

AGENDA
JEFFERSON COUNTY COMMISSION
FOURTH QUARTERLY SESSION – OCTOBER- DECEMBER 2024
THURSDAY, November 7, 2024
9:30 a.m.
County Commission Meeting Room
located at the Old Charles Town Library
200 E. Washington Street, Charles Town, WV

Zoom Broadcast (live):

<https://us06web.zoom.us/j/88508131766?pwd=viziIDcmCjMM32633vwho3oxjHAH2.1>

Meeting ID: 885 0813 1766

Passcode: 629988

If you are attending virtually and would like to speak during the public comment period, please use the “raise hand” icon.

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.

Consent Agenda

Approval of Minutes

1. August 1, 2024
2. August 15, 2024
3. September 5, 2024
4. September 19, 2024
5. September 26, 2024

Approval of Accounts Payable:

1. October 24, 2024
2. October 31, 2024
3. November 7, 2024

Approval of Manual Checks:

1. October 25, 2024
2. November 1, 2024
3. November 8, 2024

Approval of Payroll:

1. October 25, 2024

Approval of Requisitions:

1. November 7, 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 Zoom 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.

Regular Agenda- It is expected that all items will include discussion and possible action

1. 9:40 am Angie Banks, Assessor
 1. Exonerations
2. 9:45 am Jessica James, Chief Human Resources Officer
 1. Employee recognition
 2. Human resources training request and approval of accompanying budget transfers
 3. Approval of hire – public affairs coordinator – Jefferson County Homeland Security and Emergency Management
 4. Approval of hire – zoning administrator – Jefferson County Department of Engineering, Planning, and Zoning
 5. Approval of hire – deputy director – Jefferson County Emergency Communications
3. 10:05 am Boards, Commissions, and Committees- interviews and possible appointments
 1. Eastern Panhandle Regional Planning and Development Council (Region 9)
 2. Jefferson County Audit RFP Review Committee
4. 10:20 am Krista Hoffman, executive director, Jefferson County Development

Authority

Pasha Majdi, commissioner

1. Resolution regarding the expansion of the YMCA into Jefferson County

5. 10:25 am Jim Klein, Hospice of the Panhandle
1. Proclamation of National Hospice and Palliative Care Month
6. 10:30 am Becky Burns, office manager, Jefferson County Department of Engineering, Planning, and Zoning
1. Impact fee refund request
7. 10:35 am Matt Harvey, Prosecuting Attorney
1. Approval to hire: victim's advocate
8. 10:40 am Rebecca Hall, Prosecuting Attorney's Office Victim Assistance Program
1. VOCA Grant Contract Approval and Signature
9. 10:45 am Bessie Nelson, County Commission
1. State Budget Revisions for FY25
10. 10:50 am ARPA Funding Requests
11. 11:10 am Opioid Funding Requests
12. 11:30 am Nathan Cochran, Assistant Prosecuting Attorney
1. Report by counsel on West Virginia Human Rights Commission EREP-49-21.
13. 11:35 pm Edwina Benites-LM, County Administrator
1. Consider matters involving or affecting the construction, planning, purchase, sale, or lease of property for County office space and/ or courthouse space.
14. ADJOURN

CORRESPONDENCE AND INFORMATION

Minutes

Jefferson County Commission

Thursday, August 1, 2024

A meeting of the Jefferson County Commission was held on Thursday, August 1, 2024, during the third quarterly session at 9:30 a.m. The meeting was held virtually and in-person. Present were President Steve Stolipher, Vice President Jane Tabb, Commissioner Pasha Majdi, Commissioner Kelvin Upson, and Commissioner Dr. James Cook. Also present were Edwina Benites-LM, County Administrator, Steve Groh, Assistant Prosecuting Attorney, Jacki Shadle, County Clerk, and Sorayda Pitts, Administrative Assistant. The archived meeting is available on the Jefferson County Commission website.

Moment of Silence

Pledge of Allegiance

Pledge of allegiance of West Virginia flag

APPROVAL OF MINUTES

Mr. Stolipher motioned to approve the July 11, 2024, regular meeting minutes as presented. The motion was approved without objection.

APPROVAL OF ACCOUNTS PAYABLE

CHECK NUMBER		VENDOR NAME	UNCLEARED
89990		AMANDA JOHNSON	268.00
89991		AT&T BILL PAYMENT	2.58
89992		AWVA-ASSOCIATION OF WV ASSESSORS	100.00
89993		BENJAMIN S WILLIAMS	235.00
89994		BUREAU OF CHILD SUPPORT	985.39
89995		CAILEIGH OLIVER-MILLER	6,954.00
89996		COMPTROLLER OF MARYLAND	1,500.46
89997		DARYLL WIMER	12.70
89998		DAVID WAMPLER	6.42
89999		DIGITAL DOCUMENT SOLUTIONS INC	875.56
90000		EASTERN PANHANDLE REGIONAL PLANNING & DEVELOPMENT	54,238.94
90001		EFTPS IRS TAXES	160,278.31
90002		EMPOWER RETIREMENT	8,239.24

90003		ENTERPRISE FM TRUST	4,012.61
90004		FBINAA WV	230.00
90005		FRONTIER	209.14
90006		FRONTIER	120.89
90007		FRONTIER	7,294.53
90008		FRONTIER	3,197.67
90009		FRONTIER	162.66
90010		FRONTIER	55.00
90011		FRONTIER	2.25
90012		FRONTIER	1,025.33
90013		GREGORY JONES	18.55
90014		GUTTMAN OIL CO	5,777.55
90015		JEFF CO PARKS & RECREATION COMMISSION	15,692.00
90016		JEFFERSON SECURITY BANK	3,885.00
90017		JESSICA JAMES	45.82
90018		MAZZITTI & SULLIVAN EAP	1,422.00
90019		MILLENIUIM INSURANCE GROUP	900.00
90020		MOTOROLA SOLUTIONS INC	11,804.44
90021		NATIONWIDE RETIREMENT SOLUTIONS	1,065.00
90022		PA SCU	320.00
90023		RETIREE HEALTH BENEFIT TRUST	7,949.00
90024		RICE TIRES CO	135.89
90025		SARGENT'S COURT REPORTING SERVICE INC	519.36
90026		SOFTWARE COMPUTER GROUP	1,080.00
90027		SOFTWARE SYSTEMS INC	1,165.95
90028		TEK ADVISORS LLC	4,200.00
90029		WAR MEMORIAL HOSPITAL	205.81
90030		WHOLESALE TIRES INC.	76.52
90031		WV BUREAU OF EMPLOYMENT UNEMPLOYMENT COMP. DIV.	5,600.86
90032		WV DEPUTY SHERIFF RETIREMENT SYSTEM	26,809.72
90033		WV EMERGENCY MEDICAL SERVICES RETIREMENT SYSTEM	64,412.54
90034		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	49,941.12
90035		WV REGIONAL JAIL & CORRECTION FACILITY AUTH	53,952.08
90036		WV STATE TAX DEPARTMENT	44,692.55
90037		WV UNITED HEALTH SYSTEM	531.30
90038		WV ASSOCIATION OF COUNTIES	6,500.00
90039		WVCORP WV COUNTIES SELF INSURANCE RISK POOL	233,164.75
90040	FG/009	SHERIFF OF JEFFERSON COUNTY	5,596.32
90041	BS/011	SHERIFF OF JEFFERSON COUNTY	9,975.98
90042	AM/053	SHERIFF OF JEFFERSON COUNTY	1,901.28
			809,348.07

Mr. Stolipher motioned to approve the accounts payable for July 18, 2024, in the amount of \$809,348.07. The motion was approved unanimously.

CHECK NUMBER	VENDOR NAME	UNCLEARED
90043	AHA-ARTS & HUMANITIES ALLIANCE	1,684.96
90044	APRIL BLAKER	1,366.81
90045	BOLAND TRANE SERVICES INC	3,524.44
90046	CARDINAL HEALTH 110, LLC	620.01
90047	DAVID EVERETT BOOBER	1,630.30
90048	DEARBORN LIFE INSURANCE COMPANY	2,726.40
90049	ENTERPRISE FM TRUST	2,286.17
90050	ESS ELECTION SYSTEMS & SOFTWARE	2,457.26
90051	G & TRIPLE T LLC	2,125.00
90052	GEARCLEAN, INC	4,502.50
90053	GRUBER-LATIMER RESTORATION	4,054.00
90054	GUTTMAN OIL CO	6,199.88
90055	HIGHMARK WV	48,681.22
90056	J.C. EHRLICH	859.99
90057	JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION	2,495.00
90058	JEFFERSON COUNTY SOLID WASTE AUTHORITY	103.19
90059	JEFFERSON CO CONVENTION AND VISITORS BUREAU	44,180.36
90060	JEFFERSON COUNTY DEVELOPMENT AUTHORITY	26,250.00
90061	JEFF CO PARKS & RECREATION COMMISSION	37,943.92
90062	KAILA NAPIER	372.10
90063	KAREN OLDEN	5,250.00
90064	KONE BROOKLYN	1,809.75
90065	MATTHEW BENDER	280.86
90066	MCA, INC	2,830.05
90067	NATIONAL VISION ADMIN.	555.99
90068	POTOMAC EDISON	184.74
90069	QUADIENT INC	704.20
90070	R.E. MICHEL CO. LLC	181.74
90071	RICE TIRES CO	284.33
90072	DR. ROBERT E. JONES III	1,000.00
90073	ROBERTS OXYGEN COMPANY, INC	129.77
90074	SARGENT'S COURT REPORTING SERVICE INC	411.90
90075	SPIRIT OF JEFFERSON	252.10
90076	TOWN OF BOLIVAR	2,056.49
90077	UNIFIRST	298.92

90078		US BANK	93,432.94
90079		VINCENT TIONG	1,191.15
90080		WITMER PUBLIC SAFETY GROUP INC	78.00
90081		WV ASSOCIATION OF COUNTY CLERKS	650.00
90082	GS/004	GENERAL COUNTY FUND-J FEE	10,480.33
			316,126.77

Mr. Stolipher motioned to approve the accounts payable for July 25, 2024, in the amount of \$316,126.77. The motion was approved unanimously.

CHECK NUMBER		VENDOR NAME	UNCLEARED
90084		AMERICAN FAMILY LIFE INSURANCE COMPANY ICU	2,116.50
90085		AMERIFLEX	195.00
90086		AT&T	196.10
90087		AT&T	981.94
90088		BIEDLERS ELEC MOTOR REP	205.62
90089		BOUND TREE MEDICAL LLC	586.80
90090		BUREAU OF CHILD SUPPORT	985.39
90091		CAPITAL LIGHTING & SUPPLIES LLC	1,040.14
90092		CAPITAL ELECTRIC	326.82
90093		CLERK OF JEFFERSON COUNTY COMMISSION	54.04
90094		CLERK OF THE COURT	20.00
90095		COLONIAL LIFE	95.68
90096		COMPILED TECHNOLOGIES LLC	2,750.00
90097		COMPTROLLER OF MARYLAND	1,441.35
90098		CPI-COMPUTER PROJECTS OF ILLINOIS	1,980.00
90099		EFTPS IRS TAXES	151,219.77
90100		EMPOWER RETIREMENT	8,147.43
90101		FIDELITY POWER SYSTEMS	1,026.03
90102		FIRST CITIZENS BANK & TRUST CO	2,230.47
90103		GUTTMAN OIL CO	6,277.71
90104		HIGHMARK WV	211,952.26
90105		INTAB	764.53
90106		JEFFERSON SECURITY BANK	3,885.00
90107		LANGUAGE LINE SERVICES	109.00
90108		THE LAW OFFICE OF GREGORY E KENNEDY PLLC	30,195.94
90109		MALLOY FORD	721.24
90110		MCA, INC	1,827.12
90111		MCKESSON MEDICAL-SURGICAL GOVERMENT SOLUTIONS LLC	856.76
90112		MILLENIUM INSURANCE GROUP	1,800.00
90113		MOTOROLA SOLUTIONS INC	3,100.00

90114		NATIONWIDE RETIREMENT SOLUTIONS	1,065.00
90115		EMS TECHNOLOGY SOLUTIONS, LLC	2,600.00
90116		PA SCU	320.00
90117		POTOMAC EDISON	33,782.07
90118		R.E. MICHEL CO. LLC	5,239.86
90119		ROBERTS OXYGEN COMPANY, INC	145.67
90120		TALON MORRIS	55.00
90121		TEK ADVISORS LLC	4,399.50
90122		TYLER TECHNOLOGIES	8,741.25
90123		UNIFIRST	99.64
90124		WAR MEMORIAL HOSPITAL	123.53
90125		WITMER PUBLIC SAFETY GROUP INC	732.00
90126		WV DEPUTY SHERIFF RETIREMENT SYSTEM	26,432.16
90127		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	49,919.27
90128		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	166.49
90129		WV STATE TAX DEPARTMENT	11,432.03
90130		WV TREASURY	4,800.00
90131		WV UNITED HEALTH SYSTEM	573.17
90132	FG/009	BERKELEY CO SHERIFF'S OFFICE	2,634.24
90133	FG/009	CITY OF CHARLES TOWN	168.76
90134	FG/009	RANSON POLICE DEPT	3,309.28
90135	FG/009	SHERIFF OF JEFFERSON COUNTY	5,645.03
90136	BS/011	SHERIFF OF JEFFERSON COUNTY	9,992.26
90137	AM/053	SHERIFF OF JEFFERSON COUNTY	1,887.80
			611,352.65

Mr. Stolipher motioned to approve the accounts payable for August 1, 2024, in the amount of \$611,352.65. The motion was approved unanimously.

APPROVAL OF MANUAL CHECKS

			18-Jul-24	
		OTHER FUNDS		
Check #	Fund	Vendor		Amount
921	HD/008	D-TRAX, LLC		\$32.00
922	HD/008	SHERIFF OF JEFFERSON COUNTY		\$2,431.30
352	AR/207	INDEPENDENT VOLUNTEER FIRE COMPANY		\$2,400.00
353	AR/207	SHEPHERDSTOWN VOLUNTEER FIRE COMPANY		\$1,600.00
354	AR/207	SHERIFF OF JEFFERSON COUNTY		\$10,465.38
137	IS/249	TISCHLERBISE INC		\$14,300.00
164	IP/249	JEFF CO PARKS & RECREATION COMMISSION		\$12,400.00
158	IE/249	TISCHLERBISE INC		\$3,950.00
3	IA/249	TISCHLERBISE INC		\$4,620.00

999	CW/059	TOTAL ID SOLUTIONS INC		\$587.00
TOTAL				\$52,785.68

Mr. Stolipher motioned to approve the manual checks for July 19, 2024 in the amount of \$52,785.68. The motion was approved unanimously.

		25-Jul-24		
		OTHER FUNDS		
Check #	Fund	Vendor		Amount
606	CS/002	EASTERN PANHANDLE MENTAL HETH CENTER		\$1,400.00
923	HD/008	US BANK		\$91.34
1180	AV/056	US BANK		\$278.00
376	FP/057	JEFFERSON CO FARMLAND PROTECTION		\$166,563.08
355	AR/207	AT&T		\$2,693.98
356	AR/207	US BANK		\$898.55
1886	CO/246	B&M PAINTING		\$34,137.50
1887	CO/246	US BANK		\$1,222.10
1000	CW/059	NANCY A. NELSON		\$1,535.00
TOTAL				\$208,819.55

Mr. Stolipher motioned to approve the manual checks for July 26, 2024 in the amount of \$208,819.55. The motion was approved unanimously.

