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

✚ On behalf of The Hope Dealer Project, I am reaching out to seek your support in endorsing a proclamation for Jefferson County to "Go Purple" in recognition of National Recovery Month in September 2024. We are excited to share that we have already received the endorsement from our Governor for 2024, highlighting the importance of this initiative.

Our goal is to turn all 55 counties in West Virginia purple during National Recovery Month, uniting our state in a powerful display of support for those affected by substance abuse. By participating, Jefferson County can help raise awareness, celebrate the strength of individuals in recovery, and showcase the vital resources available to those in need.

Your endorsement would be instrumental in our efforts and would demonstrate Jefferson County's commitment to supporting individuals in recovery and fostering a community of hope and healing.

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 that the Jefferson County Commission approves the declaration of Jefferson County as a participant in the 'Jefferson County Goes Purple' initiative during National Recovery Month in September 2024. This motion is in alignment with the statewide effort endorsed by the Governor to raise awareness and promote recovery from substance use disorders.**

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

If not attached, explain: ****attachment added****

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

Contact information: Tara D. Mayson

Email address: tara@hopeddealerprojectwv.org

Phone Number: 240-616-5492

<u>FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION</u>
--

not applicable

Proclamation

by Governor Jim Justice

Whereas, *National Recovery Month* is held every September to increase awareness and understanding of mental and substance use disorders, to celebrate those in recovery for their strength and perseverance; and

Whereas, the color purple has been used to symbolize the struggle taking place in communities across the country as individuals, families, health care providers, and law enforcement agencies face the growing crisis of opioid abuse; and

Whereas, the *West Virginia Goes Purple* movement was founded by Tara Mayson, Founder and Executive Director of The Hope Dealer Project, to raise awareness, and to support, inspire and empower those affected by substance use disorder; and

Whereas, *West Virginia Goes Purple* is an awareness campaign focused on prevention, treatment, and recovery resources available in the community, and will emphasize the role local agencies play in combating this epidemic; and

Whereas, *West Virginia Goes Purple* strives to promote conversations around the dangers of substance misuse and abuse and encourages the community to take a stand against it.

Now, Therefore, Be it Resolved that I, Jim Justice, Governor of the Great State of West Virginia, do hereby proclaim *September 2024* as:

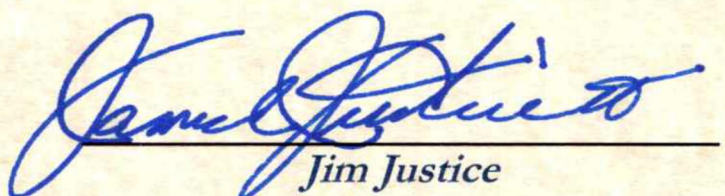
West Virginia Goes Purple

in the Mountain State and encourage all citizens to join me in this observance with appropriate programs, activities, and ceremonies. The State of West Virginia encourages all communities to wear purple, light up their homes or businesses with purple lights, tie a purple ribbon on their tree, fence, or door, make a purple heart display, or get creative and display purple another way.

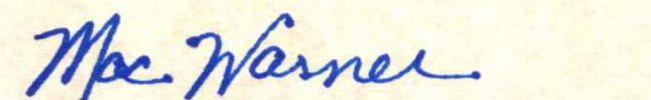
In Witness Whereof, I have hereunto set my hand and caused the Great Seal of the State of West Virginia to be affixed.

Done at the Capitol, City of Charleston, State of West Virginia, this the Fifteenth Day of July, in the Year of our Lord, Two Thousand Twenty-Four, and in the One Hundred Sixty-Second Year of the State.




Jim Justice
Governor

By the Governor:


Mac Warner
Secretary of State

PROCLAMATION
“Jefferson County Goes Purple”
September 2024

WHEREAS National Recovery Month is held every September to increase awareness and understanding of mental and substance use disorders, and to celebrate those in recovery for their strength and perseverance; and

WHEREAS the color purple has been used to symbolize the struggle taking place in communities across the Country as individuals, families, health care providers, and law enforcement agencies face the growing crisis of opioid abuse; and

WHEREAS the Jefferson County Goes Purple movement was founded by Tara Mayson, Founder and Executive Director of The Hope Dealer Project, to raise awareness, and to support, inspire and empower those affected by substance use disorder; and

WHEREAS Jefferson County Goes Purple is an awareness campaign focused on prevention, treatment, and recovery resources available in the community, and will emphasize the role local agencies play in combating this epidemic; and

WHEREAS Jefferson County Goes Purple strives to promote conversations around the dangers of substance misuse and abuse and encourages the community to take a stand against it.

NOW THEREFORE, I, Steve Stolipher, President of Jefferson County Commission, in the state of West Virginia, do hereby proclaim the month of *September 2024* to be “**JEFFERSON COUNTY GOES PURPLE**” in the city of Charles Town and call upon the people of Charles Town to observe this month with appropriate programs, activities, and ceremonies. The City of Charles Town encourages the community to wear purple, light up your homes or businesses with purple lights, tie a purple ribbon on your tree, fence, or door, make a purple heart display, or get creative and display purple another way.

IN WITNESS WHEREOF, I, Steve Stolipher, President of Jefferson County Commission have hereunto affixed my hand and caused the Seal of the City of Charles Town, West Virginia to be affixed this 5th day of September 2024.

Steve Stolipher, Jefferson County Commission President

Attest:

Jacqueline Shadle, Jefferson County Clerk

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Leigh Koonce, Development Coordinator

Department or Organization: Old Charles Town Library, Inc.

Estimation of amount of time needed for appointment: Five minutes or less.

Date Requested – 1st Choice: **9/5/2024**

If a specific date is needed, please provide reason for specific date: **Request to designate September as a specific month, thus the first meeting in September is preferred.**

Date Requested – 2nd Choice: 9/15/2024

Subject (*Wording to be placed on agenda*): **Presentation of resolution recognizing September as Library Card Sign-Up Month and request for its approval.**

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

September is recognized as Library Card Sign-Up Month by the American Library Association. The Old Charles Town Library is making an effort to connect with elected leaders in the area we serve (Charles Town, Ranson, and the greater Jefferson County area) to highlight the importance of our libraries and to promote the free services offered to county residents, especially given the influx of new people moving to Jefferson County. The attached resolution is offered for consideration and adoption by the Jefferson County Commission.

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*):

“move to adopt the presented resolution by the Old Charles Town Library to declare and recognize September as National Library Card Sign-Up month in Jefferson County.”

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: h.s.leigh.koonce@gmail.com

Phone Number: 304-725-2208

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



**Board of
Directors**

*Mr. Odin Smith,
President*

*Mr. Randy Hilton,
Vice-President*

*Mr. Justin McHenry,
Treasurer*

Ms. Marissa Smith

Mr. F. Samuel Byrer

Ms. Jennifer LaFear Ward

August 12th, 2024

Ms. Jessica James, Assistant Deputy County Administrator
Jefferson County Commission
124 E. Washington St.
Charles Town, WV 25414

Dear Ms. James,

Attached to this letter, please find an agenda request form and accompanying documents for me to appear before the Jefferson County Commission at their September 5th meeting on behalf of the Old Charles Town Library, Inc. The purpose of my request is to present a resolution declaring September as Library Card Sign-Up Month.

Please do not hesitate to contact me if further information is required.

Best regards,

/s/

H.S. Leigh Koonce, Development Coordinator
Old Charles Town Library, Inc.

Encl. (2)

Designation of September as Library Card Sign-Up Month

WHEREAS, the Charles Town Library has existed at 200 E. Washington St., Charles Town since 1927 and has served as a center for community for nearly a century;

WHEREAS, the Charles Town Library is a fine free library, which offers borrowing privileges to any resident of Jefferson County, or person who is employed in Jefferson County;

WHEREAS, libraries are essential for the education and development of children, offering everything from preschool story times to college and career planning resources for high school students, nurturing literacy and a love for reading;

WHEREAS, libraries provide welcoming and inclusive spaces where individuals from all backgrounds can learn and connect, bridging cultural, ethnic, generational, and economic divides, and strengthening the social fabric of their communities;

WHEREAS, libraries are committed to creating and maintaining diverse programs and collections that reflect the communities they serve, ensuring equitable access for all;

WHEREAS, libraries assist people of all ages in navigating life's complexities, offering access to research, information, and government services that enhance productivity and fulfillment;

WHEREAS, libraries boost the local economy by providing critical access to technology and training for job-seekers, entrepreneurs, and students;

WHEREAS, during times of crisis, libraries and their staff play a vital role in supporting communities both in-person and virtually;

WHEREAS, the shared resources provided by libraries help households save money, conserve resources, and reduce waste, offering a simple way to make a positive impact;

WHEREAS, a library card ignites creativity and empowers individuals to explore new interests and pursue lifelong learning;

WHEREAS, the Charles Town Library and Jefferson County Museum welcome residents of Jefferson County and tourists and visitors to the County on a daily basis;

WHEREAS, the Jefferson County Commission is the decision making body for the county of Jefferson in the state of West Virginia;

THEREFORE, be it resolved that we, the Jefferson County Commission, proclaim September as Library Card Sign-Up Month in Jefferson County, West Virginia and encourage everyone to sign up for a library card today.

Designation of September as Library Card Sign-Up Month

Steve Stolipher, President

Jane Tabb, Commissioner

Pasha Majdi, Commissioner

Kelvin Upson, Commissioner

James Cook, Commissioner



Name: **Stephen S. Allen, Director**

Department or Organization: **Jefferson County Office of Homeland Security and Emergency Management**

Estimation of amount of time needed for appointment: **5 minutes**

Date Requested – 1st Choice: **September 5, 2024**

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

Date Requested – 2nd Choice:

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

- 1. Emergency Management Performance Grant (EMPG) reimbursement document for calendar year 2022.**

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

- 1. This is a grant reimbursement request for the County Commission to receive up to 50% of the JCHSEM staff's salaries and benefits for calendar year 2022.**

Is this a funding request? **Yes. But the grant time is expired and this is a reimbursement for the services provided.**

If so, how much? **Up to 50% of the salaries and benefits. For the year 2022 the personnel expenses were \$179,582. The State-approved amount for the county was \$62,342.**

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

- 1. I move to approve the 2022 Emergency Management Performance Grant Award document for reimbursement in the amount of \$ 62,342.**

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

If not attached, explain:

Attachment/s: **1. FY 2022 Emergency Management Performance Grant Award 2. Certification regarding lobbying 3. Conditions and Assurances**

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

Contact information:

Email address: sallen@jeffersoncountywv.org. Phone Number: **304-728-3290**

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.

**State of West Virginia
Emergency Management Division**

FY 2022 Emergency Management Performance Grant Award

Of sure

<u>CFDA Number</u> 97.042	<u>Federal Grant Award</u> EMP-2022-EP-00002	<u>OASIS-GG Document ID</u> GRNT2400002114
<u>Subgrant Period</u> From: 1/1/2022 To: 12/31/2022	<u>Subgrant #</u> 22-EMPG-19	Major Program: EMPGLO Program: EMPGLOC Program Period: LO2022

<u>Subgrantee Name and Address</u> Jefferson Co Commission P. O. Box 250 Charles Town WV, 25414	<u>FEIN</u> 55-6000333
	<u>UEI</u> QQHBF74FRN61
	<u>OASIS ID</u> 211969

TOTAL GRANT AWARD	\$ 62,342
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By signing and accepting this award, the subgrantee agrees to comply with all conditions and assurances included in the application. I certify that this project will be implemented as described in the application.

Subgrantee Authorized Official: _____

Title: _____ **Date:** _____

Emergency Management Program Certification

The attached application has been reviewed and the proposed project and expenditures fall within all state and federal guidelines which govern the Emergency Management Performance Grant program, and sufficient funds exist to make this award.

EMPG Grant Representative _____ **Date** _____

I hereby authorize the awarding of funds to support the project as described in the attached application.

HSSAA Director _____ **Date** _____

**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND
OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**

O.M.B. No. 1660-0025
Expires July 31, 2008

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this form is estimated to average 1.7 hours per response. The burden estimate includes the time for reviewing instructions and searching existing data sources, gathering and maintaining the data needed and completing, and submitting the form. You are not required to respond to this collection of information unless a valid OMB control number appears in the upper right corner of this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472, Paperwork Reduction Project (1660-0001). NOTE: Do not send your completed form to this address.