		1-Aug-24		
		OTHER FUNDS		
Check #	Fund	Vendor		Amount
607	CS/002	BRENDA HINKLE		\$262.82
924	HD/008	SHERIFF OF JEFFERSON COUNTY		\$2,311.34
1181	AV/056	COMMERCIAL PRESS INC		\$725.00
1182	AV/056	GLOBAL SCIENCE & TECHNOLOGY INC		\$3,075.00
1183	AV/056	MR PRINT		\$1,820.00
1184	AV/056	PRINT-O-STAT INC		\$190.00
357	AR/207	FRIENDSHIP VOLUNTEER FIRE COMPANY		\$1,800.00
358	AR/207	SHERIFF OF JEFFERSON COUNTY		\$10,279.23
1001	CW/059	WV STATE POLICE ACCT OFFICE		\$30.00
1002	CW/059	WV STATE AUDITOR		\$1,595.00
416	WV/369	WV DEPUTY SHERIFF RETIREMENT SYSTEM		\$680.00
TOTAL				\$22,768.39

Mr. Stolipher motioned to approve the manual checks for August 2, 2024 in the amount of \$22,768.39. The motion was approved unanimously.

APPROVAL OF PAYROLL

Mr. Stolipher motioned to approve payroll for July 19, 2024, in the amount of \$460,411.91. The motion was approved unanimously.

APPROVAL OF REQUISITIONS

Mr. Stolipher motioned to approve the requisitions for August 1, 2024, in the amount of \$105,721.44. The motion was approved unanimously.

ANNOUNCEMENTS

Ms. Benites-LM announced that item number 10 regarding the Probate office will be removed from the agenda for today.

PUBLIC COMMENT:

Public comment was received by the following individuals:

1. Jacquelyn Milliron (Attachment A)
2. David Tabb (Attachment B)
3. Christy Stadig (Attachment C)
4. John Gonanu
5. Christine Marshall
6. Colin Stine (Attachment D)

PRESENTATIONS

1. Angie Banks- Assessor

Exonerations

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Wanda Nunn & Michael Hughes	PP	CTD	\$,1003.25	303169

Motion by Mr. Stolipher to approve the Exoneration for ticket No. **303169** as presented by Ms. Banks. Motion seconded by Mr. Upson and unanimously approved.

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
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Philip J & Deborah A. Hale	RE	BC	\$2,329.05	202
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Motion by Mr. Stolipher to approve the Exoneration for ticket No. **202** as presented by Ms. Banks. Motion seconded by Mr. Majdi and unanimously approved.

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Laura Goode	LAND	RANSON	\$3,528.16	8916

Motion by Mr. Stolipher to approve the Exoneration for ticket No. **8916** as presented by Ms. Banks. Motion seconded by Ms. Tabb and unanimously approved.

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Angie Leclair	PP	SHEP	\$141.64	31664

Motion by Mr. Stolipher to approve the Exoneration for ticket No. **31664** as presented by Ms. Banks. Motion seconded by Ms. Tabb and unanimously approved.

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Linda Kaye Shockey	PP	KABLETOWN	\$152.76	31126

Motion by Mr. Stolipher to approve the Exoneration for ticket No. **31126** as presented by Ms. Banks. Motion seconded by Mr. Upson and unanimously approved.

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Alexandria M. Bentley-Agyei & A. Kofi	PP	CHARLES TOWN	\$18.90	305167

Motion by Mr. Stolipher to approve the Exoneration for ticket No. **305167** as presented by Ms. Banks. Motion seconded by Mr. Upson and unanimously approved.

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Joseph & Danielle Starkey	PP	HARPERS FERRY	\$512.02	308843

Motion by Mr. Stolipher to approve the Exoneration for ticket No. **308843** as presented by Ms. Banks. Motion seconded Mr. Upson and unanimously approved.

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Blake Heffner	PP	CTC	\$88.59	305627

Motion by Mr. Stolipher to approve the Exoneration for ticket No. **305627** as presented by Ms. Banks. Motion seconded by Ms. Tabb and unanimously approved.

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Donald E. & Sandra D. Harder, Sr.	PP	HARPERS FERRY	\$55.36	307392

Motion by Mr. Stolipher to approve the Exoneration for ticket No. **307392** as presented by Ms. Banks. Motion seconded by Mr. Upson and unanimously approved.

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Donald E. & Sandra D. Harder, Sr.	PP	HARPERS FERRY	\$55.49	307749

Motion by Mr. Stolipher to approve the Exoneration for ticket No. **307749** as presented by Ms. Banks. Motion seconded by Mr. Majdi and unanimously approved.

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Jonathan L. Marrero Fernandez & Johanna Jimenez Frias	PP	CHARLES TOWN	\$549.26	302727

Motion by Mr. Stolipher to approve the Exoneration for ticket No. **302727** as presented by Ms. Banks. Motion seconded by Mr. Majdi and unanimously approved.

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Anthony Spina	PP	CHARLES TOWN	\$230.73	303974

Motion by Mr. Stolipher to approve the Exoneration for ticket No. **303974** as presented by Ms. Banks. Motion seconded by Mr. Upson and unanimously approved.

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
David & Vivian Fields	PP	CHARLES TOWN	\$991.38	305476

Motion by Mr. Stolipher to approve the Exoneration for ticket No. **305476** as presented by Ms. Banks. Motion seconded by Ms. Tabb and unanimously approved.

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Sara A. Glassford	RE	SHEPH	\$2,103.57	27997

Motion by Mr. Stolipher to approve the Exoneration for ticket No. **27997** as presented by Ms. Banks. Motion seconded by Ms. Tabb and unanimously approved.

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Sara A. Glassford	RE	SHEPH	\$2,108.25	28534

Motion by Mr. Stolipher to approve the Exoneration for ticket No. **28534** as presented by Ms. Banks. Motion seconded by Mr. Majdi and unanimously approved.

Approval of part time/seasonal hire – Jefferson County Assessor’s Office

Mr. Majdi motioned to hire Bonnie Lou Crone as a part time seasonal hire in the Assessor’s Office beginning on August 5, 2024 at \$18/ hour. The motion was seconded by Mr. Stolipher and approved unanimously.

2. Tom Hansen, Sheriff

Renewal of Board of Education agreement for public resource officer

Mr. Stolipher motioned to approve an agreement between the Jefferson County Commission, Sheriff’s Office, and Board of Education regarding the placement of a Prevention Resource Officer at Jefferson High School. The motion was seconded by Dr. Cook and approved unanimously.

Bailiff retirement/ replacement

Mr. Stolipher motioned to approve the transfer of Julie Myers from a part-time bailiff to an 80-hour bailiff effective August 26, 2024 at a rate of \$17.50 per hour. The motion was seconded by Mrs. Tabb and approved unanimously.

Sheriff’s commission

Mr. Stolipher motioned to approve payment for the Sheriff’s commission at \$15,000. The motion was seconded by Mr. Upson and approved unanimously.

3. Nikki Painter, Voters and Elections

Extended Emergency Absentee Voting Policy

Mr. Stolipher motioned to approve the Extended Emergency Absentee Voting Policy as presented. The motion was seconded by Dr. Cook and approved unanimously.

Early Voting locations

Mr. Stolipher motioned to approve the Early Voting location of Charles Washington Hall. The motion was seconded by Mr. Upson and approved unanimously.

Election update/ timeline

Ms. Painter provided an update on the election.

4. Lyn Widmyer, League of Women Voters

Request November general election canvass to be live-streamed

Mr. Stolipher moved that the Board of Canvassers certification meeting for the November election be streamed live. The motion was seconded by Dr. Cook and approved unanimously.

5. Roger Goodwin, Chief County Engineer of the Department of Engineering, Planning and Zoning

D.R. Horton, Inc.- Tollhouse Woods Subdivision (File #04-21-SD) partial bond release

Mr. Stolipher motioned to authorize a partial release of Performance Bond #EACX4025076 with Endurance American Insurance Company, Mt. Juliet, TN, in the amount of \$3,203,003.00 for D.R. Horton, Inc.- Tollhouse Woods Subdivision (File #04-21-SD). The motion was seconded by Mr. Majdi and approved unanimously.

Shubhangini, LLC- Burr Business Park, Lot 37 Warehouse (File #22-4-SP) partial bond release

Mr. Stolipher motioned to authorize a partial release of Performance Bond #GM228027 with Great Midwest Insurance Company, Houston, TX in the amount of \$258,229.00 for Shubhangini, LLC- Burr Business Park, Lot 37 Warehouse (File #22-4-SP). The motion was seconded by Mr. Upson and approved unanimously.

Howard Shockey & Sons, Inc.- TeMa North America (File #21-7-SP) complete bond release

Mr. Stolipher motioned to authorize a complete release of Performance Bond #107444908 with Travelers Casualty & Surety Company of America, Hartford, CT in the amount of \$570,260.00 for Howard Shockey & Sons, Inc.—TeMa North America, LLC (File #21-7-SP). The motion was seconded by Mr. Majdi and approved unanimously.

Request approval to amend Parks and Recreation Impact Fees- FY 2025 Capital Improvement Plan

Mr. Stolipher motioned to approve Parks and Recreation Impact Fees-FY 2025 Capital Improvement Plan Amendment #1. The motion was seconded by Ms. Tabb and approved unanimously.

6. Josh Smith, Chief of Bakerton Volunteer Fire Department on behalf of Mike Sine, Director of the Emergency Services Agency

Letter of support- application for new fire department

Mr. Stolipher moved to approve the letter of support for the Jefferson County Emergency Services Administration's fire department application as presented. The motion was seconded by Ms. Tabb.

Dr. Cook motioned to table the pending motion. The motion to table was seconded by Commissioner Majdi. The motion to table was approved 3-2 (ayes- Cook, Majdi, Tabb) (nos- Stolipher, Upson)

7. David Kling, Deputy Director of Jefferson County Parks & Recreation Commission

Virtual presentation of the Aquatic Feasibility Study final report by George Dines from Councilman-Hunsaker firm.

George Dines from Councilman-Hunsaker presented the Aquatic Feasibility Study.

8. Chris Colville, CEO/ President of the YMCA

Summary of YMCA Feasibility Study demonstrating support for program expansion and comprehensive aquatic needs

Ms. Colville presented the YMCA Feasibility Study.

9. Dana Burton, USDA

Request coordination of treatment for spotted lanterns fly infestation

Mr. Stolipher motioned to approve the treatment of the property located at 1948 Wiltshire Rd. Motion was seconded by Ms. Tabb and approved unanimously.

10. Karen Olden, Probate, Jefferson County Clerk's office – canceled/postponed

11. Board and Commission Appointments and Solicitations

Request approval to solicit applications for the Eastern Panhandle Home Consortium

Mr. Stolipher motioned to solicit applications for the Jefferson County seat for Eastern Panhandle Home Consortium. Motion was seconded by Dr. Cook and approved unanimously.

Interviews and Appointment(s) for Parks and Recreation Board

The Commission considered the following applicants:

1. Jessica Jacot (Attachment 1)
2. Amanda Impellizzeri (Attachment 2)
3. Candace Wilson (Attachment 3)
4. Joanne Beaulieu (Attachment 5)
5. Toni Milbourne (Attachment 6)
6. Maureen Dougherty (Attachment 7)

The Commission provided that each commissioner was entitled to vote for four candidates each. The vote tally was:

1. Jessica Jacot- 4 votes
2. Amanda Impellizzeri- 1 vote
3. Candace Wilson- 5 votes
4. Joanne Beaulieu- 3 votes
5. Toni Milbourne- 2 votes
6. Maureen Dougherty- 5 votes

The four candidates with the highest votes (Wilson, Dougherty, Jacot, and Beaulieu) were confirmed for three-year terms ending June 30, 2027.

12. Martin Burke, Jefferson County Historic Landmarks Commission

Request for real estate tax relief for the James Osbourne Farm

No action was taken.

13. Laura Kuhn, Director of Jefferson County Fleet and Facilities Maintenance

Request approval of the Courthouse Facilities Improvement Authority grant application

Mr. Majdi motioned to approve the Courthouse Facilities Improvement Authority grant application. The motion was seconded by Ms. Tabb and approved unanimously.

14. Jessica James, Assistant Deputy County Administrator

Years of Service Awards

Joseph Foreman - 15 years of service with the Jefferson County Sheriff's Department

Matthew Harper - 5 years of service with the Jefferson County Sheriff's Department

Terry Welden - 1 year of service with the Jefferson County Department of Engineering, Planning and Zoning

William Smith - 1 year of service with the Jefferson County Department of Engineering, Planning and Zoning

Lucas Kennedy - 1 year of service with the Department of Maintenance and Facilities

Tina Branson - 1 year of service with the Jefferson County Clerk's Office

Approval of Promotion – Deputy County Administrator

Mr. Upson motioned to approve the promotion of Roger Goodwin from Chief County Engineer to Deputy County Administrator/Chief County Engineer with an annual salary of \$144,264.28, and to approve an external budget transfer of \$11,665 from County Commission (Department 401) to the Department of Planning, Zoning, and Engineering to cover the costs of the promotion and associated benefits. The motion was seconded by Dr. Cook and approved unanimously.

Approval of employee status change-part time to full time-Department of IT/GIS

Dr. Cook motioned to approve the employee status change of Tyler Amick from part time to full time with the Department of IT Support Help Desk level two at a salary of \$47,500 effective August 1, 2024. The motion was seconded by Mr. Upson and approved unanimously.

Approval of lateral employee transfer

Mr. Stolipher motioned to approve the lateral employee transfer of Sorayda Pitts from Administrative Assistant to the County Commission to the office of Fleet and Facilities Management Department at a salary of \$41,529.80 effective August 2, 2024. The motion was seconded by Mr. Majdi and approved unanimously.

Approval to advertise-Clerk of Administration, Finance, and Human Resources-County Commission Administration

Ms. Tabb motioned to approve the advertisement and reclassification for the position of Clerk of Administration, Finance and Human Resources-County Commission at a Grade V. The motion was seconded by Mr. Stolipher and approved unanimously.

Approval to advertise-Zoning Administrator position-Department of Engineering, Planning and Zoning

Mr. Stolipher motioned to approve the advertisement for the position of Zoning Administrator-Department of Engineering, Planning and Zoning. The motion was seconded by Mr. Upson and approved unanimously.

Approval to advertise-CAD Administrator position – Department of Emergency Communications

Mr. Stolipher motioned to approve the advertisement for the CAD Administrator position-Department of Emergency Communication. The motion was seconded by Mr. Upson and approved unanimously.

OLD BUSINESS

15. Laurel Ziemianski, Project Manager of Swan Hill Management Group

Consideration of Order Creating the County Commission of Jefferson County
Redevelopment District No. 1 – Hill Top House Hotel and Approving Project Plan No. 1

Mr. Majdi motioned to adopt and enter the order to create the County Commission of Jefferson County Redevelopment District No. 1-Hill Top House Hotel and Approving Project Plan No. 1. The motion was seconded by Mr. Stolipher and approved unanimously.

Mr. Majdi made a further motion to adopt and enter the order to create the Hilltop House Hotel Economic Opportunity Development District. The motion was seconded by Mr. Stolipher and approved unanimously.

NEW BUSINESS

16. Jane Tabb, County Commissioner

Resolution in support of the WV Voluntary Farmland Protection Act (JT)

Ms. Tabb motioned to approve the resolution and support the West Virginia Voluntary Farmland Protection Act. The motion was seconded by Mr. Stolipher and approved unanimously.

17. Jane Tabb, County Commissioner

Discussion of possible solution for overcrowding and trash issues on the Shenandoah River and Bloomery Road and Millville Road.

Mr. Stolipher motioned to put together a volunteer committee with stakeholders, including DNR, DOH, the Jefferson County Sheriff's Department and others to come up with possible solutions to the above stated issue. The motion was seconded by Mr. Majdi and unanimously approved.

18. Pasha Majdi, County Commissioner

Resolution expressing condemnation of political violence and denouncing the attempted assassination of former President Donald J. Trump.

Mr. Majdi motioned to adopt the resolution as submitted. The motion was seconded by Mr. Stolipher and unanimously approved.

19. COUNTY ADMINISTRATOR REPORTS

Edwina Benites-LM provided updates on:
- Impact Fee Study workshop scheduling

- Fire Service RFP update-discussion
- Letter regarding individual tax liability and TIFs
- Opioid settlement fund

Adjourn

Having no further business, Mr. Stolipher motioned to adjourn the meeting. The motion was seconded and unanimously approved. The Commission adjourned at 2:30 p.m.

Steve Stolipher, PRESIDENT

Respectfully submitted
Jacki Shadle
Jefferson County Clerk's Office

DRAFT

Minutes

Jefferson County Commission

Thursday, August 15, 2024

A meeting of the Jefferson County Commission was held on Thursday, August 15, 2024, during the third quarterly session at 6:00p.m. The meeting was held via GoToWebinar and in-person. Present were President Steve Stolipher, and Vice President Jane Tabb. Commissioner Pasha Majdi attended virtually. Also present were Edwina Benites-LM, County Administrator, Nathan Cochran, Assistant Prosecuting Attorney, Jacki Shadle, County Clerk, and Jessica James, Assistant Deputy County Administrator. The archived meeting of the Thursday, August 15, 2024, meeting is available on the Jefferson County Commission website.

Moment of Silence

Pledge of Allegiance

Pledge of allegiance to the West Virginia flag

APPROVAL OF ACCOUNTS PAYABLE

CHECK NUMBER	VENDOR NAME	UNCLEARED
90138	GUTTMAN OIL CO	6,206.95
90139	JOYCE A. JOHNS	4,500.00
90140	MONROE SYSTEMS FOR BUSINESS	80.87
90141	NATIONAL VISION ADMIN.	1,637.74
90142	PATTON BUILDING SERVICES, INC	11,764.00
90143	THE HARTFORD	3,794.30
90144	THE HARTFORD	2,362.20
TOTAL		30,346.06

Mr. Stolipher motioned to approve the accounts payable for August 8, 2024, in the amount of \$30,346.06. The motion was approved unanimously.

CHECK NUMBER	VENDOR NAME	UNCLEARED
90146	ADKINS AUTOMOTIVE LLC	559.07
90147	AMERIFLEX	122.40

90148		ATLANTIC EMERGENCY SOLUTIONS, INC.	49.13
90150		BIOCONNECT US INC	1,457.68
90151		BUREAU OF CHILD SUPPORT	985.39
90152		CAROLINA RECORDING SYSTEMS LLC	9,170.00
90153		CITIZENS VOLUNTEER FIRE DEPARTMENT	3,400.00
90154		COMPTROLLER OF MARYLAND	1,356.50
90155		DIGITAL DOCUMENT SOLUTIONS INC	1,282.57
90156		DUANE DUNN	132.50
90157		EFTPS IRS TAXES	158,265.64
90158		EMPOWER RETIREMENT	8,183.49
90159		FILE & SERVEXPRESS	15.90
90160		FRONTIER	9,042.08
90161		INDEPENDENT VOLUNTEER FIRE DEPARTMENT	2,400.00
90162		J & S BUSINESS FORMS LLC	378.64
90163		JEFFERSON SECURITY BANK	3,885.00
90164		JEFFERSON CO FIRE & RESCUE ASSOCIATION, INC.	1,068.00
90165		JUDICIAL DIALOG SYSTEMS	9,855.00
90166		MCKESSON MEDICAL-SURGICAL GOVERNMENT SOLUTIONS LLC	5,196.59
90167		NATHAN COCHRAN	249.05
90168		NATIONWIDE RETIREMENT SOLUTIONS	1,065.00
90169		OBSESSION AUTOMOTIVE	2,509.86
90170		PA SCDU	320.00
90171		POWERDMS INC	3,386.70
90172		RCS SECURITY	1,200.00
90173		RETIREE HEALTH BENEFIT TRUST	7,949.00
90174		DR. ROBERT E. JONES III	1,000.00
90175		ROBERTS OXYGEN COMPANY, INC	85.82
90176		RYAN MOSE	132.50
90177		SELBY VETERINARY SERVICES	782.00
90178		SHERIFF OF JEFFERSON COUNTY	5,800.00
90179		SPECIALTY BUSINESS SUPPLIES	1,150.00
90180		SPIRIT OF JEFFERSON	273.42
90181		STEPHEN V GROH	342.85
90182		TALON MORRIS	34.00
90183		US BANK	8,055.83
90184		VITAL SIGNS	735.00
90185		WAR MEMORIAL HOSPITAL	120.20
90186		WV DEPUTY SHERIFF RETIREMENT SYSTEM	26,777.85
90187		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	50,583.06
90188		WV REGIONAL JAIL & CORRECTION FACILITY AUTH	70,242.16
90189	GS/004	GENERAL COUNTY FUND- J EE	19,311.31

90190	FG/009	SHERIFF OF JEFFERSON COUNTY	5,632.32
90191	BS/011	SHERIFF OF JEFFERSON COUNTY	8,836.43
90192	AM/053	SHERIFF OF JEFFERSON COUNTY	1,875.08
TOTAL			435,255.02

Mr. Stolipher motioned to approve the accounts payable for August 15, 2024, in the amount of \$435,255.02. The motion was approved unanimously.

APPROVAL OF MANUAL CHECKS

			8-Aug-24	
		OTHER FUNDS		
Check #	Fund	Vendor		Amount
126	LI/249	TISCHLERBISE INC		\$6,250.00
165	PI/249	TISCHLERBISE INC		\$3,600.00
1472	IP/249	SHERIFF OF JEFFERSON COUNTY-SCHOOL		\$73.00
1473	IP/249	SHERIFF OF JEFFERSON COUNTY- LAW ENFORC		\$22,382.69
1474	IP/249	SHERIFF OF JEFFERSON COUNTY- PARK & REC		\$82,809.10
1475	IP/249	SHERIFF OF JEFFERSON COUNTY- EMS		\$8,712.41
1476	IP/249	SHERIFF OF JEFFERSON COUNTY- ADMIN		\$4,174.09
TOTAL				\$128,001.29

Mr. Stolipher motioned to approve the manual checks for August 9, 2024, in the amount of \$128,001.29. The motion was approved unanimously.

			15-Aug-24	
		OTHER FUNDS		
Check #	Fund	Vendor		Amount
341	DG/003	SHERIFF OF JEFFERSON COUNTY		\$1,300.88
925	HD/008	ALLIED UNIVERSAL ELECTRONIC MONITORING US		\$7,875.20
926	HD/008	SHERIFF OF JEFFERSON COUNTY		\$2,237.40
1185	AV/056	AWVA-ASSOCIATION OF WV ASSESSORS		\$200.00
1186	AV/056	GLOBAL SCIENCE & TECHNOLOGY INC		\$5,405.84
1187	AV/056	SPIRIT OF JEFFERSON		\$278.00
377	FP/057	JEFFERSON COUNTY FARMLAND PROTECTION BOARD		\$172,510.77
359	AR/207	SHERIFF OF JEFFERSON COUNTY		\$9,559.06
1888	CO/246	ZMM ARCHITECTS & ENGINEER		\$39,600.00
1003	CW/059	HUNTZMAN ENTERPRISES		\$525.00
TOTAL				\$239,492.15

Mr. Stolipher motioned to approve the manual checks for August 16, 2024, in the amount of \$239,492.15. The motion was approved unanimously.

APPROVAL OF PAYROLL

Mr. Stolipher motioned to approve the payroll for August 2, 2024, in the amount of \$453,674.02. The motion was approved unanimously.

ANNOUNCEMENTS

1. Agenda item # 4, Chris Colville, CEO/President of the YMCA was withdrawn.
2. One of the two applicants for the Board of Health withdrew his application.

PUBLIC COMMENT:

Public comment was received by:

1. Jacquelyn Milliron
2. Denise Nick
3. David Tabb

PRESENTATIONS

1. Angie Banks- Assessor

Exoneration(s)

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Elsie & Gerald Almodovar	PP	CTD	\$202.88	300411

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Patricia Sanderson	LAND	RANSON	\$2,405.08	25144

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Brian Palank	PP	SHEP	\$68.15	317968

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
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Charles Reinhold	PP	CHARLES TOWN	\$34.13	303491
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NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Donald & June Sealor	PP	RANSON	\$271.05	314822

Ms. Tabb motioned to approve the exonerations as presented by Ms. Banks. The motion was seconded by Mr. Stolipher. The motion was approved unanimously.

2. Tom Hansen, Sheriff

Equitable Sharing Agreement and Certification

Mr. Stolipher motioned to approve the submission of the Equitable Sharing Agreement and Certification and authorize the Sheriff's office to digitally sign and affirm the conditions set forth in. The motion was seconded by Ms. Tabb. The motion was approved unanimously.

Approve Promotion and New Hire position

Ms. Tabb motioned to approve the promotion of Urviben Patel to the position of Chief Tax Deputy upon the retirement of the current Chief Tax Deputy and authorize the pay increase to \$42,000 during training and \$61,813.50 after training. The motion was seconded by Mr. Stolipher. The motion was approved unanimously.

Mr. Stolipher motioned to approve the hire of Liesel Eby effective September 1, 2024 at a salary of \$35,000 with an increase to \$36,000 after 90 days. The motion was seconded by Ms. Tabb. The motion was approved unanimously.

Governor's Highway Safety Grant

Mr. Stolipher motioned to approve the submission of the Governor's Highway Safety Grant. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

3. Jefferson County Junior Little League-Junior League Softball-Recognition Award

The Commission presented the Jefferson County Junior Little League- Junior Softball team with certificates of appreciation for their representation of the County.

4. Chris Colville, CEO/President of the YMCA

Item withdrawn.

5. Edwina Benites-LM, County Administrator

Boards and Commissions Appointments and Solicitations

Amanda Stroud was interviewed. Jodi Welty-Robinson had a scheduling conflict and could not attend in person to be interviewed. Ms. Tabb suggested the commission wait and interview Ms. Welty-Robinson at the next scheduled meeting.

Mr. Stolipher motioned to appoint Dan Caprio to the Jefferson County Board of Health for a 5-year term ending June 30, 2029. The motion was seconded by Mr. Majdi and passed unanimously.

6. Nathan Cochran, Assistant Prosecuting Attorney

Report by counsel on Shepherdstown Cell Tower Project

Mr. Cochran provided information on the Shepherdstown Cell Tower Project.

Report by counsel and Health Department on adoption of state policy for appeals of septic applications denied by the Health Department

A report on the appeals process of denied septic applications was presented by Gino Sisco from the Health Department. Alexis Davey was introduced as the new Sanitarian Supervisor for the Jefferson County Health Department.

Report by counsel on West Virginia Human Rights Commission EREP-49-21

Mr. Stolipher motioned to go into executive session at 6:50 p.m. to discuss the above referenced agenda item and agenda item 7. The motion was seconded by Ms. Tabb and passed unanimously.

Mr. Stolipher motioned to come out of executive session at 7:48 p.m. The motion was seconded by Ms. Tabb and passed unanimously.

7. Laura Kuhn, Director of Fleet and Facilities Maintenance

Consider matters involving or affecting the construction, planning, purchase, sale, or lease of property for county office and/or courthouse space.

See agenda item 6 for action.

8. Elizabeth Wheeler with Jason Adams, Director of Jefferson County Farmland Protection Board

The attached Deed of Easement for property 2024-02 has been approved by the Jefferson County Farmland Protection Board and reviewed and approved by the Planning and Zoning office of the Prosecuting Attorney. The easement is ready to close. Funding is provided for the easement through the Jefferson County Farmland Protection Board. The 2024-02 easement is for 100 acres with a cost to the board of \$600,000. The landowner is donating \$107,700 of the easement value.

Ms. Tabb motioned that the Jefferson County Commission approve the purchase by the Jefferson County Farmland Protection Board for the Jefferson County Farmland Protection Program. One conservation easement on the property in Jefferson County owned by Mr. Adam B. Link, III, and that it be designated in the Farmland Protection Board files as property 2024-02. The motion was seconded by Mr. Stolipher. The motion was approved unanimously.

9. Jessica James, Department/Title

Approval of Hire - Building Code Plan Reviewer-Department of Engineering, Planning and Zoning

Ms. Tabb motioned to approve the hire of Brian Riston as a full-time, 80-hour Building Code Plans Reviewer with the Jefferson County Department of Engineering, Planning and Zoning (Grade VI), with an annual pay of \$60,000, effective September 23, 2024. The motion was seconded by Mr. Stolipher. The motion was approved unanimously.

Years of Service award

Mark Renner was recognized for 33 years of service.

Approval of Hire-Public Safety Dispatcher-Department of Emergency Communications

Mr. Stolipher motioned to approve the rehire of Carrie Orr to the position of Public Safety Dispatcher at the hourly rate of \$26.013, effective August 19, 2024. The motion was seconded by Ms. Tabb and approved unanimously.

Approval to advertise-Training Coordinator Position-Department of Emergency Communications

Mr. Stolipher motioned to approve the advertisement of the position of training coordinator with the Department of Emergency Communications as a (Grade VI) 80-hour position with a corresponding salary range of \$57,704 to \$92,206. The motion was seconded by Ms. Tabb and approved unanimously.

Approval of Work Based Learning Agreement-Harpers Ferry Job Corps

Ms. Tabb motioned to approve the work-based training agreement with the Harpers Ferry Job Corp for a period of one year, as presented. The motion was seconded by Mr. Stolipher and approved unanimously.

10. **NEW BUSINESS**

Nathan Cochran, Assistant Prosecuting Attorney

Consider vacancies on the Jefferson County Commission and potential appointments-discussion/possible action

Mr. Stolipher motioned to reappoint Kelvin Upson under code 3-10-7 and to serve out the remainder of that term until the second election is certified. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

Ms. Tabb motioned to accept resumes and conduct interviews for the open Mountain Party commission seat. The motion was seconded by Mr. Stolipher and approved unanimously. Ms. Tabb additionally motioned that the resumes and applications to fill this vacancy be submitted to the County Commission no later than August 28, 2024, at noon. The motion was seconded by Mr. Stolipher and approved unanimously.

Adjourn

Having no further business, Mr. Stolipher motioned to adjourn the meeting. The motion was seconded and unanimously approved. The Commission adjourned at 8:18 p.m.

Steve Stolipher, PRESIDENT

Respectfully submitted
Jacki Shadle
Jefferson County Clerk's Office

Minutes

Jefferson County Commission

Thursday, September 5, 2024

A meeting of the Jefferson County Commission was held on Thursday, September 5, 2024, during the third quarterly session at 9:30 a.m. The meeting was held via GoToWebinar and in-person. Present were President Steve Stolipher, Vice President Jane Tabb, Commissioner Pasha Majdi, and Commissioner Kelvin Upson. Also present were Edwina Benites-LM, County Administrator; Nathan Cochran, Assistant Prosecuting Attorney; Jacki Shadle, County Clerk, and Jessica James, Assistant Deputy County Administrator. The archive of the Thursday, September 5, 2024, meeting is available on the Jefferson County Commission website.

Call to order

The meeting was called to order at 9:37 am.