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 44 CFR Part 18, "New Restrictions on Lobbying" and 28 CFR Part 17, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Federal Emergency Management Agency (FEMA) determines to award the transaction, grant, or cooperative agreement.

1. LOBBYING

As required by section 1352, Title 31 of the U.S. Code, and implemented at 44 CFR Part 18, for persons entering into a grant or cooperating agreement over \$ 100,000, as defined at 44 CFR Part 18, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of any agency, a member of Congress, an officer or an employee of Congress, or employee of a member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement.

(b) If any other funds than Federal appropriated funds have been paid or will be paid to any other person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or an employee of Congress, or employee of a member of Congress in connection with this Federal Grant or cooperative agreement, the undersigned shall complete and submit Stand Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

Standard Form-LLL "Disclosure of Lobbying Activities" attached
(This form must be attached to certification if nonappropriated funds are to be used to influence activities.)

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 44 CFR Part 67, for prospective participants in primary covered transactions, as defined at 44 CFR Part 17, Section 17.510-A.

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civilian judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or perform a public a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause of default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEE OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 44 CFR Part 17, Subpart F, for grantees, as defined at 44 CFR Part 17.615 and 17.620-

A. The applicant certifies that it will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug free awareness program to inform employees about-

- (1) The dangers of drug abuse in the workplace;
- (2) The grantee's policy of maintaining a drug-free workplace;
- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant to be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will-

- (1) Abide by the term of the statement; and
- (2) Notify the employee in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such convictions;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position, title, to the applicable FEMA awarding office, i.e., regional office or FEMA office.

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is convicted-

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation act of 1973, as amended; or

(2) Requiring such an employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, City, County, State, Zip code)

Check if there are workplaces on file that are not identified here.

Sections 17.630 of the regulations provide that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for FEMA funding. States and State agencies may elect to use a state wide certification.

Signature of Authorized Official: _____ X

Date: _____

Conditions and Assurances

This program is conditioned upon and subject to compliance with the following Conditions and Assurances. By attaching a signature to the **Award Document** of this grant application, the applicant certifies and assures that it will comply with the following Conditions and Assurances, Regulations, Policies, Guidelines and Requirements of the Homeland Security State Administrative Agency (HS SAA), as further clarified in the Policies and Procedures Manual for this program; U.S. Department of Homeland Security guidance; and all other relevant Federal/State regulations, policies, and guidelines. These Conditions and Assurances apply to all federal and agency funds expended for purposes associated with this project. All correspondence to the HS SAA, which is required and/or occurs as a result or action of any of the following Conditions and Assurances, or as a result of the administration of any HS SAA grant program, should be addressed to:

**WV Emergency Management Division
Homeland Security State Administrative Agency
1124 Smith St, Suite 3201, Charleston, WV 25301**

1 Laws of West Virginia:

This application/contract shall be governed in all respects by the laws of the State of West Virginia. State procedures and practices will apply to all funds disbursed by the HS SAA.

2 Legal Authority:

The applicant hereby certifies it has the legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body authorizing the filing of the application, including all understandings and assurances contained therein, and directly authorizes the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

3 Relationship:

The relationship of the sub-grantee to the HS SAA shall be that of an independent contractor, not that of a joint enterprise. The sub-grantee shall have no authority to bind the HS SAA for any obligation or expense without the express prior written approval from the HS SAA.

4 Operational Within 90 Days:

If the project is not operational within 90 days of the specified project starting date, the grantee must submit a statement to HS SAA explaining the delay in implementation. Upon receipt of the 90-day letter, HS SAA may cancel the project and redistribute the funds to other project areas and/or eligible applicants.

5 Civil Rights Compliance:

Sub-grantee will comply with all federal civil rights laws, including Title VI of the Civil Rights Act, as amended. These laws prohibit discrimination on the basis of race, color, religion, national origin, and sex in the delivery of services.

6 Written Approval of Changes:

The sub-grantee must obtain prior written approval from HS SAA for all project changes (programmatic, fiscal, or otherwise).

7 Press Release:

Release of information pertaining to this sub-grant must include the following information:

1. Grant amount.
2. State involvement (WV Emergency Management Division); and
3. Federal involvement (U.S. Dept. of Homeland Security).

8 Compliance with Federal Rules and Regulations:

Sub-grantee will comply with Title 2, Part 200 of the Code of Federal Regulations (*Super Circular*). The Super Circular supersedes Circulars A-21, A-87, A-89, A-102, A-110, A-122, A-133.

9 Program Accountability - Federal Audit Requirement - Super Circular:

If an audit must be conducted pursuant to the Super Circular, a copy of the audit shall be submitted to HSSAA as well as to the Federal clearinghouse.

The Federal clearinghouse address is as follows:

**Federal Audit Clearinghouse Bureau of the Census
1201 E.10th Street
Jeffersonville, IN 47132**

10 Program Accountability - State Audit Requirement

Chapter 12, Article 4, Section 14 of the West Virginia Code, as amended, sets forth the audit requirements of corporations, associations or other organizations which receive state funds or grants. These audit requirements do not apply to units of local and state government. If applicable, this grant shall adhere to the audit requirements set forth in §12-4-14 at the time of award. All funds disbursed by HS SM are appropriated by the WV Legislature; therefore, all funds disbursed are considered state funds. The HS SAA will notify the Legislative Auditor when a sub-grant is awarded which falls under the requirements of the WV Code.

As of 9L13L05, the requirements set forth in §12-4-14 are as follows: Any corporation, partnership, association, individual or other legal entity (not to include a state spending unit or a local government as defined in § 6-9-1a of the West Virginia Code, as amended) which receives one or more state grants or sub-grants in the amount of \$50,000 or more in the aggregate in a state fiscal year shall file with the HS SM a Report of the disbursement of these state funds. An OMB A-133 Audit or an audit conducted by a certified public accountant may be substituted for the Report. The Report shall be filed within two years of the end of the fiscal year in which the grant or sub-grant closes. The Report shall be written by an independent certified public accountant and the scope of the Report is limited to showing how the state grant or sub-grant funds were spent. The Report does not have to be a full-scope audit or review of the entity receiving state funds. Any entity failing to file a required Report is barred from subsequently receiving state grant or sub-grant funds until the Report is filed and is otherwise in compliance with the provisions of West Virginia Code. If a Report is not required under this section of the WV Code, then the grantee or sub-grantee shall file with HS SM a sworn statement of expenditures made under the grant or sub-grant.

The Sub-grantee assures that it has read, understands and is in full compliance with all requirements as set forth in Chapter 12, Article 4, Section 14 of the West Virginia Code, as amended, and is not currently debarred from receiving state grant funds as a result of noncompliance with this section of the West Virginia Code, as amended.

11 Access to Records, Equipment, Training, & Exercises:

The HS SM, through any authorized representative, shall have access to and the right to examine all records, books, papers, documents, equipment, training, and/or exercises related to the sub-grant and to relevant books and records of contractors.

12 Conflict of Interest:

No public official or employee of the sub-grantee agency, who performs any duties under the project, may participate in an administrative decision with respect to the project if such a decision can be expected to result in any private/public benefit to that individual or that individual's immediate family.

13 National and State Evaluation Efforts:

The Sub-grantee agrees to cooperate with any national and/or state evaluation efforts directly or indirectly related to this program as requested.

14 Political Activity:

The restrictions of the Hatch Act, Pub. L. 93-433, 5 U.S.C. Chapter III, (as amended), concerning the political activity of government employees are applicable to state grantee staff members and other state and local government employees whose principal employment is in connection with activities financed, in whole or in part, by Title I grants. Under a 1975 amendment to the Hatch Act, such state and local government employees may take an active part in political management and campaigns, except they may not be candidates for office.

15 Obligation of Project Funds

Funds may not, without prior written approval from the HS SAA, be obligated prior to the effective start date or subsequent to the termination date of the project period. All invoices must be dated within the approved sub-grant period.

16 Elements of a Viable Continuity Capability

The Continuity Plan is the roadmap for the implementation and management of the Continuity Program. The National Continuity Policy: Federal Continuity Directive 1 and Federal Continuity Directive 2 outline the following ten (10) overarching continuity requirements: Essential Functions, Orders of Succession, Delegations of Authority, Continuity Facilities, Continuity Communications, Vital Records Management, Human Capital, Tests-Training-Exercises, Devolution of Control & Direction, and Reconstitution. It is utilizing sub-grant funding for the development of a Continuity Plan, the Plan must address each of these ten. *(101 elements in order to be eligible to be reimbursed [or approved allowable costs].*

17 Use of Funds

Funds awarded through the HS SAA may be expended ONLY for the purposes and activities specifically covered by the sub-grantee's approved project description and budget. Any change in the project or the budget must receive PRIOR approval from HS SAA.

18 Release of Information

All records, papers and other documents kept by recipients of grant funds are required to be made available to the HS SAA. These records and other documents submitted to the HS SAA and its grantees, including plans and application for funds, reports, etc., are subsequently required to be made available to the U.S. Department of Homeland Security under the terms and conditions of the Federal Freedom of Information Act, 5. U.S.C. §552. The HS SAA recognizes that some information submitted in the course of applying for funding under this program or provided in the course of its grant management activities, may be considered law enforcement sensitive or otherwise important to national or state security interests. This may include threat, risk, and needs assessment information, and discussions of demographics, transportation, public works, and industrial and public health infrastructures. While this information under federal control is subject to requests made pursuant to the Freedom of Information Act, 5. U.S.C. §552, all determinations concerning the release of information of this nature are made on a case-by-case basis by the Federal Division of Homeland Security FOIA Office and may likely fall within one or more of the available exemptions under the Act

Sub-grantees must consult applicable state and local laws and regulations regarding the release or transmittal of information to any entity which may be considered sensitive in nature. Applicants may also consult the HS SAA regarding concerns or questions about the release of potentially sensitive information under state and local laws.

19 Allowable and Unallowable Costs

Allowable costs incurred under this grant shall be determined in accordance with the Super Circular.

20 Non-supplanting

Federal funds must be used to supplement existing funds for program activities and may not replace (supplant) non-Federal funds that have been appropriated for the same purpose. Potential supplanting will be the subject of monitoring and audit. Violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from Federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties. The sub-grantee hereby certifies that Federal funds made available under this grant will not be used to supplant state and local funds.

21 Matching Contribution

If matching funds are allocated, the applicant assures that those funds shall be in addition to funds that would otherwise be made available for the proposed project by the recipients of grant funds and shall be provided on a project-by-project basis. Cash matching contributions are subject to the same expenditure guidelines established by the HS SAA and the U.S. Department of Homeland Security for this grant program. All sub-grantees must maintain records that clearly show the source, the amount, and the timing of all cash matching contributions. There is no waiver provision for any cash match requirements.

22 Project Income

All income earned by the sub-grantee because of the conduct of this project must be accounted for and included in the total budget. Project income is subject to the same expenditure guidelines established by the HS SAA and the U.S. Department of Homeland Security for this grant program. All sub-grantees must maintain records that clearly show the source, the amount, and the timing of all project income. There is no waiver provision for the project income requirement.

23 Consultant Fees

Approval of this sub-grant does not necessarily indicate an approval of specific consultant rates. Please discuss rates with the HS SAA.

24 Purchasing

When making purchases relevant to the sub-grant, the sub-grantee will abide by applicable State and local laws and the organizations own purchasing procedures.

25 Reports

Each sub-grantee shall submit reports as deemed reasonably necessary by the HS SAA for monitoring, stewardship, and evaluation of programmatic and fiscal responsibilities.

26 Environmental & Historical Preservation (EHP):

The sub-grantee shall comply with all applicable Federal, State, and local EHP requirements and shall provide any information requested to ensure compliance with applicable laws.

27 Suspension of Funding:

HS SAA may suspend, in whole or in part, terminate, or impose other sanctions on any sub-grantee funds for the following reasons:

- Failure to adhere to the requirements, standard conditions, or special conditions and assurances of this program.
- Failure to submit reports.
- Filing a false certification in this application or in another report or document; or, Other just cause.

28 Sanctions for Noncompliance:

In the event of the sub-grantee's noncompliance with the terms, conditions, covenants, rules, or regulations of this grant, the HS SAA may impose such contract sanctions, as it may deem appropriate, including but not limited to:

- Withholding of payments to the sub-grantee until the sub-grantee complies.
- Cancellation, termination, or suspension of the contract, in whole or in part; or, Refrain from extending any further assistance to the sub-grantee until satisfactory assurance of future compliance has been received.

29 Immigration and Naturalization Verification:

The sub-grantee agrees to complete and keep on file, as appropriate, applicable Immigration and Naturalization Service Employment Eligibility Verification Forms. These forms are to be used by recipients of Federal funds to verify that employees are eligible to work in the United States.

30 Use of Grant Funds to Enact Laws:

Sub-grantee understands and agrees that shall not use any sub-grant funds, either directly or indirectly in support of the enactment, repeal, modification or adoption of any law, regulation, or policy, at any level of government.

31 Property Accountability:

The sub-grantee shall establish and administer a system to control, protect, preserve, use, maintain, and properly dispose of any property or equipment furnished with it, or made available through a sub-grant by the HS SAA. This obligation continues if the property is retained by the sub-grantee, notwithstanding the expiration of this agreement. Prior to sale, trade in or disposal of property, disposition instructions will be obtained from the HS SAA. Sub-grantee assures inventory checks will be performed annually or pursuant to guidance promulgated in the Administrative Manual for this program, with copies provided to the HS SAA. The HS SAA reserves the right to inspect and review any equipment purchased with this sub-grant.

32 Communications Equipment:

With respect to communications initiatives and equipment, the sub-grantee agrees to the following: Communications equipment shall be compatible with the SAFECOM P25 trunked radio hierarchy and the WV Statewide Interoperable Radio Network. Per WV Code §15-14-4, all communications equipment requests must be reviewed and approved by the Statewide Interoperability Coordinator. www.sirn.wv.gov

33 Equipment

Sub-grantees purchasing equipment with grant funds shall adhere to the established bidding procedures for their respective Organization. All equipment shall have a primary function of being used for homeland security purposes and be available statewide (if practical) for use during emergencies and training/exercise events.

34 Marking of Equipment and Publications:

Sub-grantee shall ensure that, when practicable, any equipment purchased, and publications produced with grant funding shall be prominently marked as follows: "Supported with funds provided by the U.S. Department of Homeland Security and the WV EMD."

35 Patents and/or Copyrights and Rights in Data:

Sub-grantee acknowledges that the HS SAA, and subsequently the U.S. Department of Homeland Security; reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use, for State or Federal government purposes: (1) the copyright in any work developed under an award or sub award; and, (2) any rights of copyright to which a recipient or sub recipient purchases ownership, in whole or in part, with State or Federal support. The sub-grantee shall consult with the HS SAA regarding the allocation of any patent rights that arise from, or are purchased with, this funding.

36 Time Extensions:

Time extensions are allowable; however, the HS SAA will review and approve extension requests on a case-by-case basis only if the extension is warranted. Lack of planning by the sub-grantee is not a justified reason for an extension.

37 Equal Employment Opportunity Plan:

Each sub-grantee certifies that it has been executed and has on file an Equal Employment Opportunity Plan.

38 Veterans Preference:

This program includes a provision that grantees utilizing funds to hire additional personnel give suitable preference in employment to military veterans. HS SAA defines "suitable preference" as the requirement that a sub-grantee agency have in place a mechanism ensuring that veterans are given consideration in the hiring process.

39 Submission/Release of Proposed Publications:

The sub-grantee shall submit one copy of all reports and proposed publications resulting from this agreement to the HS SAA twenty (20) days prior to public release. Any publications (written, visual, sound, or otherwise), whether published at the grantee's or government's expense, shall contain the following statements:

"This document [product] was prepared under a grant from the United States Department of Homeland Security and the WV Emergency Management Division. Points of view or opinions expressed in this document [product] are those of the authors and do not necessarily represent the official position or policies of the U.S. Department of Homeland Security, nor the State of West Virginia."

40 Purchase of American-made Equipment/Products:

It is the sense of the Congress, as conveyed through the FY 1997 Appropriations Act, as well as the desire of HS SAA that to the greatest extent practicable, all equipment and products purchased with Federal funds made available under this grant should be American made.

41 Personnel Training:

The HS SAA reserves the right to require training as a condition of the sub-grant before or at any time during the project period. Proof of training/certification on grant-funded equipment shall be provided, upon request within 10 business days.

42 Accounting Requirements:

The sub-grantee shall record all project funds and costs following generally accepted accounting procedures. A unique account number or cost recording shall separate all project costs from the sub-grantee's other or general expenditures. Adequate documentation for all project costs and income shall be maintained. Adequate documentation of financial and supporting material, as defined in the pertinent Administrative Manual, shall be retained and be available for audit purposes.

43 Financial Guide:

Sub-grantee shall comply with all requirements as set forth in the Financial Guide which governs this program.

44 Davis-Bacon and Related Acts:

Subgrantee agrees to comply with the Davis-Bacon and Related Acts, which applies to contractors and subcontractors performing on federally funded or assisted contracts more than \$2,000 for the construction, alteration, or repair (including painting and decorating) of public buildings or public works. Davis-Bacon Act and Related Act contractors and subcontractors must pay their laborers and mechanics employed under the contract no less than the locally prevailing wages and fringe benefits for corresponding work on similar projects in the area. The Davis-Bacon Act directs the Department of Labor to determine such locally prevailing wage rates. The Davis-Bacon Act prevailing wage provisions applies to the "Related Acts," under which federal agencies assist construction projects through grants, loans, loan guarantees, and insurance. For prime contracts more than \$100,000, contractors and subcontractors must also, under the provisions of the Contract Work Hours and Safety Standards Act, as amended, pay laborers and mechanics, including guards and watchmen, at least one and one-half times their regular rate of pay for all hours worked over 40 in a workweek. The overtime provisions of the Fair Labor Standards Act may also apply to DBA- covered contracts. For more information, check the following US Department of Labor website link. <https://www.dol.gov/whd/govcontracts/dbra.htm>

45 Contractor Planning Requirements:

All subgrants utilizing a contractor will submit copies of agendas, notes/minutes, and sign-in sheets for meetings between subgrantee and contractor(s). Subgrantees **MUST** include a list of planned and completed meeting dates. These documents **MUST** be submitted with monthly progress reports. Copies of all final work products (i.e. plans, SOPs/SOGs, exercise documentation) must be submitted prior to the final request for reimbursement.

Signature for the conditions and assurances is made on the Award Document

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Roger Goodwin
Department or Organization: Engineering, Planning & Zoning

Estimation of amount of time needed for appointment: 5 minutes
Date Requested – 1st Choice: September 4, 2024
If a specific date is needed, please provide reason for specific date: Click here to enter text.
Date Requested – 2nd Choice: Click here to enter text.

Subject (*Wording to be placed on agenda*): Partial bond release for Wall Street Partners WV1, LLC-Dollar General Harpers Ferry (File #22-14-SP).

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

Partial release of Letter of Credit #5394051-44 with United Bank, Huntington, WV construction bond surety for Wall Street Partners WV1, LLC –Dollar General Harpers Ferry (File #22-14-SP).

Is this a funding request? Y/NO
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*):
I authorize a partial release of Irrevocable Letter of Credit #5394051-44 with United Bank in the amount \$244,451.00 for Wall Street Partners WV1, LLC-Dollar General Harpers Ferry (File #22-14-SP).

Attach supporting documents for request, or request may be denied:
Construction Bond Release Letter
Bond Release Request Report
Site Map

Is equipment needed? Projector Y/NO Internet/Wi Fi Y/NO Telephone for conference call Y/NO
Contact information:
Email address: engineering@jeffersoncountywv.org Phone Number: 304-728-3257

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS



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

Steve Stolipher

September 4, 2024

VICE PRESIDENT

Jane Tabb

Mr. Andrew Dawson, Market President

United Bank

517 9th Street

Huntington, West Virginia 25701

COMMISSIONER

James Cook

COMMISSIONER

Pasha Majdi

RE: Irrevocable Letter of Credit #5394051-44 dated March 1, 2023, Construction Bond

Surety for Wall Street Partners WV1, LLC – Dollar General Harpers Ferry (File #22-14-SP)

COMMISSIONER

Kelvin Upson

Dear Mr. Dawson:

The Jefferson County Commission authorizes a partial release of \$244,451.00 from the construction bond amount for Wall Street Partners WV1, LLC – Dollar General Harpers Ferry (File #22-14-SP) for a new construction bond amount of \$254,549.00. This project is located on the west side of Shepherdstown Pike-Route 230 just north of its intersection with Halltown Road-Route 340/12. Work remaining to be completed is not limited to the following:

1. Erosion & sediment control earthwork
2. Grading & paving
3. Landscaping
4. Miscellaneous site work

In summary, you are hereby authorized to reduce the amount of the above referenced Irrevocable Letter of Credit, originally issued in amount of \$499,000.00 to \$254,549.00. Please contact the Jefferson County Department of Engineering, Planning & Zoning - Office of Engineering at (304) 728-3257 if you have any questions.

Sincerely,

Steve Stolipher, President

Jefferson County Commission

cc: Mr. Andy Haymaker

Haymaker Development Company

3120 Wall Street, Suite 200

Lexington, KY 40513

Department of Engineering, Planning & Zoning

Office of Engineering

County Administrator

Edwina Benites

BOND REDUCTION or RELEASE REQUEST - REPORT

Date Received: 08 / 24 / 2024 J.C.P.C. File No. 22 -14-SP

Consultant/Engineer/Firm Name: Thrasher Group

Mailing Address: 600 White Oaks Blvd

City: Bridgeport State: WV Zip: 26330

Contact Person: Brad Messenger Phone: 304-326-6362

Project/Subdivision Name: Dollar General Harpers Ferry

Section/Phase: _____ Lots: _____

Review Comments:

The bond release/reduction is Approved as Submitted. The bond release/reduction request is Denied.

____ Add items/revise as shown per our comments on your attached bond release/reduction form & resubmit reduction/release request to our office for review and approval.

____ Some site work has progressed beyond the required "milestone" site inspections that are to be performed by our office. As a result, you will need to schedule the inspections with our Land Development Inspector, and/or provide the certifications noted on the attached "Third-Party Certifications" checklist. Please collect all the required third-party certifications and submit them all at one time along with a copy of this report and the checklist.

____ Bonding Policy & Unit Cost Figures attached for your use.

Comments: _____

Approved for:
Bond Reduction
By W.D. 8-26-24
County Engineer Date

Original Bond Amt. \$ 433,913 + 15% Cont. \$ 65,087 = Total Original Bond Amt \$ 499,000

Total Current Bond Amount \$ 499,000.00

Cost of Work Remaining \$ 221,347.00 + Contingency Amount \$ 33,202.00

= Approved for Revised Bond Amount \$ 254,549.00

Reviewed By: Will Smith WMS Title: L.D.T.

Signature: WMS Date: 08 / 26 / 2024

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Bessie Nelson, Budget Director

Department or Organization: County Commission

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: **September 5, 2024**

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

Date Requested – 2nd Choice:

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

State and Internal Budget Revisions for FY25

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

2 - State Budget Revisions:

SBR#FY25-001-001 (General Fund)

SBR#FY25-002-001 (Coal Severance)

2 – Internal Budget Revisions:

IBR#FY25-001 – Engineering

IBR#FY25-002 - IT

Is this a funding request? Y/N **NO (previously approved in Minutes – these are the actual budget revisions)**

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 motion to approve the two state budget as presented for approval.

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: bnelson@jeffersoncountywv.org

Phone Number: 304.724.8425 ext 1008

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Bessie Nelson, Budget Director**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: **15 minutes**

Date Requested – 1st Choice: **September 5, 2024**

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

Date Requested – 2nd Choice:

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

Review and Approval of FY25 Benefits Selection to include Medical, Dental, Vision, Short Term Disability, Accident Death and Dismemberment and Life Insurance

Please provide the County Commission with a description of your request or presentation, including any background information:
Review and approval of employee medical, dental, vision and life insurance plans for FY2025.

Highmark Medical/RX Renewal – 11% increase

Highmark Dental Renewal – No increase

Vision Renewal – No Increase.

Dearborn Life/ADD and Voluntary Life – No Increase.

Is this a funding request? Y/N **Yes**

If so, how much? \$112,000

Provide exact financial impact/request:

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

I motion to approve the FY25 Benefits Selection to include Medical, Dental, Vision and Life Insurance as presented for approval.