Moment of Silence

Pledge of Allegiance

Pledge of allegiance to the West Virginia flag

APPROVAL OF ACCOUNTS PAYABLE

CHECK NUMBER		VENDOR NAME	UNCLEARED
90193		ALBERT HOCKMAN	795.74
90194		AT&T	712.60
90195		ATLANTIC EMERGENCY SOLUTIONS, INC.	575.00
90196		BESSIE NELSON	178.22
90197		EVELYN STEPHENSON	296.05
90198		FRIENDSHIP VOLUNTEER FIRE DEPARTMENT	1,800.00
90199		FRONTIER	3,192.68
90200		GUTTMAN OIL CO	12,293.81
90201		J.C. EHRLICH	889.28
90202		JASON MICKEY	1,165.40
90203		KELSEY STIPANOVIC	329.10
90204		MCA, INC	9,526.12

90205		OBSSESSION AUTOMOTIVE	2,087.06
90206		POTOMAC EDISON	246.58
90207		RICOH USA INC	19.50
90208		ROBERTS OXYGEN COMPANY, INC	1,558.76
90209		SHEPHERDSTOWN VOLUNTEER FIRE DEPARTMENT	1,600.00
90210		SHI INTERNATIONAL CORP	7,873.78
90211		SOFTWARE SYSTEMS INC	1,504.13
90212		US BANK	35.00
90213		WV AMERICAN WATER	306.19
90214		WV DEPT OF ENVIRONMENTAL PROTECTION	187.50
90215		WVCORP WV COUNTIES SELF INSURANCE RISK POOL	4,302.00
90216	FG/009	CITYOF CHARLES TOWN	331.44
90217	FG/009	RANSON POLICE DEPT	2,165.04
			53,970.98

Commissioner Stolipher motioned to approve the accounts payable for August 22, 2024, in the amount of \$53,970.98. The motion was approved unanimously.

CHECK NUMBER		VENDOR NAME	UNCLEARED
90219		ADVANCE AUTO PARTS	33.48
90220		AHA-ARTS & HUMANITIES ALLIANCE	1,898.81
90221		ANDREW BILLER	123.00
90222		APRIL BLAKER	48.24
90223		AT&T	489.58
90224		AUTOZONE	25.97
90225		BIEDLERS ELEC MOTOR REP	283.60
90226		BOLAND TRANE SERVICES INC	3,073.24
90227		BRUCE R DELL	150.00
90228		BUREAU OF CHILD SUPPORT	985.39
90229		CARDINAL HEALTH 110, LLC	1,220.00
90230		COMPTROLLER OF MARYLAND	1,453.60
90231		DOING BETTER BUSINES	860.64
90232		DOUGLAS H FLETCHER	4,059.40
90233		EFTPS IRS TAXES	163,654.18
90234		EMILY PULTZ	497.84
90235		EMPOWER RETIREMENT	7,980.71
90236		ENTERPRISE FM TRUST	2,588.85
90237		G & TRIPLE T LLC	675.00
90238		GEORGE WILSON	1,483.61
90239		GLEN KILMER	6,565.52

90240		GUTTMAN OIL CO	6,105.15
90241		HIGHMARK WV	206,171.87
90242		IMS DIESEL SERVICES, LLC	691.26
90243		JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION	2,811.67
90244		JEFFERSON CO CONVENTION AND VISITORS BUREAU	47,470.30
90245		JEFF CO PARKS & RECREATION COMMISSION	42,759.83
90246		JEFFERSON SECURITY BANK	3,885.00
90247		JOHN DEERE FINANCIAL	31.89
90248		JOSHUA SMITH	439.24
90249		LANGUAGE LINE SERVICES	129.44
90250		MALLOY FORD	974.50
90251		MCA, INC	6,216.17
90252		MCKESSON MEDICAL-SURGICAL GOVERMENT SOLUTIONS LLC	4,282.04
90253		MILLENIUM INSURANCE GROUP	900.00
90254		MILLER'S SUPPLIES AT WORK	2,378.17
90255		NAPA AUTO PARTS	28.58
90256		NATIONAL VISION ADMIN.	1,590.84
90257		NATIONWIDE RETIREMENT SOLUTIONS	1,065.00
90258		OBSSESSION AUTOMOTIVE	19.78
90259		PA SCU	320.00
90260		POTOMAC EDISON	32,528.28
90261		R.E. MICHEL CO. LLC	231.35
90262		RICE TIRES CO	730.13
90263		ROGER GOODWIN	449.48
90264		SCOTT BILLER	123.00
90265		SPIRIT OF JEFFERSON	146.90
90266		STAPLES	2,749.93
90267		UNIFIRST	512.65
90268		US BANK	81,269.63
90269		WAR MEMORIAL HOSPITAL	200.74
90270		WV DEPUTY SHERIFF RETIREMENT SYSTEM	29,668.70
90271		WV EMERGENCY MEDICAL SERVICES RETIREMENT SYSTEM	86,805.77
90272		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	50,624.82
90273		WV STATE TAX DEPARTMENT	67,384.53
90274	FG/009	SHERIFF OF JEFFERSON COUNTY	6,480.06
90275	BS/011	SHERIFF OF JEFFERSON COUNTY	7,336.18
90276	AM/053	SHERIFF OF JEFFERSON COUNTY	1,861.95
TOTAL			895,525.49

Commissioner Stolipher motioned to approve the accounts payable for August 29, 2024, in the amount of \$895,525.49. The motion was approved unanimously.

CHECK NUMBER		VENDOR NAME	UNCLEARED
90277		AMERICAN FAMILY LIFE INSURANCE COMPANY ICU	3,174.75
90278		BRITNI FLETCHER	1,147.06
90279		COLONIAL LIFE	143.52
90280		DIANN BROWN	71.00
90281		DONNA MASON	1,388.78
90282		GUTTMAN OIL CO	7,093.83
90283		JAMIN BRANCH	3,704.54
90284		MARSHALL UNIVERSITY RESEARCH CORP	1,000.00
90285		MINGHINI'S	6,890.00
90286		MONICA ANDERSON	615.14
90287		NATIONAL VISION ADMIN.	567.71
90288		NEIL ZAHRADNIK	4,228.16
90289		NICOLE NOBREGA	2,490.97
90290		RCN COMMUNICATIONS LLC	2,194.06
90291		RUGGED NOTEBOOKS	3,100.00
90292		SANDRA KELLEY	127.05
90293		SOFTWARE SYSTEMS INC	1,149.95
90294		TAMMY MOBLEY	3,082.03
90295		TERESA HENDRICKS	71.00
90296		THOMAS HANSEN	105.00
90297		URVIBEN PATEL	71.00
90298		WENDI L. WATSON	36.00
			42,451.55

Commissioner Stolipher motioned to approve the accounts payable for September 5, 2024, in the amount of \$42,451.55. The motion was approved unanimously.

APPROVAL OF MANUAL CHECKS

Check #	Fund	Vendor	22-Aug-24	Amount
		OTHER FUNDS		
608	CS/002	EASTERN PANHANDLE MENTAL HEALTH CENTER		\$3,800.00
927	HD/008	US BANK		\$91.36
1188	AV/056	US BANK		\$1,345.37
360	AR/207	US BANK		\$898.64
1889	CO/246	CONTROL SYSTEMS INC		\$21,000.00
TOTAL				\$27,135.37

Commissioner Stolipher motioned to approve the manual checks for August 23, 2024, in the amount of \$27,135.37. The motion was approved unanimously.

		29-Aug-24		
		OTHER FUNDS		
Check #	Fund	Vendor		Amount
609	CS/002	EASTERN PANHANDLE MENTAL HEALTH CENTER		\$600.00
928	HD/008	SHERIFF OF JEFFERSON COUNTY		\$2,094.51
1189	AV/056	CARLSON SOFTWARE INC		\$215.00
1190	AV/056	PRINT-O-STAT INC		\$1,270.00
1191	AV/056	WV OFFICE OF TAX APPEALS-STATE OF WV		\$143.75
361	AR/207	SHERIFF OF JEFFERSON COUNTY		\$9,728.66
TOTAL				\$14,051.92

Commissioner Stolipher motioned to approve the manual checks for August 30, 2024, in the amount of \$14,051.92. The motion was approved unanimously.

		5-Sep-24		
		OTHER FUNDS		
Check #	Fund	Vendor		Amount
1192	AV/056	ANGELA BANKS		\$93.00
1193	AV/056	RHONDA WILLINGHAM		\$93.00
1004	CW/059	WV STATE POLICE ACCT OFFICE		\$15.00
1005	CW/059	WV STATE AUDITOR		\$720.00
417	WV/369	WV DEPUTY SHERIFF RETIREMENT SYSTEM		\$995.00
TOTAL				\$1,916.00

Commissioner Stolipher motioned to approve the manual checks for September 6, 2024, in the amount of \$1,916.00. The motion was approved unanimously.

APPROVAL OF PAYROLL

Mr. Stolipher motioned to approve the payroll for August 16, 2024, in the amount of \$453,674.02. The motion was approved unanimously.

Mr. Stolipher motioned to approve the payroll for August 30, 2024, in the amount of \$470,539.81. The motion was approved unanimously.

PUBLIC COMMENT:

Public comments were received by the following individuals:

1. Toni Milbourne

2. Jacquelyn Milliron
3. David Tabb
4. Vicky Gail
5. Colin Stine
6. Donald Surravaldo
7. Christine Marshall

PRESENTATIONS

1. Angie Banks, Assessor

Exonerations

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Mary Capistran	RE	7	\$703.53	21484

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Richard Taylor	PP	9	\$688.32	317516

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Blake Cogle	PP	4	\$353.54	307261

Commissioner Stolipher motioned to approve the exonerations as presented. The motion was seconded by Commissioner Majdi. The motion was approved unanimously.

2. Edwina Benites-LM, County Administrator

Years of Service Awards-County staff were recognized for the following years of service

Ashtyn Reynolds – 15 years of service with the Circuit Clerk

Rebecca Chalk – 15 years of service with the Circuit Clerk

Deanna Davis – 5 years of service with the Circuit Clerk

Angel Stickle – 1 year of service with the Circuit Clerk

Lynn Costello – 35 years of service with Emergency Services

Tyler Amick – 5 years of service with IT

Chance Boehning – 1 year of service with Emergency Services

Jefferson County Excellence Awards

Lt. Robert Sell with the Jefferson County Sheriff’s Department was recognized for Exemplary Constituent Service

Alex Beaulieu with Planning and Zoning was recognized for Outstanding Professionalism

3. Consideration of Shepherdstown District Seat Appointment

The commission considered the following applicants that were registered members of the Mountain Party on March 1, 2024.

1. Daniel Lutz
2. David Tabb

The two other eligible applicants were not available to be interviewed.

The commission accepted nominations.

Commissioner Upson nominated David Tabb.

Commissioner Stolipher nominated Todd Cotgreave.

Commissioner Majdi nominated Daniel Lutz.

Commissioner Tabb recused herself.

Each nominee received one vote. No nominee was selected.

David Tabb (1-Upson)

Todd Cotgreave (1-Stolipher)

Daniel Lutz (1-Majdi)

4. Nikki Painter, Election- County Clerk’s Office

Poll Worker Approval

Commissioner Stolipher motioned to approve the poll workers and alternate list as presented for the 2024 General Election. The motion was seconded by Commissioner Majdi and approved unanimously.

5. Lieutenant Robert Sell on behalf of Tom Hansen, Sheriff and Treasurer

Approval of hire

Commissioner Tabb motioned to approve the hire of Cara Young as an 80-hour Tax Deputy effective August 23, 2024 with a starting salary of \$36,000.00. The motion was seconded by Commissioner Majdi and approved unanimously.

Highway Safety Grant Approval

Commissioner Tabb motioned to approve the Resolution for the Governor's Highway Safety Grant noting that it required no matching funds. The motion was seconded by Commissioner Majdi and approved unanimously.

6. Debbie Lowe on behalf of Tom Hansen, Sheriff; Laura Kuhn Director of Fleets and Facilities Management, and Mike Sine Director of Emergency Services Agency

Public Safety Center

Commissioner Stolipher motioned to designate the Public Service Center lot as the future site of the Public Safety Center. The motion was seconded by Commissioner Upson and approved unanimously.

Jefferson County Emergency Services CIP

Commissioner Majdi motioned to amend the Jefferson County Emergency Services CIP and the Sheriff of Jefferson County CIP as presented. The motion was seconded by Commissioner Stolipher.

7. Mike Sine, Director of Emergency Services Agency

Fire Department Application

Commissioner Stolipher motioned to remove the FDID number from the table. The motion was seconded by Commissioner Upson and approved unanimously.

FDID Application

Commissioner Stolipher motioned to accept the FDID application and support the approval for the Jefferson County Emergency Services Agency to submit the application. The motion was seconded by Commissioner Majdi and approved unanimously.

8. Jefferson County Commission - Boards and Commissions

Bolivar-Harpers Ferry Public Library Board

The commission accepted nominations.

Commissioner Tabb nominated Jodi Welty-Robinson

Commissioner Upson nominated Amanda Stroud

Ms. Welty-Robinson received three votes (Tabb, Stolipher, Majdi)

Ms. Stroud received one vote (Upson).

Ms. Welty-Robinson was appointed for a five-year term to the Bolivar-Harpers Ferry Public Library Board ending June 30, 2029.

South Jefferson Library Committee

Commissioner Stolipher moved to appoint Michael Dick for a five-year term ending June 30, 2029. The motion was seconded by Commissioner Majdi and approved unanimously.

Bolivar-Harpers Ferry Public Service District

The commission accepted nominations.

Commissioner Tabb nominated John Henry Dale

Commissioner Majdi nominated Helen Dettmer

Ms. Dettmer received three votes (Majdi, Stolipher, Upson)

Mr. Dale received one vote (Tabb)

Commissioner Stolipher moved to appoint Helen Dettmer for a six-year term ending June 30, 2030. The motion was seconded by Commissioner Majdi and approved unanimously.

Jefferson County Solid Waste Authority

The commission accepted nominations.

Commissioner Tabb nominated James McGowen.

Commissioner Stolipher moved to appoint James McGowen for a four-year term ending June 30, 2028. The motion was seconded by Commissioner Tabb. The motion was approved unanimously.

Jefferson County Building Commission

The commission accepted nominations.

Commissioner Tabb nominated Scott Suddeth.

Commissioner Majdi nominated Josh Beal.

Commissioner Stolipher motioned to appoint Josh Beall and Scott Sudduth for a five-year term ending July 27, 2029. The motion was seconded by Commissioner Majdi. There being no objections, the motion was approved unanimously.

HOME Consortium of the Eastern Panhandle

Commissioner Stolipher moved to appoint Jennifer Verdugo for a three-year term ending September 6, 2027. The motion was seconded by Commissioner Tabb and approved unanimously.

9. Pasha Majdi, Jefferson County Commissioner

Direct counsel to review legal options for prohibiting masks during political protests-discussion/possible action

Commissioner Majdi motioned 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 October 3, 2024. The motion was seconded by Commissioner Stolipher and approved unanimously.

10. Jane Tabb, Jefferson County Commissioner

County groundwater survey-discussion/possible action

The commission discussed gathering more information and getting input from Mr. Kozar and Mr. Goodwin with Engineering/Planning and Zoning.

11. Tara Mayson, The Hope Dealer Project

Jefferson County Goes Purple – Recovery Month Proclamation

Commissioner Stolipher motioned that the Jefferson County Commission approve the declaration of Jefferson County as a participant in the Jefferson County Goes Purple Initiative during the National Recovery Month in September 2024. The motion was seconded by Commissioner Upson and approved unanimously.

12. Leigh Koonce, Development Coordinator – Old Charles Town Library

Presentation and approval of resolution recognizing September as Library Card Sign-up Month

Commissioner Stolipher motioned to adopt the presented resolution by the Charles Town Library to declare and recognize September as National Library Card Sign-Up month in Jefferson County. The motion was seconded by Commissioner Tabb and approved unanimously.

13. Stephen Allen, Director – Jefferson County Homeland Security and Emergency Management

Approval of the Emergency Management Performance Grant reimbursement document for calendar year 2022

Commissioner Stolipher motioned to approve the 2022 Emergency Management Performance Grant document for reimbursement in the amount of \$62,342. The motion was seconded by Commissioner Upson and approved unanimously.