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: bnelson@jeffersoncountywv.org

Phone Number: 304.724.8425 ext 1008

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

REQUEST FOR REVISION TO APPROVED BUDGET

Ora Ash, Deputy State Auditor
 West Virginia State Auditor's Office
200 West Main Street
 Clarksburg, WV 26301
 Phone: 627-2415 ext. 5101 or ext. 5118
 Fax: 304-340-5090
 Email: igs@wvsao.gov

Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists. (§ 11-8-26a)

CONTROL NUMBER
 FY: 25
 Fund: 001
 Rev. No. 01
 Pages: 2

Jefferson County Commission

 GOVERNMENT ENTITY

Person To Contact Regarding Request: 124 E Washington St - PO Box 250
 Name: **Bessie F Nelson** STREET OR PO BOX COUNTY
 Phone: **304.724.8425**
 Fax: _____ Charles Town 25414 Government Type
 Email: bnelson@jeffersoncountywv.org CITY ZIP CODE

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
299	Unassigned Fund Balance	4,141,288	2,016,577		6,157,865
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Revenues (ALL PAGES) 2,016,577

COUNTIES-TRANSFERS TO THE GENERAL FUND FROM OTHER FUNDS MUST HAVE PRIOR APPROVAL OF AUDITOR'S OFFICE

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
401	County Commission	1,905,431	19,545		1,924,976
402	County Clerk	777,256	29,043		806,299
403	Circuit Clerk	519,744	19,554		539,298
404	Sheriff-Treasurer	573,527	20,235		593,762
405	Prosecuting Attorney	1,952,074	106,502		2,058,576
406	Assessor	483,642	17,597		501,239
407	Assessor's Valuation Fund	669,152	28,253		697,405
412	Agricultural Agent	135,184	5,824		141,008
413	Elections-County Clerk	325,663	6,259		331,922
424	Courthouse	1,317,724	37,947		1,355,671
428	Data Processing	1,201,219	19,780		1,220,999

NET INCREASE/(DECREASE) Expenditures 2,016,577

APPROVED BY THE STATE AUDITOR

BY: _____ Date _____
 Deputy State Auditor, Local Government Services Div.

 AUTHORIZED SIGNATURE OF ENTITY APPROVAL DATE

REQUEST FOR REVISION TO APPROVED BUDGET

Ora Ash, Deputy State Auditor
 West Virginia State Auditor's Office
200 West Main Street
 Clarksburg, WV 26301
 Phone: 627-2415 ext. 5101 or ext. 5118
 Fax: 304-340-5090
 Email: igs@wvsao.gov

Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists. (§ 11-8-26a)

CONTROL NUMBER
 FY: 25
 Fund: 002
 Rev. No. 01
 Pages: 1

Jefferson County Commission

 GOVERNMENT ENTITY

Person To Contact Regarding Request: 124 E Washington St - PO Box 250
 Name: **Bessie F Nelson** STREET OR PO BOX COUNTY
 Phone: **304.274.8425**
 Fax: _____ Charles Town 25414 Government Type
 Email: bnelson@jefferesoncountywv.org CITY ZIP CODE

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
299	Unassigned Fund Balance	221,985		56,370	165,615
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Revenues (ALL PAGES) -56,370

COUNTIES-TRANSFERS TO THE GENERAL FUND FROM OTHER FUNDS MUST HAVE PRIOR APPROVAL OF AUDITOR'S OFFICE

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
401	County Commission	398,185		86,370	311,815
801	Mental Health		30,000		30,000
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Expenditures -56,370

APPROVED BY THE STATE AUDITOR

BY: _____ Date _____
 Deputy State Auditor, Local Government Services Div.

 AUTHORIZED SIGNATURE OF ENTITY APPROVAL 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

PRESIDENT
Steve Stolipher

VICE PRESIDENT
Jane Tabb

COMMISSIONER
Pasha Majdi

COMMISSIONER
Pasha Majdi

COMMISSIONER
Kelvin Upson

To: Commissioner Steve Stolipher
Commissioner Jane Tabb
Commissioner Pasha Majdi
Commissioner Kelvin Upson

From: Bessie Nelson

Date: September 5, 2024

Re: Fiscal Note: ESA Employee Insurance Benefits FY25

The health increase is 11% for FY25 for ESA Health Insurance. You approved the budget of \$2,900,000 for County and ESA employees.

During budget deliberations, we estimated the increase for premiums to be 9%.

The total increase to the County based on current enrollment is \$112,000.

I recommend the County absorb the increase in premiums this year.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Jessica James, Assistant Deputy County Administrator**

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment: **15 minutes**

Date Requested – 1st Choice: **September 5, 2024**

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

Date Requested – 2nd Choice:

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

- 1. Recognition of Commissioner Jane Tabb, recipient of the Mildred Mitchell-Bateman Government and Public Service Award, as selected by the WV Women's Commission**
- 2. Appointment of Zoning Administrator for the Department of Engineering, Planning, and Zoning**
- 3. Approval of Hire – Planning and Zoning Clerk for the Department of Engineering, Planning, and Zoning**
- 4. Approval of Hire – Finance and Administration Manager for the Emergency Services Agency**
- 5. Approval to advertise – Finance Director position with the Commission administration office**
- 6. Correction of Clerical Error for three employees of the Prosecuting Attorney's Office**

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

1. Commissioner Tabb was recently selected as a winner of one of the 2024 Legacy of Women awards, held by the West Virginia Women's Commission. Ms. Tabb is the recipient of the Mildred Mitchell-Bateman Government and Public Service award for her years of service on the Jefferson County Commission and being a champion for the protection and preservation of the farmland in Jefferson County – no action requested.
2. This is a request to appoint Jennifer Brockman, Chief County Planner as Acting/Interim Zoning Administrator effective September 13, 2024 when the position is vacated and until the vacancy is filled, in order to carry out the duties outlined in Article 3, Section 3.2 of the Zoning Ordinance and in accordance with WV Code §8A. A Zoning Administrator is required to be appointed by the County Commission. This is a temporary appointment and there is no impact on the departmental budget.
3. The Department of Engineering, Planning, and Zoning has identified a successful candidate for the position of Planning and Zoning Clerk. We're requesting approval to hire Colin Uhry as the Planning and Zoning Clerk at a Grade 4, 80-hour employee at a salary of \$41,500, effective Monday, September 16, 2024.
4. The Emergency Services Agency has identified a successful candidate for the position of Finance and Administration Manager. We're requesting the approval of the lateral transfer of Bessie Nelson from Budget Director in the Commission administration department, to the position of Finance and Administration manager at a Grade 6 and maintaining her current salary of \$79,380, effective Friday, September 6, 2024. Ms. Nelson will also continue to act as budget director until a suitable replacement has been found.

5. As Ms. Nelson transitions into her new role, we're requesting approval to advertise for a county chief financial officer within the Grade 8 salary range.
6. Due to a clerical error resulting from the Commission's lack of quorum last fall, three employees within the Prosecuting Attorney's Office are owed compensation for time worked between 9/24/2023-1/27/2024 (Lisa Driscoll, Rebecca Hall) and 12/31/23-1/27/24 (Steve Groh).

Is this a funding request? Y/N - NO – no funding requested or necessary

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 appoint Jennifer Brockman as the acting/interim Zoning Administrator, effective September 13, 2024, until the vacancy is filled.***
- + I move to approve the hire of Colin Uhry for the position of Planning and Zoning Clerk for the Department of Engineering Planning and Zoning as a Grade 4, 80-hour employee with a salary of \$41, 500, effective Monday, September 16, 2024.***
- + I move to approve the lateral transfer of Bessie Nelson from budget director in the County Commission administration department to finance and administration manager of the Jefferson County Emergency Services agency, at a Grade 6 and maintaining her current salary of \$79,380, effective Friday, September 6, 2024.***
- + I move to approve the advertisement of the position of county chief financial officer***
- + I move to approve the lump sum payments to the following employees within the Prosecuting Attorney's Office due to clerical errors in compensation: \$577.39 for Lisa Driscoll for time worked between 9/24/2023 – 1/27/2024; \$572.90 for Rebecca Hall for time worked between 9/24/2023 - 1/27/2024; and \$331.98 for Steve Groh for time worked 12/31/2023 – 1/27/2024.***

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: Jessica James

Email address: jjames@jeffersoncountywv.org

Phone Number: 304-728-3282

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



Nomination Form for the WV Women's Commission

2024 Legacy of Women Awards

to be held in August in conjunction with WV Women's Equality Day celebrating when women were guaranteed a right to vote

The West Virginia Women's Commission is the host of the **Legacy of Women Awards**. These prestigious awards are given to women who have participated in shaping the state or the nation and our role models as women achievers for tomorrow's female leaders. The awards are named for outstanding women in West Virginia's history.

The Lena Lowe Yost "Educating Women" Award

For outstanding efforts in her state teaching women about their personal abilities and strength, Ms. Yost was known as one West Virginia's foremost suffragists. In 1920, she led the drive to ratify the 19th Amendment giving women the right to vote. She advocated for equal salaries and rank among faculty and served as a board member of the federal women's prison in Alderson.

The Helaine Rotgin "Mountaineer Spirit" Award

For outstanding efforts in community and state at the grass roots level as a volunteer, Ms. Rotgin was instrumental in the beginnings of many community organizations -- including the Charleston Interdenominational Council on Social Concerns, Manna Meal, and the Covenant House. She was chairwoman of the Citizens Recycling Council, starting Charleston's first recycling center.

The Susan Dew Hoff "Business or Professional Job Pioneer" Award

For outstanding efforts in her state pioneering a non-traditional professional job, Ms. Hoff was the first female in WV to be licensed by examination as a physician. She could not go to medical school but studied under her father and on her own before passing the State Board of Health Examination in 1889.

The "Mildred Mitchell-Bateman "Government and Public Service" Award

For outstanding efforts as the first African-American woman to be named to a high-ranking office in West Virginia state government, becoming the director of the Department of Mental Health for 15 years. She also served as vice-president of the American Psychiatric Association and advocated placing mentally ill patients at facilities nearest their homes and developing community mental health centers.

The Sarah 'Mother' Blizzard "Labor Activist" Award

For outstanding efforts in workers' rights, Sarah Blizzard was actively involved in the United Mine Workers of America union from its beginnings. After eviction from her family's home after a coal strike, they moved to Cabin Creek in Kanawha County. She joined forces with, and was often compared to, famed labor leader "Mother" Jones.

The Ann Kathryn Flagg "Artist or Art Supporter" Award

For outstanding efforts in the arts as a playwright, teacher, and actress, Ann Kathryn Flagg was born in West Virginia and went to West Virginia State College. Through her plays and her other work, she transcended the barriers of racism and campaigned for black voter registration.

The Rose Gacioch "Sports Champion" Award

For outstanding efforts in pioneering a position of women in sports, Rose Gacioch was born in Wheeling and was a right fielder and pitcher from 1944-54 in the All-American Girls Professional Baseball League – achieving four league championships and making the All-Star Team three times. Her baseball legacy is featured in the movie, "A League of Their Own."

The Elizabeth Mason Harden Gilmore "Diversity, Equality and Inclusion" Award

For outstanding efforts in promoting diversity, equality and inclusion, Elizabeth Gilmore was a well-known businesswoman and activist, leading a 22 month protest that led to a Charleston department store opening its lunch counter to people of all races. She was the first African-American woman licensed as a funeral director in West Virginia and to sit on the West Virginia Board of Regents bearing responsibility for higher education in the state.

The Katherine Coleman Goble Johnson "Women Making History" Award

For lifetime achievement as a mathematician with contributions over decades to the US aeronautics and space programs. She was the first African-American woman to attend graduate school at West Virginia University and was awarded the Presidential Medal of Freedom in 2015. Ms. Johnson was featured in the movie, "Hidden Figures", and in "100 Women", a BBC series of 100 influential women worldwide.



STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH AND HUMAN RESOURCES
West Virginia Women's Commission

Cynthia A. Persily, Ph.D.
Cabinet Secretary

Jill Upson, MBA
Executive Director

August 7, 2024

Jane Tabb, Commissioner

VIA ELECTRONIC MAIL

Dear Commissioner Tabb:

It is with great pleasure that I offer my congratulations on your selection by the West Virginia Women's Commission as the 2024 winner of the Legacy of Women Award in the category of *The "Mildred Mitchell-Bateman "Government and Public Service" Award*.