14. Will Smith on behalf of Roger Goodwin, Chief Engineer – Department of Engineering, Planning and Zoning

Partial bond release for Wall Street Partners, WV1, LLC-Dollar General Harpers Ferry (File #22-14-SP)

Commissioner Stolipher recused himself. Commissioner Tabb motioned to authorize a partial release of an irrevocable letter of credit # 5394051-44 with United Bank in the amount of \$244,451 for Wall Street Partners, WV1, LLC-Dollar General Harpers Ferry, File #22-14-SP. The motion was seconded by Commissioner Upson and approved unanimously.

15. Bessie Nelson, Budget Director

State budget revisions

Commissioner Stolipher motioned to approve the state budget revisions as presented. The motion was seconded by Commissioner Majdi and approved unanimously.

Internal budget revisions

Commissioner Stolipher motioned to approve the internal budget revisions as presented. The motion was seconded by Commissioner Majdi and approved unanimously.

Review and approval of FY 25 budget selection to include medical, dental, vision, short-term disability, accident, death and dismemberment, and life insurance

Commissioner Stolipher motioned to approve the FY25 Benefits Selection to include Medical, Dental, Vision and Life insurance as presented. The motion was seconded by Commissioner Majdi and approved unanimously.

16. Jessica James, Assistant Deputy County Administrator

Recognition of Commissioner Jane Tabb

Commissioner Tabb is the 2024 recipient of the WV Women's Commission's Mitchell-Bateman Government and Public Service Award.

Appointment of Zoning Administrator for the Department of Engineering, Planning and Zoning

Commissioner Stolipher motioned to appoint Jennifer Brockman as the Acting Interim Administrator effective September 13, 2024 until the vacancy is filled. The motion was seconded by Commissioner Tabb and approved unanimously.

Approval of hire – Planning and Zoning Clerk – Department of Emergency Communications

Commissioner Stolipher motioned to approve the hire of Colin Urie to the position of Planning and Zoning Clerk for the Department of Engineering, Planning and Zoning at a Grade IV, 80-hour employee with a salary of \$41,500 effective Monday, September 16, 2024. The motion was seconded by Commissioner Upson and approved unanimously.

Approval of lateral transfer – Finance and Administrative Manager – Emergency Services Agency

Commissioner Stolipher motioned to approve the lateral transfer of Bessie Nelson from budget director of the Jefferson County Commission Administration department to Finance and Administration Manager of the Jefferson County Emergency Services Agency as a Grade VI and maintaining her current salary of \$79,380 effective Friday, September 6, 2024. The motion was seconded by Commissioner Majdi and approved unanimously.

Approval to advertise – Chief Financial Officer – Department of Commission Administration

Commissioner Stolipher motioned to approve the advertisement for the position of a County Chief Financial Officer. The motion was seconded by Commissioner Majdi and approved unanimously.

Correction to clerical payment error for three employees of the Prosecuting Attorney's Office

Postponed until the September 19, 2024 meeting.

17. Nathan Cochran, Assistant Prosecuting Attorney
Report by counsel on Jefferson County Circuit Court Case No. 2023-C-127

Commissioner Stolipher motioned to go into executive session at 12:47 p.m. The motion was seconded by Commissioner Majdi and approved unanimously. Commissioner Stolipher recused himself from executive session.

Commissioner Tabb motioned to come out of executive session at 1:50 p.m. The motion was seconded by Commissioner Majdi and approved unanimously.

Commissioner Tabb motioned under agenda item 17 number 1 to reimburse Campbell, Flannery PC for legal services rendered in the amount of \$11,562 in the defense of Stephen Stolipher case number CC-19-2023-C-127 which is titled Christy Stadig versus Stephen Stolipher. The motion was seconded by Commissioner Upson and approved unanimously. Commissioner Stolipher recused himself for this agenda item.

Report by counsel on Shepherdstown Emergency Communications Tower Project

Commissioner Tabb motioned to send a letter to the West Virginia Emergency Management Center stating that we are exempt from local zoning ordinances. The motion was seconded by Commissioner Stolipher and approved unanimously.

Commissioner Stolipher motioned to accept the lease agreement for the communications tower in Shepherdstown as presented by counsel. The motion was seconded by Commissioner Upson and approved unanimously.

18. COUNTY ADMINISTRATOR REPORT

ESA policies-discussion/possible action

Commissioner Stolipher motioned 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 on May 18, 2023 as part of the JCESA's transition to a county department. The motion was seconded by Commissioner Tabb and approved unanimously.

Fire Service RFP – discussion/possible action

The Request for Proposals has been posted with a closing date of August 30, 2024.

Using AI in grant applications – workshop-discussion/possible action

Jennifer Verdugo, Social Services Coordinator, will host a workshop on using AI to apply for grants on September 24, 2024 at 10 a.m.

Bloomery Road work group

Jefferson County Parks and Rec and the Sheriff's department will host a meeting on September 24, 2024 at 1 p.m. in the commission meeting room.

Opioid Settlement Funds

Commissioner Stolipher motioned to move the application recommendation deadline for the Opioid Settlement Funds to October 1, 2024. The motion was seconded by Commissioner Majdi and approved unanimously.

Impact Fee workshop

Commissioner Tabb motioned to hold a workshop on September 26, 2024 at 10 a.m. to discuss impact fees with the consultant that prepared the report. The motion was seconded by Commissioner Stolipher and approved unanimously.

Creation of the Office of Human Resources

Commissioner Stolipher motioned to create the Office of Human Resources in Department 401-County Commission. The motion was seconded by Commissioner Majdi and approved unanimously.

Promotion of staff to lead the newly created Office of Human Resources

Commissioner Majdi motioned to promote Jessica James to Chief Human Resources Officer/Assistant Deputy County Administrator, Grade VIII, at a salary of \$80,179 effective September 6, 2024. The motion was seconded by Commissioner Stolipher and approved unanimously.

Consider matters involving or affecting the construction, planning, purchase, sale, or lease of property for county office space and/or courthouse space

Commissioner Stolipher motioned to go into executive session at 12:47 p.m. The motion was seconded by Commissioner Majdi and approved unanimously. Commissioner Stolipher recused himself from executive session.

Commissioner Tabb motioned to come out of executive session at 1:50 p.m. The motion was seconded by Commissioner Majdi and approved unanimously.

Adjourn

Having no further business, Mr. Stolipher motioned to adjourn the meeting. The motion was seconded and unanimously approved. The commission adjourned at 2 p.m.

Steve Stolipher, PRESIDENT

Respectfully submitted
Jacki Shadle
Jefferson County Clerk's Office

Minutes

Jefferson County Commission

Thursday, September 19, 2024

A meeting of the Jefferson County Commission was held on Thursday, September 19, 2024, during the third quarterly session at 6:00 p.m. The meeting was held via GoToWebinar and in-person. Present were President Steve Stolipher, Vice President Jane Tabb, Commissioner Pasha Majdi, and Commissioner Kelvin Upson.. Also present were Edwina Benites-LM, County Administrator, Nathan Cochran, Assistant Prosecuting Attorney and Jacki Shadle, County Clerk. The archived meeting of the Thursday, September 19, 2024, meeting is available on the Jefferson County Commission website.

Moment of Silence

Prayer – Pastor Tim LeMaster, Fellowship Bible Church

Pledge of allegiance of West Virginia flag

APPROVAL OF PAYROLL

Mr. Stolipher motioned to approve the payroll for September 13, 2024, in the amount of \$447,124.79. The motion was approved unanimously.

APPROVAL OF REQUISITIONS

Mr. Stolipher motioned to approve the requisition for September 19, 2024, in the amount of \$317,864. The motion was approved unanimously.

APPROVAL OF ACCOUNTS PAYABLE

CHECK NUMBER	VENDOR NAME	UNCLEARED
90300	ADKINS AUTOMOTIVE LLC	1,133.04
90301	ALBRIGHT CRUMBACKER MOUL & ITELL, LLC	2,900.00
90302	AMERIFLEX	122.40
90303	ATLANTIC EMERGENCY SOLUTIONS, INC.	829.34
90304	BEGIN COUNSELING PLLC	630.94
90305	BOLAND TRANE SERVICES INC	1,939.00
90306	BOUND TREE MEDICAL LLC	339.50
90307	BRITNI FLETCHER	562.16
90308	BUREAU OF CHILD SUPPORT	985.39

90309		CAPITAL LIGHTING & SUPPLIES LLC	70.95
90310		CARDINAL HEALTH 110, LLC	2,506.07
90311		CITIZENS VOLUNTEER FIRE DEPARTMENT	3,400.00
90312		COMPTROLLER OF MARYLAND	1,451.74
90313		DAVID WAMPLER	169.00
90314		DODSON SEPTIC SERVICE LLC	285.00
90315		EFTPS IRS TAXES	154,715.65
90316		EMPOWER RETIREMENT	8,024.38
90317		EVERBRIDGE	11,961.14
90318		FIDELITY POWER SYSTEMS	7,201.66
90319		FIRST CITIZENS BANK & TRUST CO	2,230.47
90320		FISHER AUTO PARTS	279.90
90321		FRONTIER	36.69
90322		FUTURITY IT INC	1,000.00
90323		GEARCLEAN, INC	49.00
90324		GUTTMAN OIL CO	5,928.79
90325		H.S. LEIGH KOONCE	50.00
90326		INDEPENDENT VOLUNTEER FIRE DEPARTMENT	2,400.00
90327		INSIGHT PUBLIC SECTOR INC	58,939.91
90328		J.C. EHRLICH	895.32
90329		JEFFERSON COUNTY SOLID WASTE AUTHORITY	68.25
90330		JEFFERSON SECURITY BANK	3,765.00
90331		JOSEPH FORMAN	28.08
90332		JULIE MYERS	169.00
90333		KELSEY STIPANOVIC	123.00
90334		KELVIN UPSON	50.00
90335		MAZZITTI & SULLIVAN EAP	1,422.00
90336		MCA, INC	3,150.06
90337		MCKESSON MEDICAL-SURGICAL GOVERMENT SOLUTIONS LLC	3,887.72
90338		MOTOROLA SOLUTIONS INC	67.60
90339		NAPA AUTO PARTS	589.89
90340		NATIONWIDE RETIREMENT SOLUTIONS	1,065.00
90341		OBSESSION AUTOMOTIVE	854.22
90342		PA SCDU	320.00
90343		PATTON BUILDING SERVICES, INC	23,998.00
90344		POTOMAC EDISON	6,606.54
90345		RETIREE HEALTH BENEFIT TRUST	8,627.00
90346		ROBERTS OXYGEN COMPANY, INC	1,736.23
90347		ROMELDA PORTER	169.00
90348		SHERIFF OF JEFFERSON COUNTY	175.17
90349		SHERIFF OF JEFFERSON COUNTY	26,380.56

90350		SOFTWARE SYSTEMS INC	25.00
90351		SPIRIT OF JEFFERSON	86.22
90352		STEVEN HOLZ	29.00
90353		TEK ADVISORS LLC	11,090.55
90354		THE HARTFORD	2,298.70
90355		THE HARTFORD	3,815.38
90356		THOMAS HANSEN	26.00
90357		UNIFIRST	275.34
90358		US BANK	5,012.24
90359		USPS-POC	20,000.00
90360		VALLEY HEALTH EMPLOYER HEALTH	265.00
90361		WAR MEMORIAL HOSPITAL	314.38
90362		WITMER PUBLIC SAFETY GROUP INC	160.00
90363		WV DEPUTY SHERIFF RETIREMENT SYSTEM	27,718.85
90364		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	49,816.78
90365		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	332.09
90366		WV REGIONAL JAIL & CORRECTION FACILITY AUTH	71,136.18
90367		WVCORP WV COUNTIES SELF INSURANCE RISK POOL	241,139.00
90368	FG/009	SHERIFF OF JEFFERSON COUNTY	6,086.84
90369	SG/010	SHERIFF OF JEFFERSON COUNTY	38,750.00
90370	BS/011	SHERIFF OF JEFFERSON COUNTY	9,049.36
90371	AM/053	SHERIFF OF JEFFERSON COUNTY	1,887.80
TOTAL			843,604.47

Mr. Stolipher motioned to approve the accounts payable for September 12, 2024, in the amount of \$843,604.47. The motion was approved unanimously.

CHECK NUMBER		VENDOR NAME	UNCLEARED
90372		AT&T	224.89
90373		ATLANTIC EMERGENCY SOLUTIONS, INC.	4,802.61
90374		BEGIN COUNSELING PLLC	180.47
90375		BEST BEST & KRIEGER LLP	1,457.00
90376		CHARLES WISE	71.99
90377		COMMUNITY MARKETS INC	4,000.00
90378		DARYLL WIMER	14.74
90379		ENTERPRISE FM TRUST	11,312.56
90380		FRIENDSHIP VOLUNTEER FIRE DEPARTMENT	1,800.00
90381		GUTTMAN OIL CO	11,149.01
90382		MCA, INC	5,753.11
90383		MCKESSON MEDICAL-SURGICAL GOVERNMENT SOLUTIONS LLC	2,053.30

90384		MILLENIUUM INSURANCE GROUP	900.00
90385		NANCY TAVENNER	410.41
90386		OBSESSION AUTOMOTIVE	381.94
90387		POTOMAC EDISON	172.97
90388		QUADIENT INC	704.20
90389		R.E. MICHEL CO. LLC	929.96
90390		RICE TIRES CO	594.40
90391		ROBERTS OXYGEN COMPANY, INC	93.77
90392		RONALD DANTZIC	13.36
90393		SMOOT'S LLC	3,215.00
90394		TEK ADVISORS LLC	4,200.00
90395		W B MASON CO. INC	32.99
90396		WV TAX DEPUTIES ASSOCIATION	35.00
90397		WVCORP WV COUNTIES SELF INSURANCE RISK POOL	47,449.25
90398	GS/004	GENERAL COUNTY FUND-J FEE	15,737.20
			117,690.13

Mr. Stolipher motioned to approve the accounts payable for September 19, 2024, in the amount of \$117,690.13. The motion was approved unanimously.

APPROVAL OF MANUAL CHECKS

			12-Sep-24	
			OTHER FUNDS	
Check #	Fund	Vendor		Amount
342	DG/003	SHERIFF OF JEFFERSON COUNTY		\$1,000.51
929	HD/008	ALLIED UNIVERSAL ELECTRONIC MONITORING US		\$2,880.00
930	HD/008	SHERIFF OF JEFFERSON COUNTY		\$2,219.47
1194	AV/056	DLT SOLUTIONS		\$707.26
1195	AV/056	KNIGHT CONSULTING SERVICE		\$100.00
1196	AV/056	MILLERS SUPPLIES AT WORK		\$1,720.99
1197	AV/056	SPIRIT OF JEFFERSON		\$222.40
1198	AV/056	WV OFFICE OF TAX APPEALS-STATE OF WV		\$132.50
362	AR/207	MOTOROLA SOLUTIONS INC		\$1,327.84
363	AR/207	MOTOROLA SOLUTIONS INC		\$35,698.38
364	AR/207	SHERIFF OF JEFFERSON COUNTY		\$2,832.13
1890	CO/246	CONTROL SYSTEMS INC		\$15,950.00
1891	CO/246	IPC TECHNOLOGIES INC		\$4,025.00
1477	SI/249	SHERIFF OF JEFFERSON COUNTY-SCHOOL IMPACT		\$46.00
1478	LI/249	SHERIFF OF JEFFERSON COUNTY-LAW ENFORCEMENT IMPACT		\$13,097.87
1479	PI/249	SHERIFF OF JEFFERSON COUNTY-PARK AND REC IMPACT		\$50,567.97

1480	EI/249	SHERIFF OF JEFFERSON COUNTY- EMS IMPACT		\$5,319.45
1481	AI/249	SHERIFF OF JEFFERSON COUNTY-ADMIN IMPACT		\$2,547.97
TOTAL				\$140,395.74

Mr. Stolipher motioned to approve the manual checks for September 13, 2024, in the amount of \$140,395.74. The motion was approved unanimously.