The Legacy of Women Awards recognize and honor women like you who serve as role models and inspirations to women of all ages across the state of West Virginia.

The commission will be hosting an in-person awards ceremony dinner and would be honored by your attendance. Each award recipient may attend with up to three (3) guests at no cost. The event details are as follows:

Friday, August 16, 2024 - 6:00 p.m. to 8:00 p.m.

Holiday Inn & Suites Charles West

400 2nd Avenue SW

Charleston, WV 25303

Please RSVP no later than 8/13/24 to rojen.f.embol@wv.gov. Thank you and congratulations on your award!

Sincerely,

A handwritten signature in blue ink that reads "Jill Upson".

Jill Upson, MBA
Executive Director

cc: Edwina Benites-LM

ARTICLE 3: ADMINISTRATION AND ENFORCEMENT

Section 3.1 Administration

- A. The provisions of this Ordinance will be governed by the County Commission or the Zoning Administrator and Staff in accordance with §8A-1-1 et seq of the West Virginia State Code, as amended. **With enactment of the Ordinance, the County Commission shall designate a Zoning Administrator for the day to day administration of the ordinance.**^{5,17,21}
- B. An appeal to this Ordinance, however, may be made to the Jefferson County Board of Zoning Appeals subject to the provisions of §8A-1-1 et seq of the West Virginia Code, as amended.^{17, 21}
- C. The Jefferson County Board of Zoning Appeals shall evaluate all conditional use applications and approve or deny issuance of a conditional use permit.^{2, 17, 21, 32}
- D. All departments, officials, and public employees of Jefferson County which are vested with the duty or authority to issue permits or licenses shall issue no permit or license for any use, building, or purpose if the same would be in conflict with the provisions of this Ordinance.

Section 3.2 Zoning Administrator

- A. **The Zoning Administrator shall administer and enforce the Zoning and Land Development Ordinance. This includes but is not limited to the following:**²³
 - 1. **Make determinations that all applications required by the Ordinance are complete and that all fees are paid.**
 - 2. **Interpret the provisions of the Ordinance as required by law.**
 - 3. **Issue Zoning Certificates as permitted by the Ordinance.**
 - 4. **Determine sufficiency and completeness of applications for a Conditional Use Permit.**³²
 - 5. **Issue all permits and Certificates as permitted by the Ordinance.**
 - 6. **Prepare and submit reports as required by the Ordinance or the Board of Zoning Appeals or Planning Commission.**
 - 7. **Conduct meetings and conferences pursuant to the Zoning and Land Development Ordinance.**^{17, 21, 23}
- B. Any decision or action by the Zoning Administrator based on Section 3.2A above is subject to appeal to the Board of Zoning Appeals.^{17, 21}
- C. It shall be unlawful to develop, construct, alter, or reconstruct any structure or to change the use of any structure or property without first obtaining a zoning certificate from the Zoning Administrator. This provision may not apply to the general maintenance or repair or any addition deemed not a major addition as defined in Section 2.2 of this Ordinance.^{17, 21, 23}
- D. Each application for a zoning certificate shall be accompanied by a copy of an approved site plan, if applicable, or by a legible drawing either drawn to scale or accurately indicating dimensions which show property boundaries and existing and proposed structures and other proposed changes or land development. The plans shall be retained in the Office of Planning and Zoning.^{17, 21, 23}
- E. Use of any property, developmental arrangement, or construction on any property other than that authorized in the zoning certificate is a violation of this Ordinance. All provisions of this Ordinance and amendments shall be maintained perpetually.
- F. The Zoning Administrator shall approve or disapprove issuance of a zoning certificate within sixty (60) days of the initial filing date providing the application is complete and fees are paid when filed and the request is in compliance of the provisions of this Ordinance.^{17, 21}

- G. A zoning certificate and/or conditional use permit shall become void eighteen (18) months after the date of issuance if the construction or use for which the permit was issued has not commenced. A one-time extension of this time frame may be granted by the Board of Zoning Appeals after evaluation of the hardship involved with noncompliance of this regulation. The length of time extended shall be at the discretion of the Board of Zoning Appeals and shall not exceed eighteen (18) months. Pursuant to Chapter 8A of the West Virginia Code as amended, a Zoning Certificate or Conditional Use Permit associated with a subdivision or land development plan - whether recorded or not yet recorded, valid under West Virginia law and outstanding as of January 1, 2010 - shall remain valid until July 1, 2012, provided that the land development plan or plat received at least preliminary approval by the Planning Commission or County Commission by March 1, 2010.^{17, 21, 23}
- H. A filing fee, in accordance with the County fee structure, shall be charged for all zoning certification.

Section 3.3 Enforcement

- A. The Zoning Administrator or Staff shall promptly investigate any written complaint alleging a violation of this Ordinance and determine if a violation has occurred.^{17, 21}
- B. As provided in §8A-1-1 et seq of the West Virginia Code, as amended, any person who violates any provision of this Ordinance shall be guilty of a misdemeanor, and upon conviction, shall be fined not less than fifty (\$50.00) or more than five hundred dollars (\$500.00) per day. Each day during which any violation of this Ordinance continues shall constitute a separate offense.^{5, 17, 21}
- C. When it appears to the Board of Zoning Appeals or the Zoning Administrator or Staff that a violation of this Ordinance has occurred, the County shall notify the responsible person by means of a written Violation Notice. The Violation Notice shall specify the nature of the violation and shall request that the violation be terminated within 15 days from the date appearing on the Notice. Failure to terminate the violation within the requested time shall be cause for the Board of Zoning Appeals or the Zoning Administrator or Staff pursuant to §8A-10-1, 2 and 3 of the West Virginia Code, as amended, to:^{17, 21, 23}
 - 1. Seek an injunction in the Circuit Court of Jefferson County to restrain the responsible person from continuing the violation cited or seek an injunction requiring the removal of structures or land uses from the property involved; or,
 - 2. Issue a warrant for the arrest of the person responsible for the violation and seek a conviction in the Circuit Court of Jefferson County.

Section 3.4 Boards and Commissions^{23, 32}

- A. Board of Zoning Appeals
 - 1. The Board of Zoning Appeals will consist of five members to be appointed by the County Commission. Their terms of office, succession, removal, filing of vacancies, and their powers and duties shall be provided in Chapter 8A of the West Virginia Code, as amended.
 - 2. Meetings of the Board of Zoning Appeals shall be conducted according to the Rules of Procedure adopted by the Board of Zoning Appeals. In the event of a conflict between this Ordinance and the Rules of Procedure, the Rules of Procedure shall prevail.²
 - 3. The powers and duties of the Board of Zoning Appeals include but are not limited to the following:
 - a. The Board of Zoning Appeals shall hear and decide appeals from and review any order, requirement, decision, or determination made by an administrative official in regard to the enforcement of this Ordinance or of any ordinance adopted thereto.³²

**Jefferson County Commission
Chief Financial Officer
Job Description**

Position Title	Chief Human Resources Officer	Grade Level:	8
Department	County Commission Administration Office	Date:	09/05/2024
Reports to:	County Administrator	FLSA Status	Exempt

I. POSITION SUMMARY

The Chief Financial Officer (CFO) serves as the principal financial strategist for Jefferson County. This executive-level position is responsible for managing the county's financial operations, including budgeting, accounting, financial reporting, and long-term financial planning. The CFO ensures fiscal responsibility and sustainability by overseeing financial policies, procedures, and compliance with applicable laws and regulations. The CFO provides expert financial guidance to all county departments, elected offices, and programs, ensuring that the county's financial resources are managed effectively to support its mission and goals.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Strategic Financial Leadership:

- Develop and implement financial strategies that align with the county's mission and objectives.
- Lead the Office of Finance in formulating and executing financial policies and procedures.
- Provide strategic guidance to the County Administrator, Commission, and department heads on fiscal management, budgeting, and program funding across all departments, including human resources and departmental programs.
- Develop and implement financial literacy and budget management training programs for county employees, ensuring that all departments are equipped to manage their budgets effectively.
- Promote continuous professional development within the Finance Office and other departments on best practices in public sector financial management.

2. Budgeting and Financial Planning:

- Oversee the development and management of the county's annual budget, ensuring alignment with county priorities and fiscal sustainability.
- Prepare state-required budget documents and internal budget revisions, ensuring timely submission and compliance with state regulations.

- Ensure department requests are within budget parameters, providing guidance to department heads during budget preparation, especially in areas related to staffing and program funding.
- Present budget proposals and financial reports to the County Commission, addressing concerns and providing recommendations.
- Work closely with the Office of Human Resources on planning for staffing, salaries, cost-of-living adjustments (COLAs), merit increases, insurance programs, and other personnel-related budget items.
- Lead long-term financial planning efforts, including forecasting and analysis of revenues, expenditures, and fund balances.

3. Financial Reporting and Analysis:

- Ensure timely and accurate financial reporting to the County Commission, external auditors, and regulatory agencies.
- Prepare and present financial reports, forecasts, and analyses to inform decision-making by county leadership.
- Develop and provide annual historical revenue and expenditure reports to facilitate strategic planning and transparency.
- Oversee the preparation of comprehensive annual financial reports (CAFR) and other required financial disclosures.
- Interact with the State Auditor’s Office to ensure compliance with financial reporting requirements.

4. Accounting and Financial Controls:

- Actively participate in accounting functions, including accounts payable, accounts receivable, payroll, and general ledger maintenance.
- Ensure the integrity of accounting records and financial statements through the development and maintenance of robust internal controls.
- Oversee the county’s compliance with Generally Accepted Accounting Principles (GAAP) and other relevant accounting standards.

5. Cash and Investment Management:

- Oversee the county’s cash flow and investment portfolio to ensure liquidity, safety, and appropriate returns.
- Establish and foster investment in a financial stability fund to support long-term financial health.
- Manage relationships with financial institutions, ensuring the county’s banking and investment needs are met efficiently and securely.
- Develop and implement investment policies in line with county regulations and financial objectives.

6. Debt Management:

- Oversee the issuance and management of county debt, ensuring compliance with legal requirements and fiscal prudence.
- Develop strategies for debt financing and refinancing to support capital projects while minimizing costs.

- Monitor and manage the county's debt portfolio, ensuring timely payments and adherence to debt covenants.

7. Procurement and Vendor Management:

- Oversee the county's procurement processes to ensure fairness, transparency, and compliance with applicable laws and policies.
- Manage vendor relationships, including contract negotiations and performance evaluations, to ensure the efficient use of county resources.

8. Collaboration with County Clerk and Other Departments:

- Work closely with the County Clerk's office to ensure accurate and timely processing of financial transactions and records.
- Collaborate with department heads to support their financial needs and ensure their requests are aligned with the county's budget.
- Provide guidance to the County Commission and departments on financial matters, helping to align resources with strategic priorities.

9. Audit and Compliance:

- Oversee internal and external audits to ensure compliance with financial regulations, policies, and procedures.
- Establish internal audit procedures to ensure the integrity of financial transactions and safeguard against fraud and misappropriation of funds.
- Develop and implement a comprehensive fraud prevention program, including staff training and regular audits.
- Implement corrective actions in response to audit findings and ensure continuous improvement in financial processes.
- Maintain up-to-date knowledge of relevant laws, regulations, and best practices in public sector finance.

10. Grant Management and Reporting:

- Oversee the application, management, and reporting of state and federal grants, ensuring compliance with all grant requirements.
- Provide guidance to departments on grant opportunities, ensuring that financial implications and reporting requirements are fully understood.

11. Leadership and Staff Development:

- Lead, mentor, and manage the Office of Finance staff, fostering a culture of professionalism, collaboration, and continuous improvement.
- Ensure that staff have the training and resources needed to perform their duties effectively and efficiently.

12. Public and Community Relations:

- Represent the county's financial interests at public meetings, community events, and with external stakeholders.
- Build and maintain relationships with external partners, including auditors, financial institutions, and government agencies.

13. Technology and Financial Software Expertise:

- Serve as the county's expert on financial management software, specifically Tyler Munis, ensuring that the system is utilized effectively to meet the county's financial needs.
- Oversee the implementation and optimization of financial technology solutions to improve efficiency and accuracy in financial operations.