		19-Sep-24	
		OTHER FUNDS	
Check #	Fund	Vendor	Amount
610	CS/002	EASTERN PANHANDLE MENTAL HEALTH CENTER	\$600.00
1199	AV/056	MONROE FOR BUSINESS	\$1,484.83
378	FP/057	JEFFERSON COUNTY FARMLANDE PROTECTION BOARD	\$187,836.04
9	TC/077	UNITED WAY-EASTERN PANHANDLE INC (TEEN COURT)	\$62.50
365	AR/207	INDEPENDENT VOLUNTEER FIRE DEPARTMENT	\$33,027.90
1892	CO/246	R.E. MICHEL CO LLC	\$35.22
166	IP/249	TISCHLERBISE INC	\$2,500.00
127	IL/249	TISCHLERBISE INC	\$1,440.00
138	IS/249	TISCHLERBISE INC	\$5,720.00
159	IE/249	TISCHLERBISE INC	\$1,580.00
TOTAL			\$234,286.49

Mr. Stolipher motioned to approve the manual checks for September 20, 2024, in the amount of \$234,286.49. The motion was approved unanimously.

ANNOUNCEMENTS

The letter from Dr. Glenn Hetzel was not included in the agenda packet, but it was set before each commissioner.

PUBLIC COMMENT:

Public comment was received by:

Jacquelyn Milliron

David Tabb

Christy Stadig

Denise Nick

Colin Stine

Christine Wymer

PRESENTATIONS

1. Angie Banks- Assessor

Exoneration(s)

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Low Hospitaliy Group	BPP	SHEP	\$472.89	317955

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Pivot Physical Therapy	BPP	RANSON	\$21.88	315282

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Pivot Physical Therapy	BPP	RANSON	\$20.18	315110

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Thomas & Eden Dunbar, Jr.	PP	KTD	\$745.56	309980

Mr. Stolipher motioned to approve the exoneration(s) as presented by Mrs. Banks. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

Tax ticket apportionments

Mr. Stolipher motioned to approve the tax ticket apportionments as presented by Mrs. Banks. The motion was seconded by Ms. Tabb. The motion was approved unanimously.

Acknowledgement of the Assessor's Certificate of Compliance

Ms. Tabb motioned to acknowledge the Assessor's Certificate of Compliance for the farm census of 2024. The motion was seconded by Mr. Upson. The motion was approved unanimously.

2. Dylan Parsons, Mountain Party Chair

Shepherdstown Magisterial District Seat

Mr. Parsons provided information concerning the Mountain Party. No action was taken.

3. Tom Hansen, Sheriff

Approval Deputy New Hire

Ms. Tabb motioned to approve the hire of Tyler Stehr as an uncertified Deputy effective September 30, 2024 with a starting salary of \$53,550. The motion was seconded by Mr. Stolipher. The motion was approved unanimously.

Approval of Part-time Bailiff Hire

Mr. Stolipher motioned to approve the hire of Lee Dwyer as a part-time bailiff effective September 23, 2024 at a starting rate of \$17.50/hr. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

Approve the ability of 3 additional part-time bailiffs to work more than 1450 hours but less than 1560

Mr. Stolipher motioned to approve Ronald Danzig, David Wilson and Keith Johnson be able to work additional hours up to 1450 at a maximum of 1560 hours annually. The motion was seconded by Ms. Tabb and approved unanimously.

JAG PRO Grant application

Mr. Majdi motioned to approve the application of Justice Assistance Grant for continuation of the PRO program at Jefferson High School. The motion was seconded by Mr. Stolipher. The motion was approved unanimously.

Home Confinement program

No action was taken on this agenda item.

4. County Commission

County Commission, Boards and Commissions – Interviews and Appointments

Jefferson County Development Authority

The commission accepted nominations for the citizen representative – Seat 7.
The commission accepted nominations for the citizen representative – Seat 8.

Ms. Tabb nominated Dennis Shaw.

Mr. Stolipher nominated Heather McIntyre and Adam Shively.

Mr. Upson nominated Paige Wharton.

Mr. Majdi nominated James Dovel.

Dennis Shaw received -1 vote (Tabb)
Heather McIntyre received -1 vote (Stolipher)
Paige Wharton received -1 vote (Upson)
James Dovel received -2 votes (Majdi, Upson)
Adam Shively received -2 votes (Majdi, Stolipher)

Mr. Stolipher motioned to appoint James Dovel as a citizen representative – Seat 7, on the Jefferson County Development Authority for a three-year term expiring April 5, 2027. The motion was seconded by Mr. Majdi and passed unanimously.

Mr. Stolipher motioned to appoint Adam Shively as a citizen representative – Seat 8, on the Jefferson County Development Authority for a three-year term expiring April 5, 2027. The motion was seconded by Mr. Majdi. The motion passed unanimously.

The commission accepted nominations for a business representative – Seat 9.

Ms. Tabb nominated Heather McIntyre.

Mr. Stolipher motioned to appoint Heather McIntyre as a business representative – Seat 9, on the Jefferson County Development Authority for an unexpired term ending April 5, 2025. The motion was seconded by Ms. Tabb. The motion passed unanimously.

The commission accepted nominations for an agribusiness representative – Seat 10.

Mr. Majdi nominated Mary Kathryn Robinson.

Mr. Stolipher motioned to appoint Mary Kathryn Robinson as an agribusiness representative – Seat 10, on the Jefferson County Development Authority for a three-year term expiring April 5, 2027. The motion was seconded by Mr. Majdi. The motion passed unanimously.

The commission accepted nominations for a labor representative – Seat 13.

Mr. Majdi nominated Dr. James Cook.

Mr. Stolipher motioned to appoint Dr. James Cook as a labor representative – Seat 13, on the Jefferson County Development Authority for a three-year term expiring April 5, 2027. The motion was seconded by Mr. Majdi. The motion passed unanimously.

Mr. Stolipher motioned to appoint Robert Meade-Curry for the unexpired Harpers Ferry representative seat on the Jefferson County Development Authority that expires April 5, 2025. The motion was seconded by Mr. Majdi. The motion passed unanimously.

Jefferson County Farmland Protection Board

Ms. Tabb motioned to appoint Kevin Snyder to the Farmland Protection Board as the Farm Bureau representative for a four-year term expiring September 7, 2028. The motion was seconded by Mr. Stolipher and passed unanimously.

The commission accepted nominations for the Farmland Protection Board as non-farmer representative for a four-year term expiring September 7, 2028.

Mr. Upson nominated Sydney O'Shaughnessy.
Ms. Tabb nominated Julia Yuhasz.

Sydney O'Shaughnessy received – 1 vote (Upson)
Julia Yuhasz received – 3 votes (Stolipher, Tabb, Majdi)

Mr. Stolipher motioned to appoint Julia Yuhasz as the Farmland Protection Board non-farmer representative for a four-year term expiring September 7, 2028.. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

The commission accepted nominations for the Farmland Protection Board as the farmer-at-large representative for a four-year term expiring September 7, 2028.

Ms. Tabb nominated Dr. Glenn Hetzel.

Mr. Stolipher motioned to appoint Dr. Glenn Hetzel as the Farmland Protection Board farmer-at-large representative for a four-year term expiring September 7, 2028. The motion was seconded by Ms. Tabb. The motion was approved unanimously.

5. Bessie Nelson, Budget Director

State Fire Protection Funding to County Fire Departments

Ms. Tabb motioned to allocate FY24 Protection Fund 041 equally among the seven (7) fire departments within Jefferson County, which is \$14,475.69 each when the funds are received from the state. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

Revision to starting salary

Mr. Majdi motioned to increase the starting salary for Liesel Eby to \$36,000 effective September 1, 2024 with no increase after 90 days as previously approved on August 15, 2024 to include retroactive pay effective September 1, 2024. The motion was seconded by Mr. Upson. The motion was approved unanimously.

6. Bob Trainer, Mayor of Charles Town, John Nissel, City Manager of Charles Town, Keith Lowry, Executive Director of the Jefferson County Community Ministries, and Sarah Higgins

Importance of the County Liaison position and possible funding options for FY 26 and beyond

Mr. Trainer, Mr. Nissel, Mr. Lowry and Ms. Higgins provided information on the county Social Services Liaison position.

7. Pasha Majdi, County Commissioner

Publication of Commission policies

Mr. Majdi motioned to direct county staff to review the county website and consider ways to make commission policies and the county website more easily accessible to the public including dates of revisions by the next commission meeting. The motion was seconded by Mr. Stolipher. The motion was approved unanimously.

8. Servando Arredondo, Mountaineer Food Bank

Designation of September as Hunger Action Month

Mr. Stolipher motioned to approve the proclamation that is set forward by the Mountaineer Food Bank. The motion was seconded by Mr. Upson. The motion was approved unanimously.

9. Nathan Cochran, Assistant Prosecuting Attorney

Report by counsel on Jefferson County Circuit Court Case No. 2023-C-127

Mr. Stolipher motioned to go into executive session to receive legal advice. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

Mr. Stolipher motioned to come out of executive session. The motion was seconded by Ms. Tabb. The motion was approved unanimously.

Report by counsel on Supreme Court of Appeals of West Virginia Case No. 29-369

Mr. Stolipher motioned to go into executive session to receive legal advice. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

Mr. Stolipher motioned to come out of executive session at. The motion was seconded by Ms. Tabb. The motion was approved unanimously.

10. Edwina Benites-LM, County Administrator

Correction of clerical error for three employees of the Prosecuting Attorney's Office

Mr. Majdi motioned to approve the lump sum payments to employees within the Prosecuting Attorney's office due to clerical errors and compensation. Lisa Driscoll \$577.39; Rebecca Hall \$572.90; Stephen Groh \$331.98. The motion was seconded by Mr. Stolipher. The motion was approved unanimously.

Approval of position upgrade/approval to advertise-WVU Extension Service Administrative Assistant position

Mr. Majdi motioned to approve the upgrade of the Administrative Assistant position within the Extension office as presented, and approve the advertisement of the position. The motion was seconded by Ms. Tabb. The motion was approved unanimously.

Approval of Promotion – FF/EMT II to FF/EMT III

Mr. Majdi motioned to approve the promotion of Ronald Poe of the Jefferson County ESA from FF/EMT II at \$21.16 per hour to an FF/EMT III at \$21.69 per hour. The motion was seconded by Mr. Stolipher. The motion was approved unanimously.

Approval to re-advertise – Zoning Administrator Position

Mr. Stolipher motioned to re-advertise the Zoning Administrator position at a Grade VII as presented. The motion was seconded by Mr. Upson. The motion was approved unanimously.

Consider personnel issues involving potential employee complaint

Mr. Stolipher motioned to go into executive session to discuss a personnel matter. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

Mr. Stolipher motioned to come out of executive session. The motion was seconded by Ms. Tabb. The motion was approved unanimously.

11. Roger Goodwin, Department of Engineering, Planning and Zoning

Approval of West Virginia Department of Economic Development and Jefferson County Commission – Agreement/Contract extension #3 for the Hill Top House Hotel Tourism Development District project services

Mr. Majdi motioned to change order number 3 contract renewal, Jefferson County Hilltop House Project dated September 9, 2024 between the West Virginia Department of Economic Development and the Jefferson County Commission and extend the contract from September 30, 2024 through September 29, 2025, and authorizing the County Administrator to sign the change order on behalf of the Jefferson County Commission. The motion was seconded by Mr. Stolipher. The motion was approved unanimously.

COUNTY ADMINISTRATOR REPORTS

Fire Service RFP-discussion/possible action

Ms. Tabb motioned to engage with Fitch and Associates for a fire service study in the amount of \$44,995 and funding coming from Coal Severance. The motion was seconded by Mr. Upton. The motion was approved unanimously.

Using AI in Grant Application workshop – discussion/possible action

Social Services Coordinator will be hosting a workshop in the commission meeting room on September 24, 2024 from 10 a.m. to noon, and it will be streamed and recorded.

Bloomery Road workshop – discussion/possible action

There will be a task force workshop on September 24, 2024 from 1 p.m. to 3 p.m. in the commission meeting room. The meeting will be streamed and people are encouraged to participate virtually or in person. The meeting will also be recorded.

Impact Fees – discussion/possible action

There is an Impact Fee Study workshop on September 26, 2024 from 10a.m. to noon in the commission meeting room that will be streamed so people can attend virtually or in person. The meeting will also be recorded and kept online.

Academy Days 2024 – discussion/possible action

Senator Shelley Moore Capito will host Academy Days at Jefferson High School on September 28, 2024 from 2 p.m. to 4 p.m.

Opioid Settlement Funds – discussion /possible action

The application deadline for the Opioid Settlement funds was updated to October 1, 2024.

Poll Workers List Published – discussion/possible action

The finalized poll worker list has been published for public accessibility and viewing.

Consider matters involving or affecting the construction, planning, purchase, sale, or lease of property for county office space and/or courthouse space – discussion/possible action

Mr. Stolipher motioned to go into executive session to receive legal advice. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

Mr. Stolipher motioned to come out of executive session. The motion was seconded by Ms. Tabb. The motion was approved unanimously.

Adjourn

Having no further business, Mr. Stolipher motioned to adjourn the meeting. The motion was seconded and unanimously approved. The Commission adjourned at 9:35 p.m.

Steve Stolipher, PRESIDENT

Respectfully submitted
Jacki Shadle
Jefferson County Clerk's Office

Minutes

Jefferson County Commission

Thursday, September 26, 2024

A special session of the Jefferson County Commission was held on Thursday, September 26, 2024, during the third quarterly session at 10:00 a.m. The meeting was held via GoToWebinar and in-person. Present were President Steve Stolipher, Vice President Jane Tabb, Commissioner Pasha Majdi, and Commissioner Kelvin Upson. Also present were Edwina Benites-LM, county administrator; and Nathan Cochran, Assistant Prosecuting Attorney. The archive of the Thursday, September 26, 2024, meeting is available on the Jefferson County Commission website.

Call to order

The meeting was called to order at 10:00 a.m.

Pledge of allegiance

Public Comments:

Public comments were received by the following individuals:

1. Maura Ross
2. Christine Marshall
3. Jack Hefestay

Presentations

1. Carson Bice, President of TischlerBice, Inc.

Impact Fee Study

Mr. Bice gave a presentation of an impact fee study for Jefferson County. (see attached)

2. Jessica James, Chief Human Resources Officer

Approval of hire – Executive Director – Jefferson County Development Authority

Mr. Majdi motioned to approve the hire of Krista Hoffman as the Executive Director of the Jefferson County Development Authority with a salary of \$80,197, effective date

October, 21, 2024. The motion was seconded by Mr. Stolipher. The motion was approved unanimously.

Approval of hire – Clerk of Administration, Finance and Human Resources – County Commission

Mrs. Tabb motioned to approve the hire of Lynn Dillow as Clerk of Administration, Finance and Human Resources – County Commission, with a salary of \$59,000, effective date October 14, 2024. The motion was seconded by Mr. Stolipher. The motion was approved unanimously.

Adjourn

Having no further business, Mr. Stolipher motioned to adjourn the meeting. The motion was seconded and unanimously approved.

DRAFT

PURCHASE ORDERS TO BE APPROVED

November 7, 2024

DEPARTMENT	PURCHASE ORDER NO.	AMOUNT	VENDOR	DESCRIPTION
EMERGENCY COMMUNICATIONS	25042	\$ 100,750.38	Motorola Solutions	WV SIRM system maintenance agreemnt
GRAND TOTAL		\$ 100,750.38		

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: **November 7th, 2024**

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? No

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

**STATE OF WEST VIRGINIA,
COUNTY OF JEFFERSON:**

Sec. 27, Art. 3, Ch.11, Code of West Virginia, Acts of Legislature 1939. Chapter 123, relief in County Court from erroneous assessment, to the taxpayer resulting from a clerical error, or a mistake occasioned by an unintentional act as distinguished from a mistake by misjudgment of classification of taxability of such property.