III. QUALIFICATIONS

Education and Experience:

- Bachelor's degree in Accounting, Finance, Business Administration, Public Administration, or a related field; Master's degree or CPA certification preferred.
- Minimum of 7 years of progressive financial management experience, including experience in budgeting, financial analysis, and strategic planning.
- Experience in public sector finance, government accounting, or a large organizational environment preferred.
- Proficiency and experience with Tyler Munis financial management software.

Knowledge, Skills, and Abilities:

- In-depth knowledge of public sector finance, budgeting, and accounting principles.
- Strong leadership and communication skills, with the ability to effectively convey complex financial information to non-financial stakeholders.
- Proven ability to develop and implement financial strategies and programs.
- Proficiency in financial software, accounting systems, and Microsoft Office Suite.

IV. WORKING CONDITIONS

Work Environment: Office setting with occasional travel to other county facilities.

Physical Requirements: Ability to sit, stand, and walk for extended periods. Occasional lifting of up to 20 pounds.

V. OTHER

Jefferson County is an Equal Opportunity Employer and values diversity in the workplace.

		Employee			Eff date		Hourly Raise	
		3185 Lisa Driscoll			10/01/23		\$ 0.8491	
Start	Stop	Reg Hr	Reg Amoun	OT Hr	OT Amount	Training	Train Amt	
07/02/23	07/15/23		\$ -		\$ -		\$ -	
07/16/23	07/29/23		\$ -		\$ -		\$ -	
07/30/23	08/12/23		\$ -		\$ -		\$ -	
08/13/23	08/26/23		\$ -		\$ -		\$ -	
08/27/23	09/09/23		\$ -		\$ -		\$ -	
09/10/23	09/23/23		\$ -		\$ -		\$ -	
09/24/23	10/07/23	40	\$ 33.96		\$ -		\$ -	
10/08/23	10/21/23	80	\$ 67.93		\$ -		\$ -	
10/22/23	11/04/23	80	\$ 67.93		\$ -		\$ -	
11/05/23	11/18/23	80	\$ 67.93		\$ -		\$ -	
11/19/23	12/02/23	80	\$ 67.93		\$ -		\$ -	
12/03/23	12/16/23	80	\$ 67.93		\$ -		\$ -	
12/17/23	12/30/23	80	\$ 67.93		\$ -		\$ -	
12/31/23	01/13/24	80	\$ 67.93		\$ -		\$ -	
01/14/24	01/27/24	80	\$ 67.93		\$ -		\$ -	
01/28/24	02/10/24		\$ -		\$ -		\$ -	
02/11/24	02/24/24		\$ -		\$ -		\$ -	
02/25/24	03/09/24		\$ -		\$ -		\$ -	
03/10/24	03/23/24		\$ -		\$ -		\$ -	
03/24/24	04/06/24		\$ -		\$ -		\$ -	
04/07/24	04/20/24		\$ -		\$ -		\$ -	
04/21/24	05/04/24		\$ -		\$ -		\$ -	
05/05/24	05/18/24		\$ -		\$ -		\$ -	
05/19/24	06/01/24		\$ -		\$ -		\$ -	
06/02/24	06/15/24		\$ -		\$ -		\$ -	
06/16/24	06/29/24		\$ -		\$ -		\$ -	
06/30/24	07/13/24		\$ -		\$ -		\$ -	
07/14/24	07/27/24		\$ -		\$ -		\$ -	
07/28/24	08/10/24		\$ -		\$ -		\$ -	
08/11/24	08/24/24		\$ -		\$ -		\$ -	
08/25/24	09/07/24		\$ -		\$ -		\$ -	
09/08/24	09/21/24		\$ -		\$ -		\$ -	
09/22/24	10/05/24		\$ -		\$ -		\$ -	
10/06/24	10/19/24		\$ -		\$ -		\$ -	
10/20/24	11/02/24		\$ -		\$ -		\$ -	
11/03/24	11/16/24		\$ -		\$ -		\$ -	
11/17/24	11/30/24		\$ -		\$ -		\$ -	
TOTALS		680	\$ 577.39	0	\$ -	0	\$ -	
Retro Hourly Rate Due		0.8491		1.27365		0		
RETRO PAY		\$ 577.39		\$ -		\$ -		

TOTAL DUE \$ 577.39

		Employee		Eff date		Hourly Raise	
		1202 Rebecca Hall		10/01/23		\$ 0.8425	
Start	Stop	Reg Hr	Reg Amount	OT Hr	OT Amount	Training	Train Amt
07/02/23	07/15/23		\$ -		\$ -		\$ -
07/16/23	07/29/23		\$ -		\$ -		\$ -
07/30/23	08/12/23		\$ -		\$ -		\$ -
08/13/23	08/26/23		\$ -		\$ -		\$ -
08/27/23	09/09/23		\$ -		\$ -		\$ -
09/10/23	09/23/23		\$ -		\$ -		\$ -
09/24/23	10/07/23	40	\$ 33.70		\$ -		\$ -
10/08/23	10/21/23	80	\$ 67.40		\$ -		\$ -
10/22/23	11/04/23	80	\$ 67.40		\$ -		\$ -
11/05/23	11/18/23	80	\$ 67.40		\$ -		\$ -
11/19/23	12/02/23	80	\$ 67.40		\$ -		\$ -
12/03/23	12/16/23	80	\$ 67.40		\$ -		\$ -
12/17/23	12/30/23	80	\$ 67.40		\$ -		\$ -
12/31/23	01/13/24	80	\$ 67.40		\$ -		\$ -
01/14/24	01/27/24	80	\$ 67.40		\$ -		\$ -
01/28/24	02/10/24		\$ -		\$ -		\$ -
02/11/24	02/24/24		\$ -		\$ -		\$ -
02/25/24	03/09/24		\$ -		\$ -		\$ -
03/10/24	03/23/24		\$ -		\$ -		\$ -
03/24/24	04/06/24		\$ -		\$ -		\$ -
04/07/24	04/20/24		\$ -		\$ -		\$ -
04/21/24	05/04/24		\$ -		\$ -		\$ -
05/05/24	05/18/24		\$ -		\$ -		\$ -
05/19/24	06/01/24		\$ -		\$ -		\$ -
06/02/24	06/15/24		\$ -		\$ -		\$ -
06/16/24	06/29/24		\$ -		\$ -		\$ -
06/30/24	07/13/24		\$ -		\$ -		\$ -
07/14/24	07/27/24		\$ -		\$ -		\$ -
07/28/24	08/10/24		\$ -		\$ -		\$ -
08/11/24	08/24/24		\$ -		\$ -		\$ -
08/25/24	09/07/24		\$ -		\$ -		\$ -
09/08/24	09/21/24		\$ -		\$ -		\$ -
09/22/24	10/05/24		\$ -		\$ -		\$ -
10/06/24	10/19/24		\$ -		\$ -		\$ -
10/20/24	11/02/24		\$ -		\$ -		\$ -
11/03/24	11/16/24		\$ -		\$ -		\$ -
11/17/24	11/30/24		\$ -		\$ -		\$ -
TOTALS		680	\$ 572.90	0	\$ -	0	\$ -
Retro Hourly Rate Due		0.8425		1.26375		0	
RETRO PAY		\$ 572.90		\$ -		\$ -	

TOTAL DUE \$ 572.90

Start	Stop	Employee		Eff date		Hourly Raise	
		Reg Hr	Reg Amount	OT Hr	OT Amount	Training	Train Amt
			1052 Steve Groh				\$ 2.0749
07/02/23	07/15/23		\$ -		\$ -		\$ -
07/16/23	07/29/23		\$ -		\$ -		\$ -
07/30/23	08/12/23		\$ -		\$ -		\$ -
08/13/23	08/26/23		\$ -		\$ -		\$ -
08/27/23	09/09/23		\$ -		\$ -		\$ -
09/10/23	09/23/23		\$ -		\$ -		\$ -
09/24/23	10/07/23		\$ -		\$ -		\$ -
10/08/23	10/21/23		\$ -		\$ -		\$ -
10/22/23	11/04/23		\$ -		\$ -		\$ -
11/05/23	11/18/23		\$ -		\$ -		\$ -
11/19/23	12/02/23		\$ -		\$ -		\$ -
12/03/23	12/16/23		\$ -		\$ -		\$ -
12/17/23	12/30/23		\$ -		\$ -		\$ -
12/31/23	01/13/24	80	\$ 165.99		\$ -		\$ -
01/14/24	01/27/24	80	\$ 165.99		\$ -		\$ -
01/28/24	02/10/24		\$ -		\$ -		\$ -
02/11/24	02/24/24		\$ -		\$ -		\$ -
02/25/24	03/09/24		\$ -		\$ -		\$ -
03/10/24	03/23/24		\$ -		\$ -		\$ -
03/24/24	04/06/24		\$ -		\$ -		\$ -
04/07/24	04/20/24		\$ -		\$ -		\$ -
04/21/24	05/04/24		\$ -		\$ -		\$ -
05/05/24	05/18/24		\$ -		\$ -		\$ -
05/19/24	06/01/24		\$ -		\$ -		\$ -
06/02/24	06/15/24		\$ -		\$ -		\$ -
06/16/24	06/29/24		\$ -		\$ -		\$ -
06/30/24	07/13/24		\$ -		\$ -		\$ -
07/14/24	07/27/24		\$ -		\$ -		\$ -
07/28/24	08/10/24		\$ -		\$ -		\$ -
08/11/24	08/24/24		\$ -		\$ -		\$ -
08/25/24	09/07/24		\$ -		\$ -		\$ -
09/08/24	09/21/24		\$ -		\$ -		\$ -
09/22/24	10/05/24		\$ -		\$ -		\$ -
10/06/24	10/19/24		\$ -		\$ -		\$ -
10/20/24	11/02/24		\$ -		\$ -		\$ -
11/03/24	11/16/24		\$ -		\$ -		\$ -
11/17/24	11/30/24		\$ -		\$ -		\$ -
TOTALS		160	\$ 331.98	0	\$ -	0	\$ -
Retro Hourly Rate Due		2.0749		3.11235		0	
RETRO PAY		\$ 331.98		\$ -		\$ -	

TOTAL DUE \$ 331.98

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Nathan Cochran**

Department or Organization: **Prosecuting Attorney's Office**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **September 5, 2024**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Report by legal counsel**

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

- A. Report by counsel on Jefferson County Circuit Court Case No. 2023-C-127**
- B. Report by counsel on Shepherdstown Emergency Communications Tower Project.**

Is this a funding request? **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 **No** Internet/Wi Fi **No** Telephone for conference call **No**

Contact information: **Jaymee Houser**

Email address: **jhouser@jcpawv.org**

Phone Number: **304-728-3318**

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Edwina Benites-LM

Department or Organization: Administration

Estimation of amount of time needed for appointment: 30 minutes

Date Requested – 1st Choice: September 5, 2024

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

Date Requested – 2nd Choice:

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

1. **ESA Policies- discussion/ possible action (see attached)**
2. **Fire Service RFP- discussion/ possible action (see attached)**
3. **Using AI in Grant Application- workshop- discussion/ possible action (see attached)**
4. **Bloomery Road Workgroup- discussion/ possible action (see attached)**
5. **Impact Fees- discussion/ possible action (see attached)**
6. **Opioid Settlement Funds- discussion/ possible action (see attached)**
7. **Creation of the Office of Human Resources- discussion/ possible action (see attached)**
8. **Promotion of staff to lead the newly created Office of Human Resources- discussion/ possible action (see attached)**
9. **Consider matters involving or affect the construction, planning, purchase, sale, or lease of property for County office space and/or courthouse space- discussion/ possible 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 Both

If so, how much? \$ Hiring

Provide exact financial impact/request: \$80,179

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

See attached.

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



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
Steve Stolipher

VICE PRESIDENT
Jane Tabb

COMMISSIONER
Pasha Majdi

COMMISSIONER
Kelvin Upson

To: Commissioner Pasha Majdi
Commissioner Steve Stolipher
Commissioner Jane Tabb
Commissioner Kelvin Upson

From: Edwina Benites-LM, county administrator

Date: August 29, 2024

Re: County Administrator Report, September 5, 2024

ESA Mental Health Fund:

The Jefferson County Clerk requests that the Commission adopt the ESA policies before approving some allocations. The Jefferson County Clerk has not approved an allocation from the JCESA Mental Health Fund Account. The Commission allocated funding for this purpose in FY25. The JCESA policy 1907, "Mental Health Fund," includes a policy and procedure to "dedicate a sum of money to pay for mental health services for employees that are not paid for by the EAP [Employee Assistance Program] or health insurance."