In the 2024 Personal Property Book.

Bolivar DISTRICT MUNICIPALITY

Described as follows:

Did not own 2015 Dodge Dart July 1, 2023

Assessed Value \$ 3,525

Tax Amount \$ 91.72

In compliance with provisions of above mentioned article of the said Code of the State of West Virginia.

Noah Wisdom
Applicant Wisdom, Noah

10/21/24
Date

Ticket # 300294

**STATE OF WEST VIRGINIA,
COUNTY OF JEFFERSON:**

Sec. 27, Art. 3, Ch.11, Code of West Virginia, Acts of Legislature 1939. Chapter 123, relief in County Court from erroneous assessment, to the taxpayer resulting from a clerical error, or a mistake occasioned by an unintentional act as distinguished from a mistake by misjudgment of classification of taxability of such property.

In the 2024 Personal Property Book.

Kabletown DISTRICT _____ MUNICIPALITY

Described as follows:

Did not own 2011 Subaru Forester July 1, 2023

Assessed Value \$ 3,435

Tax Amount \$ 80.42

In compliance with provisions of above mentioned article of the said Code of the State of West Virginia.



Applicant Proctor, Abbielle

10/17/24

10-4-24

Date

Ticket # 310947

**STATE OF WEST VIRGINIA,
COUNTY OF JEFFERSON:**

Sec. 27, Art. 3, Ch.11, Code of West Virginia, Acts of Legislature 1939. Chapter 123, relief in County Court from erroneous assessment, to the taxpayer resulting from a clerical error, or a mistake occasioned by an unintentional act as distinguished from a mistake by misjudgment of classification of taxability of such property.

In the 2024 Personal Property Book.

Shepherdstown DISTRICT _____ MUNICIPALITY

Described as follows:

Did not own 2018 Audi Q5 July 1, 2023

Assessed Value \$ 12,765

Tax Amount \$ 298.85

In compliance with provisions of above mentioned article of the said Code of the State of West Virginia.



Applicant Luttrell Christopher &
Karen

10/30/24

Date

Ticket # 316733

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jessica James, Chief Human Resources Officer

Department or Organization: County Commission – Office of Human Resources

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: **November 7, 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. Employee Recognition
2. Human Resources Training Request and approval of accompanying budget revisions
3. Approval of Hire – Public Affairs Coordinator, Jefferson County Department of Homeland Security and Emergency Management
4. Approval of Hire – Zoning Administrator, Jefferson County Department of Engineering, Planning, and Zoning
5. Approval of Hire – Deputy Director, Jefferson County Department of Emergency Communications

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

1. Employee recognition
2. We're requesting the approval to transfer \$28,650 from the Jefferson County Development Authority salary line item to a new line in Department 401 (County Commission) under the Human Resources Office for county-wide employee training. The dollar amount represents the cost savings of budget-to-actual for the hire of the new executive director of the JCDA. We're also requesting a budget transfer of \$5,250 from the Emergency Services Agency training line to the Human Resources Office training budget to expand and provide the Vector employee training software currently utilized by JCESA to all employees. The grand total of the budget transfer requests for the HR Office training line is \$33,900.

As mentioned, with the approval of the budget transfers as outlined above, the Human Resources department is requesting the approval of the renewal of contract with Vector Target Solutions for the benefit of all county employees. The Vector software provides online training classes for a wide variety of topics including workplace safety to ethics and allows staff to track and record the trainings both provided and taken by staff. The total annual contract renewal for Vector Solutions is \$14,983.00. Please note the remaining balance in the HR county-wide training line (\$18,917) will be used for County-wide training efforts, and a new policy on the use of those funds is currently under research/development and will be before the Commission in the coming months.

3. Approval of Hire – Public Affairs Coordinator – Jefferson County Department of Homeland Security and Emergency Management: Staff has identified a successful candidate for the Public Affairs Coordinator position and is seeking approval to hire for the Grade V, 80-hour exempt position at a salary of \$58,656, effective November 11, 2024.







4. Approval of Hire – Zoning Administrator – Jefferson County Department of Engineering, Planning, and Zoning: Staff has identified a successful candidate for the Zoning Administrator position and is seeking approval to hire for the Grade VII, 80-hour exempt position at a salary of \$65,522.80, effective November/December ____, 2024.
5. Approval of Hire – Deputy Director, Jefferson County Department of Emergency Communications: Staff has identified a successful candidate for the Deputy Director position and is seeking approval to hire for a Grade VIII, 80-hour exempt position at a salary of \$87,000, effective November/December ____, 2024.

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 approve the budget transfer of \$28,650 from the Jefferson County Development Authority salary line item to a newly designated county-wide employee training line item under Department 401's (County Commission) Office of Human Resources, as presented.*
-  *I move to approve the budget transfer of \$5,250 from the Jefferson County Emergency Services training line item to the newly designated county-wide employee training line item under Department 401's (County Commission) Office of Human Resources, as presented.*
-  *I move to approve the renewal of contract with Vector Target Solutions in the amount of \$14,983 for county-wide training purposes, as presented.*
-  *I move to approve the hire of Stephen Rivera as Public Affairs Coordinator with the Jefferson County Department of Homeland Security and Emergency Management as a Grade V, 80-hour exempt employee at an annual salary of \$58,656, effective November 11, 2024.*
-  *I move to approve the hire of _____ as Zoning Administrator with the Jefferson County Department of Engineering, Planning, and Zoning as a Grade VII, 80-hour exempt employee at an annual salary of \$65,522.80 effective _____.*
-  *I move to approve the hire of _____ as Deputy Director with the Jefferson County Department of Emergency Communications as a Grade VIII, 80-hour exempt employee at an annual salary of \$87,000, effective _____.*

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

COMMISSIONER
Vacant

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

From: Bessie Nelson

Date: September 18, 2024

Re: Fiscal Note: Human Resources Training Request

Jessica James, Chief Human Resources Officer requests the following:

1. Approve a budget transfer of \$28,650 from JCDA's salaries and benefits line to a new line in 401 under our new Human Resources Office, subaccount training. This represents the cost savings with the hiring of the new JCDA Director vs. the amount that was budgeted.
2. Approve a budget transfer from JCESA's training line of \$5,250 to the County Commission training budget to expand this software for County-wide training.
3. Approve the Vector Target Solutions renewal- this would renew ESA's contract (70 employees), move the contract under HR in County Commission budget, and expand to additional 203 employees.
4. Note that the remaining balance under training would be for County-wide training efforts and a new policy one use of those funds will be before the Commission shortly.

DEPT	ACCT	DESCRIPTION	DEBIT	CREDIT
001431	410300	EMPLOYEE WAGES		(24,559.00)
001431	410400	FICA		(1,523.00)
001431	410401	MEDICARE		(357.00)
001431	410600	RETIREMENT		(2,211.00)
001715	422100	TRAINING		(5,250.00)
001401	422103	TRAINING - HR	<u>33,900.00</u>	
			\$ 33,900.00	\$(33,900.00)

If approved, I will present the State Budget Revision at the November 21, 2024 regular County Commission meeting for consent and signature.

Renewal Notice



Date Monday, October 14, 2024

Contract Name	Account Manager	Billing Frequency	Renewal Start Date
Jefferson County ESA (JCESA) (WV)	Alycia Maasen	Annual	12-02-2024

Quantity	Product	Description	Unit Price	Total
1	Vector LMS, TargetSolutions Edition - Maintenance Fee	Annual maintenance of Vector LMS, TargetSolutions Edition	\$395.00	\$395.00
70	Vector LMS, TargetSolutions Edition Premier Membership	Training management for public entities and professionals	\$75.00	\$5,250.00
203	Vector LMS, TargetSolutions Edition Premier Membership	OSHA users	\$46.00	\$9,338.00

Grand Total: \$14,983.00

As a convenience to our customers, we are changing our billing policy effective December 1st, 2019 to send out bills 30 days in advance of your renewal.

This does not change the billing due date or the payment terms of your agreement.

Upon expiration of the Initial or any Renewal Term of your Client Agreement, access to the Services may remain active for thirty (30) days solely for purpose of Company's record keeping (the "Expiration Period"). Unless otherwise provided in your Client Agreement, any access to or usage of the Services following the Expiration Period shall be deemed Client's renewal of the Agreement under the same terms and conditions.



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PRESIDENT
Steve Stolipher

VICE PRESIDENT
Jane Tabb

COMMISSIONER
Pasha Majdi

COMMISSIONER
Kelvin Upson

COMMISSIONER
Vacant

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

From: Bessie Nelson

Date: November 7, 2024

Re: Fiscal Note: Human Resources Personnel Request

Jessica James, Chief Human Resources Officer requests the following:

Homeland Security:

Public Relations Coordinator

Stephen Rivers, \$28.20/hour \$58,656.00

- Amount budgeted for this position in FY 25: \$52,500.00

- Transfer the additional funds from money that was budgeted for the interim Director of Homeland Security position.

There was an additional \$12,772 budgeted. We have \$10,000 remaining.



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PRESIDENT
Steve Stolipher

VICE PRESIDENT
Jane Tabb

COMMISSIONER
Pasha Majdi

COMMISSIONER
Kelvin Upson

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

From: Edwina Benites-LM, county administrator

Re: Boards and Commissions Interviews and Appointments, November 7, 2024

Eastern Panhandle Regional Planning and Development Council (Region 9)- Interviews and Possible Appointment(s)

- Paul Butler
- Krista Hoffman
- Charles Love
- Dennis Shaw
- David Tabb
- Paige Wharton

Suggested motion: Motion to appoint _____ for an unexpired two-year term ending June 30, 2026.

Jefferson County Audit RFP Review Committee- Interviews and Possible Appointments

- No citizen applied

Suggested motion: Motion to appoint _____, _____, and _____ to the Audit RFP Review Committee until such time as an auditor has been selected to audit Jefferson County's FY2024 finances.

*** Needed: one citizen representative with an accounting or finance background, a County representative with finance experience, and another County representative as deemed appropriate by the County Commission: terms ending at the conclusion of reviewing RFPs. The citizen representative may also be an employee.*

Because no one applied, staff recommends appointing:

- Jacki Shadle, County Clerk
- Jane Tabb, County Commissioner
- Bessie Nelson, out-going budget director

Paul Butler

P.O. Box 1152

Shepherdstown, WV 25443

681-242-8400

Paulvb2@gmail.com

Objective

A dedicated community member with strong communication skills, seeking an opportunity to serve on the Eastern Panhandle Regional Planning and Development Council. Committed to using research, project management, and teamwork to contribute to local development and planning efforts.

Skills

- **Exceptional Communication:** Proven ability to engage with clients, stakeholders, and team members across remote platforms. Skilled in delivering clear reports and maintaining open lines of communication to drive projects forward.
 - **Team Coordination:** Experience working with diverse teams both remotely and in-person to achieve project goals.
 - **Research & Data Analysis:** Expertise in gathering, compiling, and analyzing data from various sources, including historical property information and automation strategies.
 - **Contract Drafting & Client Relations:** Familiar with drafting contracts, negotiating terms, and maintaining client relationships to ensure satisfaction and project success.
 - **Project Management:** Skilled in overseeing projects from conception to completion, ensuring that deliverables are met on time and within budget.
 - **Technical Proficiency:** Proficient in Microsoft Office Suite and other technical tools necessary for research, communication, and project oversight.
-

Experience

NDA, Shepherdstown, WV — *Research Assistant*
September 2023 - Present

Private Contract, Shepherdstown, WV — *Personal Assistant*
September 2021 - October 2023

- Coordinated remote teams to manage estate and property restoration projects.
- Researched local databases and historical records to compile comprehensive reports for international clients.
- Communicated regularly with specialists and stakeholders to stabilize and manage property conditions.

Jefferson County Historic Landmarks Commission, Charles Town, WV — *Research Assistant*
June 2022 - December 2022

- Investigated automation strategies, including AI integration, to streamline data entry processes for county and town records.
- Compiled comprehensive datasets for local governments and communicated findings to supervisors and officials.

ECS-Mid Atlantic LLC, Frederick, MD — *Field Technician*
May 2023 - September 2023

- Independently navigated construction sites to assess project status.
- Communicated site assessments to clients through detailed written reports.
- Tested materials and compaction to ensure compliance with project requirements.

Education

Shepherd University, Shepherdstown, WV — *Regent's Bachelor of Arts*
January 2021 - May 2024

- Focused on business and historic preservation, preparing to apply skills toward local government and planning initiatives.

Paul Butler

P.O. Box 1152
Shepherdstown, WV 25443
681-242-8400
Paulvb2@gmail.com

September 9, 2024

Jefferson County Commission

124 E Washington St
Charles Town, WV 25414

Dear Commissioners,

I am writing to express my interest in being appointed to the Eastern Panhandle Regional Planning and Development Council. As a Shepherdstown resident with a passion for community development, I believe my background and experience uniquely qualify me for this role. I am deeply invested in supporting the continued growth of our region and contributing to the preservation and development of our local heritage.

During my internship with the Jefferson County Historic Landmarks Commission, I gained firsthand experience collaborating with both local government and Shepherd University. My role involved investigating automation strategies for data entry, compiling vital historical datasets, and presenting these findings to the county and town officials. This experience not only honed my research and communication skills but also deepened my appreciation for the pivotal role local government plays in fostering community growth and preserving its unique character.

I have always been passionate about local government and the impact it can have on the community. Having lived in Maryland, where local government does not operate in the same way as it does here in the Eastern Panhandle, I am especially drawn to the opportunity to engage with this level of governance. I believe my diverse skill set, including my ability to coordinate teams remotely, draft contracts, and conduct detailed research, will allow me to contribute effectively to the Council's mission.

I am also proud to have the endorsement of Andy Beall, Planning and Zoning Administrator for the Corporation of Shepherdstown, who has been instrumental in guiding me toward understanding the complexities of local governance and planning.

I am excited about the opportunity to serve the community in this capacity and look forward to the possibility of contributing to the Eastern Panhandle's continued growth and development. Thank you for your time and consideration. I would welcome the opportunity to further discuss how my skills and experience can be of benefit to the Council.

Sincerely,
Paul Butler

October 22, 2024

Dear Jefferson County Commission,

I am writing to express my interest in joining the Board of the Eastern Panhandle Regional Planning and Development Council (Region 9) as the Jefferson County citizen representative. As the Executive Director of the Jefferson County Development Authority, I am committed to fostering economic growth and community development in our region.

I am eager to collaborate with fellow board members to advance the goals of our region.

Thank you for considering my application.

Krista Hoffman
Executive Director
Jefferson County Development Authority

Enclosed: Resume

Krista Hoffman

304-283-6566 • 5938 Winchester Ave. Inwood, WV 25428 • dgkahl@aol.com

Leadership | Communication | Collaboration

I have twenty years of experience as the owner and manager of a small business, and I have extensive experience with county government/non-profit agencies. The knowledge and leadership skills I have developed over the years are of immeasurable value to any business.

AREAS of EXPERTISE

- Customer Service and Relationship Management
- Event Planning
- Written and Verbal Communication
- Budget Management and Compliance
- Calendar Management and Scheduling

PROFESSIONAL EXPERIENCE

Jefferson County Development Authority (JCDA) - Kearneysville, WV October 21, 2024

Executive Director

I promote economic development in Jefferson County, WV.