The JCESA continues to work with the Commission administration to review operational policies.

Suggested motion: Motion to clarify that the County Commission was aware that the JCESA had numerous employment and operational policies in effect at the time of the transition; and, JCESA policies were adopted by the County Commission as of May 15, 2023, as part of the JCESA's transition to a County department.

Fire Service RFP

On July 6, 2024, the Commission approved the publication of a Request for Proposals (RFP) regarding the future of the fire service. The RFP has been posted with a closing date of August 30th.

You can access the RFP here: <https://www.jeffersoncountywv.org/county-government/bids-rfps>.

Using AI in Grant Application- Workshop

Jennifer Verdugo, Social Services Coordinator, will host a workshop on using AI to apply for grants. This event is free and open to the public, with a particular focus on grant managers.

Event details:

- **Date:** September 24
- **Time:** 10 AM - Noon
- **Location:** County Commission Meeting Room

Bloomery Road Workgroup

At the last Commission meeting, I was directed (or my designee) to establish a workgroup to address ongoing issues related to trash, illegal parking, and illegal camping on Bloomery Road. The workgroup will develop solutions to mitigate these problems and enhance the well-being of the community.

Jennifer Myers from Parks and Recreation and Debbie Lowe from the Sheriff's Office will lead the task force. The first meeting is scheduled for September 24th at 1 PM in the Commission meeting room.

Opioid Settlement Funds

At the August 15, 2024, Commission meeting, the Commission directed me to solicit applications for the use of County funds received as part of the opioid settlement. These funds are intended to support initiatives aimed at mitigating the impact of the opioid crisis in our community, including prevention, treatment, recovery, and support services.

In response to this directive, I have created an online application for interested parties to submit their proposals. The application is accessible here:

https://docs.google.com/forms/d/e/1FAIpQLSdqPnIovhvPXGGY-qtgAgrqsAC_gPmOakArKfyIQX-5hBOEag/viewform?usp=sf_link

I have set the application close date as November 1. All eligible organizations and entities are encouraged to apply by the deadline to ensure their projects are considered for funding.

Additional background:

The State of West Virginia, along with many counties and municipalities, sued opioid manufacturers, resulting in a settlement where the state received more than \$1 billion. Jefferson County received approximately \$1.2 million. The West Virginia First Foundation was established to oversee the use of these funds.

Earlier this year, the Commission hosted an opioid workshop to hear from the public, the Health Department, the Sheriff, and the attorney representing the Commission in the opioid settlement.

The West Virginia First Foundation and regional boards will conduct assessments to guide the use of the funds. Jefferson County has awaited this guidance but will soon determine the next steps. Meanwhile, the statewide and regional assessments are still pending, as the Foundation and its entities remain in formation.

In addition, the Commission previously directed that the opioid settlement funds be invested in a long-term Certificate of Deposit Account Registry Service (CDARS) account. This investment will significantly increase returns, projected to earn \$30,252.14 compared to the original allocation of less than \$5,000.

In August, the Commission reinvested these funds in another 90-day CDARS account.

Item for consideration:

The Jefferson County Commission Social Services Coordinator position is currently funded through American Rescue Plan Act (ARPA) funds, with additional support from Charles Town extending the position through the end of FY25. By utilizing returns from the opioid settlement funds and continued assistance from municipalities, this position could be funded indefinitely.

At current rates, Jefferson County could generate approximately \$60,000 in annual returns. If 20% of these returns (\$12,000) are reinvested, and the remaining 80% (\$48,000) is allocated to fund the position, municipalities would need to contribute roughly \$25,000 annually.

This approach would allow Jefferson County to sustain a Social Services Grant Coordinator position without any cost to taxpayers.

Creation of the Office of Human Resources:

The establishment of an Office of Human Resources aims to enhance the management and support of key functions, including recruitment, employee relations, benefits administration, and compliance with employment laws and regulations.

While there would be no budgetary impact, creating this office on the County's organizational chart would bring clarity for both staff and the public. This step would also contribute to improved constituent relations and elevate the level of professionalism within the organization.

Background:

With significant growth in workforce management needs, the current structure lacks a dedicated human resources unit. This has led to inefficiencies and potential compliance risks. By creating an Office of Human Resources, the County aims to:

1. **Streamline HR Processes:** Implement standardized processes for hiring, onboarding, and employee management to ensure consistency and efficiency across departments.

2. **Enhance Employee Support:** Provide dedicated resources for employee relations, benefits, training, and development, leading to higher satisfaction and retention.
3. **Ensure Compliance:** Maintain up-to-date knowledge of employment laws and regulations to minimize legal risks and ensure compliance.
4. **Improve Recruitment and Retention:** Develop strategies to attract and retain top talent and address workforce needs proactively.

The Office of Human Resources will be responsible for recruitment and hiring, employee relations, benefits administration, training, and development, as well as compliance and reporting.

Suggested motion: Motion to Create the Office of Human Resources in Department 401 – County Commission.

Promotion of staff to lead the newly created Office of Human Resources:

As a professional, large organization, the County requires dedicated human resources leadership to effectively manage its complex and dynamic operations. With approximately 300 full- and part-time employees, it is essential to ensure that human resources functions, such as recruitment, employee relations, benefits administration, and compliance, are handled with the highest level of professionalism.

Jessica James has demonstrated exceptional leadership and expertise in human resources. Her recent contributions include:

- **Executive Leadership:** Providing strategic guidance on promotions, demotions, and terminations.
- **Policy Development:** Creating and implementing comprehensive HR policies and procedures.
- **Performance Metrics:** Developing key performance indicators (KPIs) to improve HR functions.
- **Training and Development:** Leading employee training initiatives.
- **Community Advocacy:** Promoting the County's HR initiatives through community outreach.

Given her experience and the County's need for a professional human resources leader, I recommend promoting Jessica James to Chief Human Resources Officer/Assistant Deputy County Administrator.

This promotion will be funded through the salary previously allocated to the Deputy County Administrator position. No additional funding is required beyond what is already allocated to Department 401. This is a promotion and will not create a vacancy.

Suggested motion: Motion to promote Jessica James to Chief Human Resources Officer/Assistant Deputy Assistant County Administrator, grade 8, at a salary of \$80,179.00 effective September 6, 2024.



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
Steve Stolipher

VICE PRESIDENT
Jane Tabb

COMMISSIONER
Pasha Majdi

COMMISSIONER
Kelvin Upson

To: Commissioner Steve Stolipher
Commissioner Jane Tabb
Commissioner Pasha Majdi
Commissioner Kelvin Upson

From: Bessie Nelson

Date: September 5, 2024

Re: Fiscal Note: County Commission Restructure

County Administrator Edwina Benites requests the following:

Promotion:

Jessica James to Chief Human Resource Officer	\$80,179.00
Newly created position	
Amount budgeted for Assistant Deputy County Administrator FY 25:	\$61,806.00

The additional funding will be an internal adjustment from the Deputy County Administrator position

Amount budgeted for this position in FY 25:	\$80,179.00
Promotion of Director of Engineering to Deputy Co. Administrator	(10,000.00)
Promotion of Assist. Deputy Co. Admin to Chief HR Officer	<u>(18,373.00)</u>
Remaining funds budgeted for position #40104	\$59,806.00

**Jefferson County Commission
Chief Human Resources Officer
Job Description**

Position Title	Chief Human Resources Officer	Grade Level:	8
Department	County Commission Administration Office	Date:	09/05/2024
Reports to:	County Administrator	FLSA Status	Exempt

I. POSITION SUMMARY

The Chief Human Resources Officer (CHRO) is a strategic leader responsible for overseeing all facets of human resources management within Jefferson County. This role is crucial for developing and executing HR strategies, policies, and programs that align with the county's mission and support its operational objectives. The CHRO will provide executive-level human resources support to all county departments and elected offices, ensuring effective management of the county's human capital.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

- 1. Strategic HR Leadership:**
 - Develop and implement HR strategies that align with Jefferson County's mission and objectives.
 - Lead the HR department in formulating and executing policies and procedures.
 - Provide strategic advice on organizational development, talent management, and workforce planning.
- 2. Employee Relations and Performance Management:**
 - Oversee the administration of employee relations programs, including conflict resolution and grievance handling.
 - Manage performance appraisal systems and employee recognition programs.
 - Address and resolve employee issues and disputes to maintain a positive work environment.
- 3. Retention Responsibilities:**
 - Develop and implement strategies to enhance employee retention and reduce turnover.
 - Conduct exit interviews and analyze data to identify trends and improve retention strategies.
 - Create and oversee employee engagement initiatives to boost morale and job satisfaction.
- 4. Talent Acquisition and Development:**
 - Oversee recruitment processes to attract and secure top talent for the county.

- Implement training and development programs to foster employee skills and career growth.
 - Develop a robust employee pipeline to ensure a steady supply of qualified candidates for current and future organizational needs.
5. **Compensation and Benefits Management:**
- Design and manage compensation structures and benefits programs to ensure competitiveness and equity.
 - Conduct salary surveys and benchmark compensation practices.
 - Administer employee benefits programs, including health insurance, retirement plans, and leave policies.
6. **HR Policy Development:**
- Develop, review, and update HR policies and procedures to ensure compliance with laws and regulations.
 - Ensure that policies are communicated effectively to all employees and implemented consistently.
7. **Discipline, Employee Improvement, and Termination:**
- Oversee the disciplinary process, including investigation, documentation, and resolution.
 - Develop and manage employee improvement plans to address performance issues.
 - Administer terminations in accordance with established policies and legal requirements.
8. **Fostering Leadership Development:**
- Identify and nurture potential leaders within the organization.
 - Implement leadership development programs to enhance managerial skills and prepare future leaders.
9. **Close Interactions with Finance Director:**
- Collaborate with the Finance Director to ensure HR budget compliance during budget preparation and throughout the year.
 - Provide input on budgetary impacts related to staffing and compensation changes.
10. **Managing HR Staff:**
- Supervise and manage the HR team, including recruitment, training, and performance management.
 - Foster a collaborative and high-performance culture within the Office of Human Resources.
11. **Executive-Level HR Assistance:**
- Provide high-level HR support and consultation to all county departments and elected offices.
 - Address complex HR issues and offer guidance on best practices and legal compliance.
12. **On-boarding and Off-boarding:**
- Lead the development and enhancement of on-boarding and off-boarding processes.
 - Ensure that new hires are effectively integrated into the county and departing employees are managed smoothly.
13. **Diversity, Equity, and Inclusion (DEI):**

- Develop and implement DEI strategies and programs to promote a diverse and inclusive workplace.
 - Monitor and report on DEI metrics, ensuring that diversity and inclusion objectives are being met.
 - Provide training and resources to support an inclusive work environment.
- 14. Change Management:**
- Lead change management initiatives related to organizational restructuring, process improvements, and new HR systems.
 - Facilitate communication and support to help employees navigate changes effectively.
- 15. Employee Health and Wellness:**
- Develop and oversee employee wellness programs to promote physical and mental health.
 - Implement initiatives to support work-life balance and overall employee well-being.
- 16. HR Metrics and Analytics:**
- Utilize HR data and analytics to measure the effectiveness of HR programs and inform strategic decision-making.
 - Prepare and present HR metrics and reports to senior leadership and the County Commission.
- 17. Legal Compliance and Risk Management:**
- Stay abreast of changes in employment laws and regulations, ensuring the county's HR practices remain compliant.
 - Manage HR-related legal risks and work with legal counsel on employment-related issues.
- 18. Technology and Innovation:**
- Oversee the implementation and optimization of HR technology solutions, including HRIS, recruitment software, and performance management systems.
 - Promote innovative HR practices and tools to improve departmental efficiency and employee experience.
- 19. Community and Public Relations:**
- Represent the HR department and the county at community events, job fairs, and public engagements.
 - Foster relationships with external partners, such as educational institutions and professional organizations, to enhance the county's reputation and recruitment efforts.

III. QUALIFICATIONS

Education and Experience:

- Bachelor's degree- preference for a Bachelor's degree in Human Resources, Business Administration, Public Administration, or a related field. Master's degree or HR certification preferred.
- Minimum of 7 years of progressive HR experience, including management and strategic planning roles.

- Experience in a public sector or large organizational environment preferred.

Knowledge, Skills, and Abilities:

- In-depth knowledge of HR principles, practices, and employment laws.
- Proven ability to develop and implement HR strategies and programs.
- Excellent leadership, communication, and interpersonal skills.
- Ability to manage multiple priorities and work effectively in a dynamic environment.
- Proficiency in HR information systems and Microsoft Office Suite.

IV. WORKING CONDITIONS

- **Work Environment:** Office setting with occasional travel to other county facilities.
- **Physical Requirements:** Ability to sit, stand, and walk for extended periods. Occasional lifting of up to 20 pounds.

V. OTHER

Jefferson County is an Equal Opportunity Employer and values diversity in the workplace.

Jefferson County Commission August 15, 2024 —prepared by Jacquelyn Milliron

1. FOIA: I am happy to report that my FOIA appears to be nearing completion per the county administrator, with approximately 5-10 hours of staff time left and a drop box will be slated in the next couple days with an initial information drop as I requested. The information cache from the subcommittees of the planning commission appears to be greater than I had anticipated. Good to know lots of work transpired.

That said, I want to express my appreciation for the county administrator for her willingness to impart completed work thus far while working on the last set of files. I have included in my public comment my communications in an effort to show professionalism and respect that has been given to this despite my impatience.

I do hope that once the FOIA is complete, that the county will take the opportunity to provide these documents to the community on the its or on the planning commission website for reference.

FOIA of Subcommittees

5 messages

Jacquelyn Milliron <[redacted]@gmail.com>
To: Edwina Benites <ebenites@jeffersoncountywv.org>

Wed, Aug 7, 2024 at 4:34 PM

Good Afternoon Ms. Benitas,

Thank you for speaking with me regarding the status of my FOIA. It has been over a month, and while I know your busy, I would like to obtain the information that you have collected thus far as a start. You mentioned that you had to review the information but did not verify how long that process would take. I am asking for this initial information drop so I can get started on my final assessment of the comprehensive plan for the August 27, 2024 Public Hearing by the planning commission and other projects I am working on.

I know you mentioned that you are going to use a dropbox which is fine. I was able to receive hundreds of documents successfully from the WVDEP recently using that method.

Should you prefer for me to bring a memory device (new) as an alternative downloading method, please let me know.

Thank you again for all your help. It is much appreciated.

Sincerely,
Jacquelyn Milliron

Edwina Benites <ebenites@jeffersoncountywv.org>
To: Jacquelyn Milliron <[redacted]@gmail.com>

Wed, Aug 7, 2024 at 5:13 PM

Thank you, Ms. Milliron.

Staff and I spent several hours working on the FOIA request today and will reconvene later this week to continue on the work.

Eddie



Edwina Benites-LM
County Administrator
Jefferson County Commission
124 East Washington Street
Charles Town, West Virginia 25414
(304) 728-3284

From: Jacquelyn Milliron <[redacted]@gmail.com>
Sent: Wednesday, August 7, 2024 4:34 PM

To: Edwina Benites <ebenites@jeffersoncountywv.org>
Subject: FOIA of Subcommittees

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.

[Quoted text hidden]

Jacquelyn Milliron <[REDACTED]>
To: Edwina Benites <ebenites@jeffersoncountywv.org>

Wed, Aug 7, 2024 at 6:41 PM

That is good news, but can you give me an estimated completion date of the dropbox with information you have collected so far to be sent to me?
I have not experienced this level of delay in any FOIA I have requested, so feeling some concern as you might guess.

have in mind?

Sent from my iPhone

On Aug 7, 2024, at 5:13 PM, Edwina Benites <ebenites@jeffersoncountywv.org> wrote:

Thank you, Ms. Milliron.

Staff and I spent several hours working on the FOIA request today and will reconvene later this week to continue on the work.

Eddie

<image001.png>

[Quoted text hidden]

Edwina Benites <ebenites@jeffersoncountywv.org>
To: Jacquelyn Milliron <[REDACTED]>

Thu, Aug 15, 2024 at 7:08 AM

Ms. Milliron:

I should have a DropBox today or tomorrow for you of the documents responsive of your first two questions. I haven't made it though the file of documents responsive to the third question, but I'm trying to respect your desire to have the information before the next workshop on the Comprehensive Plan and will send you what I have so far.

Staff and I need to set aside another 5-10 hours to review the last file. I hope to have completed the last file by the end of next week.

Eddie

Get Outlook for iOS

From: Jacquelyn Milliron <[REDACTED]>
Sent: Wednesday, August 7, 2024 6:41:29 PM
To: Edwina Benites <ebenites@jeffersoncountywv.org>
Subject: Re: FOIA of Subcommittees

[Quoted text hidden]

Jacquelyn Milliron <[REDACTED]>
To: Edwina Benites <ebenites@jeffersoncountywv.org>

Thu, Aug 15, 2024 at 2:28 PM

Good Afternoon Eddie,

That is wonderful news! Thank you! much appreciated
Jacquelyn

[Quoted text hidden]

Good Evening.

I'd like to address the citizens of Jefferson County because I have no confidence in this commission.

My name is Jackson's sister, as a local and this commissions newspaper of choice, prefers to call me. And speaking of this paper, it's nothing more than a tabloid, which puzzles me why this commission prefers to use it.

With that said, take a good look at this photograph. It's a photograph of Steve Stolipher, Wayne Clark, and Pasha Majdi. Looks like Steve wanted one of his friends placed in the Charles Town district commission seat.

This is what the 3-judge panel did not get to see during a recent removal hearing of two duly elected officials. Mr. Harvey felt so inclined to tell a story about Commissioner Jackson and her associations but failed to tell the whole story or put Steve's associations on trial. Therefore, at least 2 of these persons, Mr. Stolipher a commissioner, and Mr. Clark a WV Delegate, use Dan Casto as their personal attorney. This is the same Dan Casto that sued the county by representing Lutman Land Development and the same Dan Casto caught conspiring with Stolipher and Harvey through text message at a JCREC meeting. This my friends, is a conflict of interest.

Now back to this paper and Mr. Majdi. Mr. Majdi decided to use this paper to attack a group of citizens. The article insinuated he received threats of racism from this group. Yet no one has seen or witnessed evidence of these threats. This is slanderous and defamation Mr. Majdi. Erik Anderson, staff writer for this paper wrote "attempts to reach Jackson's sister were unsuccessful". I assure you no attempts were made by phone, email, or messenger. With that said, I have JCREC's response as to which person they wanted to fill the Charles Town seat. And it wasn't you Mr. Majdi. The JCREC is quoted saying. "It was a choice of appointing him, referring to Mr. Majdi, or outstanding conservative Keith Lowry and she (Tricia Jackson) chose to appoint Pasha." I guess Pasha isn't an outstanding conservative in the words of the JCREC. This just proves the JCREC stacked the deck in favor of Mr. Stolipher making the JCREC complicit and irrelevant at this point while placing innocent people in the crosshairs. This commission and the JCREC stopped listening to the citizens and jumped on board with the shenanigans of this county and Mr. Stoliphers agenda. When I say Mr. Stoliphers agenda, remember his associations I mentioned earlier. I know Steve has no mental capacity or power to do this alone.

Now, speaking of racism, or identity politics, I also find it odd that Jane Tabb is receiving the Mildred Mitchell-Bateman award, the first African-American woman to hold a high-ranking office in WV gov't. Let me remind you that Jane, when given the opportunity, not only denied the Charles Town seat to be filled by a woman, but also denied it to a woman of color. It's ironic, don't you think? I assure you Mr. Majdi you were not Jane's first choice either. Guess congratulations are in order Jane.

I've provided facts and I've provided proof. Something this commission, nor this county gov't does for the citizens.

But these are just my observations.

Lastly, did any of you return your paychecks for the missed July meeting which had no agenda items? Because Blue Ridge Mountain Citizens Coalition requested to be on the agenda in September 2023 and was never given the opportunity. Still no response from this commission as of today's meeting.





Jefferson County GOP - WV

Denise Nick The JCREC had absolutely nothing to do with removing the two County Commissioners. And we noticed that Mary Gee said that Steve Stolipher appointed Pasha Majid which is also not true.

Commissioner Tricia Jackson had a choice of appointing him or outstanding conservative Keith Lowry and she chose to appoint Pasha.



08/20/24

To whom it may concern in Jefferson County,

My name is Nancy Jones and I am an animal lover and have worked in veterinary medicine for many years. With the high cost of everything, people are dumping their dogs and cats because the shelters are always at capacity. So many of us can't afford the high cost of rent OR a mortgage. For many people the cost of food is too much for them so they certainly can't afford to take care of a their animals. We have to do something different to curb the amount of unwanted dogs and cats in our area. My first suggestion is that I noticed that the county doesn't even ask if our dogs are spayed or neutered.

That should be the first question in filling out the forms for dog tags, along with proof of spay or neuter. The costs for the tags are the ONLY thing that hasn't gone up in our county (those should be raised) in order to help the shelters add on to their facilities, OR to offer low cost spay/neuter clinics, food pantries, etc.

The cost should be triple or more for dog licenses IF their dog is not spayed or neutered because they are a big contribution to the problem. This is a great deterrent if the cost is much more, the county should be adding a brochure about getting your pet fixed, facilities that do low cost spay/neuter, vaccine clinics and where they could find help to keep them fed, etc. I've lived here for more than twenty years and its always been the same form, same charge, but so MANY people are moving out here and the county hasn't changed ANYTHING. I would like to think most of us love our dogs and cats and wouldn't mind paying more to help the CRISIS that is happening in every county everywhere in this country. Please, please let me know how I can help, how to get this to county board so that we can make some positive changes for our beloved dogs and cats.

Sincerely,

Nancy E. Jones
208 Turn One Drive
Summit Point WV 25446
703-203-9918

Support for the Flowing Springs Solar Facility

My name is Richard Zigler. I live on Roper North Fork Road. I support any and all commercial solar facilities for this county. Yes, the first one built is still ugly, because they bought their land and have no one to be accountable to for aesthetics or preservation of soil. The ones that are planned now are to be leasing the land, and will be a continual influx of money to the county through both property taxes and the lease money will, for the most part, remain local. Again, millions of dollars' worth of virtually "free" money will be invested in the county.

Currently, the county is in the process of building two new schools. We, as taxpayers, are trying to find out just how expensive they are. On average, in West Virginia, schools cost around \$44 Million to build and equip. Then, if the median salary is \$55,000 per teacher salary, annually, 30 years, the expected life of a Solar facility, comes to \$1,650,000. I do not know how many new teachers will be required to educate the influx of students soon to be upon us because of the extreme rate of residential growth we currently have.

Then there are the Add-Ons. There is a need for a large public pool. I read where other entities will pick up the major portion of the costs, but that the county would still need to come up with \$15 Million to bring this to fruition. But, as we all know, no project ever seems to come in under budget. The people that attended the Townhall meeting in Shepherdstown made it abundantly clear that they will be demanding new, and larger, parks. Maintenance of ball fields and mowing of large acreage is expensive.

This year we experienced severe drought. Water supplies, regionally, were considered dire. Especially in the heavier populated areas. With no guarantees as to future weather

patterns, and thus the renewing of our aquifers, residential housing needs to be slowed. But that doesn't look likely for the near future, until after all the "farmland", that everybody wants to save from solar facilities, is under roof or asphalt.

Solar facilities can answer many of these issues. They retard residential growth, and all the expenses that go with it. They maintain open space for the recharging of our water supplies. They provide millions of dollars' worth of unencumbered tax revenue for the county. Also, since you have to put a value on expenditures you don't have to fulfill, like expensive new schools and supporting infrastructure, Solar facilities are even more of a boon to the county. Corny as it sounds, having Solar facilities, in reality, would be like being paid Millions of dollars to save money, protect natural resources, and slow the exponential residential housing issue we now have.

But these entities should be given a tax break to make them more feasible to become reality. Yes, the PILOT for Wild Hill was unfairly denied, but if the county wants money, the county needs to concede tax relief, because they do not put students in schools, or require emergency services, or require water or sewer infrastructure. They save the county money in this respect. They just sit there and generate money.

The county cannot afford to be blinded by the "Tyranny of the Minority". If asked if taxpayers want more levies to pay for more schools, or free tax dollars for the county, that they don't have to pay, I do believe that they would prefer the latter.

So, I strongly suggest that the Flowing Springs project, as well as the others proposed for the county, be courted to build here, instead of being denied.