- Plan, organize, coordinate, direct and evaluate economic development activities within Jefferson County.
- Coordinate and encourage the development of strategies that maintain and enhance the long-term viability of Jefferson County.
- Recruit investment and work with prospects to encourage the creation of new jobs.
- Oversee and coordinate the JCDA's marketing effort for the county.
- Manage the negotiation of sales and leasing of property within the JCDA-owned business parks and other business parks across the County.
- Retain and support existing industry in Jefferson County by providing assistance that ensures continued success and expansion.
- Work proactively to design programs to address specific needs and issues of interest to the County and its residents.
- Represent the JCDA on boards, commissions, and on the regional, state, and national levels to ensure visibility and success.
- Review and develop with board involvement, long-range strategic economic development marketing plans.
- Prepare, write, and administer grant proposals related to economic development and work with other entities on the development and administration of grant proposals
- Prepare and maintain information that will assist in responding to inquiries about local economic development activities and opportunities in Jefferson County.
- Work closely and cooperatively with local municipalities on their economic development plans and programs.
- Make presentations to community groups and public agencies and represent the JCDA and the County regarding local and regional issues.

- Communicate with, respond to, and resolve complaints, conflicts, concerns, and questions from citizens, contractors, customers, developers, business owners, and public and private agencies concerning JCDA services, activities, and programs.
- Communicate with the JCDA Board of Directors, other Jefferson County Commission department heads, the County Commission, county elected officials, and others regarding policy issues and matters of economic development concern.

Berkeley Springs – Morgan County Chamber of Commerce - Berkeley Springs, WV May 7, 2024 – October 17, 2024

Executive Director

I promoted and strengthened Morgan County communities by building success through a healthy economy and a strong business sector.

- Responsible for the day-to-day operations of the Chamber of Commerce.
- Developed a set of basic Chamber objectives and continuously monitored and directed the Chamber’s progress toward attaining those objectives through strategic planning.
- Planned, organized and promoted a range of services and events for members.
- Acted as liaison to business, government and community constituents.
- Coordinated and implemented the many activities of the Chamber of Commerce through various committees and supervise the work of the staff in the pursuit of meeting the Chambers’s goals and objectives.
- Connected members to resources through monthly membership meetings and programs.
- Enhanced programs and activities to attract new members and improve existing member benefits.
- Planned and executed all member networking opportunities including grand openings, ribbon cuttings, and mixers.
- Produced all board approved events including the annual Apple Butter Festival and created/executed new events.
- Planned and organized committee and board meetings and coordinated agendas for these meetings.
- Built and maintained strong relationships and communications with the Board of Directors and provided necessary leadership to garner full engagement of board members.
- Ensured that the Chamber by-laws were properly kept up to date and implemented.
- Anticipated emerging and long-term planning needs of the Chamber.
- Formulated the Chamber’s budget along with the Board of Directors.
- Maintained the Chamber website, membership roster and membership directory.

Berkeley County Development Authority (BCDA) - Martinsburg, WV March 6, 2023 – February 14, 2024

Associate Executive Director

I assisted and supported the Executive Director of the BCDA to promote economic development in Berkeley County, WV.

- Responsible for the operations of the Development Authority in the absence of the Executive Director
- Fostered relationships with prospective and existing businesses.
- Responded to telephone calls, emails, and office visits from the public and prospective and existing businesses.

- Represented the BCDA at meetings and events.
- Evaluated and completed performance management reports on subordinates.
- Wrote and advertised request for proposals (RFP) for various professional services as needed.
- Managed relationships with Legal Counsel, Marketing Firm, Accounting Services, Banking Services and Property Management for the Development Authority.
- Assist and provide support with new and existing projects and answer requests for information (RFIs).
- Assisted and provided support for annual audits.
- Continued to communicate and foster working relationships with elected officials, the West Virginia Development Office, Martinsburg-Berkeley County Chamber of Commerce, City of Martinsburg, Berkeley County Council, Jefferson County Development Authority, Morgan County Development Authority, Berkeley County Schools, James Rumsey Technical Institute, and Blue Ridge Community College.
- Developed and coordinated the Build-Up Berkeley business pitch competition program and event night.

Jefferson County Development Authority (JCDA) – Kearneysville, WV, February 1, 2021 – March 6, 2023
Program Manager

I assisted the Executive Director of the JCDA. I created and maintained a business retention and expansion (BRE) program and fostered entrepreneurship in Jefferson County.

- Established and marketed the BRE program, arranged and attended visits and conducted the appropriate follow up.
- Worked faithfully with state and local partners.
- Created and maintained relationships with local schools.
- Prepared and updated print and electronic marketing materials distributed to business prospects.
- Developed and coordinated the Jump Start Jefferson business pitch competition event.
- Created programs to introduce entrepreneurs and small businesses to county and state resources.
- Established a monthly blog for the JCDA website and social media showcasing Jefferson County small businesses.
- Planned, directed, and coordinated logistics for public events, such as ribbon cuttings, ground breakings and job fairs.
- Planned and implemented the Eastern Panhandle Entrepreneurs Forum.

Burch Wood Products, Inc. – Summit Point, WV

July 20, 2000 – December 31, 2020

President and Operations Manager

As President of a small manufacturing business, I served as the primary decision-maker and oversaw all facets of daily operations, including strategic planning, financial management, and personnel supervision. My role focused on driving growth, ensuring operational efficiency, and maintaining high standards of product quality and customer satisfaction.

- Managed the daily operations of a Jefferson County manufacturing business.
- Supervised a team of ten employees.
- Prepared payroll and maintained payroll records, accounts receivable and accounts payable.
- Hired new employees and managed employee benefits and employee evaluations.

- Maintained Occupational Safety and Health Administration (OSHA) written programs.
- Facilitated health and safety training.
- Developed and maintained relationships with clients and suppliers.
- Promoted and marketed the products and services of Burch Wood Products, Inc.

EDUCATION

Blue Ridge Community and Technical College, Martinsburg, WV

Applied Technology, AAS, December 2023

Leadership Berkeley Class of 2024

International Economic Development Council (IEDC)

Certificate – Economic Development Marketing & Attraction Course, August 2023

International Economic Development Council (IEDC)

Certificate - Entrepreneurial & Small Business Development Strategies Course, February 2022

Business Retention & Expansion International (BREI)

Certified Business Retention & Expansion Coordinator, September 2021

UNC School of Government

Certificate - Basic Economic Development Course, August 2021

PROFESSIONAL SKILLS

- Working knowledge of Microsoft Office Suite
- Working knowledge of HubSpot
- Technical Writing
- Ability to adapt to new business processes and procedures.
- Collaboration

VOLUNTEER EXPERIENCE

- Salvation Army – Bell Ringer December 2023
- Meals on Wheels - April 2020 - January 2021

AWARDS AND HONORS

Bunker Hill United Women of Faith Special Mission Recognition – Bunker Hill, WV October 2019

- Director of Children’s programs at Bunker Hill United Methodist Church.
- Teacher for Children’s Sunday School Program.
- Volunteer for Children’s Vacation Bible School.

PROFESSIONAL MEMBERSHIPS

- Rotary Club of Martinsburg – November 2023
- Berkeley County Chamber of Commerce, March 2023

- Jefferson County Chamber of Commerce, February 2021 – February 2023

Charles Love

Ranson, WV 25438

Mobile: 937-213-1652

Email: charlesrlove1719@gmail.com

Date: August 6, 2024

Edwina Benites-LM

Jefferson County Commission

PO Box 250

Charles Town, WV 25414

Dear Edwina & Members of the Jefferson County Commission,

I am writing to express my interest in serving on one of the following advisory boards: the Region 9 – Eastern Panhandle Regional Planning and Development Council, the Jefferson County Board of Health, or the Jefferson County Development Authority. While I am interested in contributing to all three, I am seeking to serve on one board where my skills and experience can be most beneficial to the community.

During my ongoing tenure with the Department of Energy's Office of Environmental Management, I have been actively engaged with various advisory boards and stakeholders to facilitate decision-making processes that balance environmental and community concerns. My current role with the Environmental Management Site-Specific Advisory Board (EM SSAB) provides me with a strong understanding of how to navigate complex regulatory landscapes, ensuring compliance with federal guidelines while addressing local community needs. I believe this experience would be valuable in serving on the Region 9 Planning Council, where long-term regional planning and development are crucial.

In addition to my work in environmental management, my experience in public health policy, particularly in managing projects related to environmentally impacted communities, aligns well with the responsibilities of the Jefferson County Board of Health. My background has equipped me with the knowledge to address public health concerns through strategic planning and data-driven decision-making. I am particularly interested in contributing to the board's efforts in mitigating environmental health risks and improving the overall health outcomes for our community.

Furthermore, my experience working in Portsmouth, OH, where I frequently interacted with the Southern Ohio Diversification Initiative, has given me a unique perspective on local economic development and community engagement. I understand the importance of sustainable development and the need for innovative approaches to economic challenges.

I am eager to bring this perspective to the Jefferson County Development Authority to help drive initiatives that promote economic growth, job creation, and the overall prosperity of Jefferson County.

I am enthusiastic about the opportunity to serve on an advisory board and to contribute my skills and experience to the betterment of Jefferson County. Thank you for considering my application. I look forward to the possibility of working with you and other members of our community to achieve our shared goals.

Sincerely,

A handwritten signature in black ink, appearing to read "Charles Love". The signature is fluid and cursive, with a prominent initial "C" and a long, sweeping tail.

Charles Love

CHARLES LOVE

Ranson, WV 25438, United States
Mobile: 937-213-1652 | charleslove1719@gmail.com

Citizenship: USA | Veterans Preference: None
Clearance: Willing to Obtain | Availability: Immediate | Job Type: Permanent, Full-Time, Remote/Remote Restricted

SUMMARY OF QUALIFICATIONS

Highly accomplished and performance-driven professional with comprehensive experience orchestrating, managing, and executing key projects and initiatives in support of federal agencies, including the Department of Energy. Adept at leveraging a unique blend of expertise encapsulating strategic thinking, analytical prowess, and interpersonal ability to drive cross-functional collaboration and achieve organizational objectives. Impressive track record of successfully navigating regulatory landscapes and ensuring compliance with federal guidelines. Instrumental in facilitating data-driven decision-making to optimize resource allocation and streamline project outcomes in deadline-driven environments. Recognized for conducting thorough program evaluations to provide critical insights and recommendations aimed at enhancing impact and outcomes in ongoing initiatives. Driven to support senior management with strategic decision-making, process optimization, and organizational growth.

Areas of Expertise: Program Management, Strategic Planning & Execution, Stakeholders Engagement, Risk Management

KEY VALUE OFFERINGS

- Proficient in selecting and applying appropriate program evaluation, planning, and measurement techniques to assess the effectiveness of policies by employing rigorous evaluation frameworks and methodologies.
- Extensively knowledgeable in written communications, demonstrating expertise in crafting comprehensive policy reports, briefs, and memos, by synthesizing complex information and providing evidence-based recommendations.
- Skilled in managing, planning, organizing, and directing multiple complex processes related to ongoing projects and initiatives by coordinating and overseeing project timelines, resources, and stakeholders.
- Experienced in leveraging strong communication skills to convey complex information to diverse stakeholders by employing clear and concise language and robust presentation skills.

SIGNATURE SKILLS

- | | | |
|--------------------------|--------------------------|-----------------------------|
| • Project Coordination | • Acquisition Strategies | • Contracts Closure |
| • Management Consultancy | • FACA Compliance | • Quality Assurance |
| • Administrative Support | • Process Improvement | • Documentation & Reporting |
| • Trends & Data Analysis | • Audit Readiness | • New Initiatives Support |

WORK HISTORY

Office of Environmental Management
Department of Energy
Washington, DC, United States
Full-Time, Hours Per Week: 40

8/2023 – Present
GS-09

MANAGEMENT AND PROGRAM ANALYST

Duties, Accomplishments, and Related Skills:

STAKEHOLDER ENGAGEMENT: Engaged in policy analysis, enhancing administrative processes and stakeholder engagement within DOE-EM-2.22 Intergovernmental and Stakeholder Programs Office. Supported the Environmental Management Site-Specific Advisory Board (EM SSAB) and its eight chapters across the United States as well as the EM Advisory Board (EMAB). Assisted EM SSAB and EMAB Designated Federal Officer (DFO) in implementing Advisory Board recommendations, facilitating future EM SSAB Chair's meetings. Aided in policy procedure analysis, responding to the EM SSAB Chair's Recommendations for informed DOE-EM decision-making.

FACA COMPLIANCE: Adhered to Federal Advisory Committee Act (FACA) guidelines and procedures, ensuring compliant and transparent advisory board operations. Supported the EM SSAB and the EMAB in adhering to FACA regulations during decision-making processes. Ensured FACA compliance in stakeholder engagement efforts, maintaining transparency and legality. Collaborated with colleagues to navigate complex FACA regulations, ensuring accurate execution.

DATA ANALYSIS: Developed and presented operational data to EM SSAB DFO, facilitating stakeholder communication. Analyzed operational data to provide insights for improved decision-making within DOE-EM-2.22. Collaborated with stakeholders to interpret

Charles Love, Resume
Page 2 of 5

operational data, facilitating mutual understanding. Assisted in operational data collection, contributing to comprehensive stakeholder reports and communications.

WEBSITE DESIGN AND COORDINATION: Acted as the Subject Matter Expert (SME) and Point of Contact (POC) for website updates for the EM Intergovernmental and Stakeholder Programs Office, spearheading digital communication strategies to enhance stakeholder engagement.

KEY ACCOMPLISHMENTS:

- Elevated stakeholder engagement, fostering collaboration between DOE-EM and stakeholders during EM SSAB meetings as the Federal Coordinator for the EM SSAB.
- Ensured FACA compliance, facilitating organized FACA-required public hearings while adhering to guidelines.
- Amplified communication impact by crafting compelling materials and conveying DOE-EM initiative outcomes to key stakeholders.
- Served as the acting Federal Coordinator for the Environmental Management Advisory Board (EMAB) for 6 months, leading cross-functional teams and facilitating critical advisory processes to support strategic decision-making.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to facilitate communication between various government agencies and external stakeholders.
- Well-versed in environmental policies and regulations related to waste management and cleanup.
- Excel in conducting research and analysis to support the development of program strategies.
- Capability to organize and coordinate meetings, workshops, and presentations for diverse audiences.
- Competency in collecting, organizing, and interpreting data to track program performance and outcomes.
- Talent to assist in the preparation of reports, documents, and presentations for senior staff and stakeholders.
- Mastery of utilizing communication tools and platforms to maintain effective information exchange.
- Ability to adapt to evolving priorities and work collaboratively within a multidisciplinary team.
- Knowledgeable in maintaining up-to-date records and documentation for program activities and progress.

Okay to contact this Supervisor: Yes | Supervisor: Joceline Nahigian (Contact: 301-250-3409)

Office of Environmental Management
Department of Energy
(Through Oak Ridge Institute of Science and Education - ORISE)
Washington, DC, United States
Full-Time, Hours Per Week: 40

06/2023 – 08/2023

INTERGOVERNMENTAL AND STAKEHOLDER PROGRAMS INTERN

Duties, Accomplishments, and Related Skills:

PROCESS IMPROVEMENT: Reviewed, distributed, and posted EM SSAB Chair's meeting minutes on DOE-EM websites, modifying administrative processes. Implemented corrective actions from administrative reviews, producing and editing public-facing documents and presentations. Wrote and reviewed documentation related to EM SSAB, ensuring accuracy and compliance. Tracked task progress and took meeting minutes, ensuring streamlined operations and communication.

DATA ANALYSIS: Developed and presented operational data to EM SSAB DFO, facilitating stakeholder communication. Analyzed operational data to provide insights for improved decision-making within DOE-EM-2.22. Collaborated with stakeholders to interpret operational data, facilitating mutual understanding. Assisted in operational data collection, contributing to comprehensive stakeholder reports and communications.

KEY ACCOMPLISHMENTS:

- Elevated stakeholder engagement, fostering collaboration between DOE-EM and stakeholders during EM SSAB meetings.
- Optimized administrative processes and significantly reduced time to review and disseminate meeting minutes.
- Improved decision-making by analyzing procedures and delivering informed responses to the EM SSAB Chair's Recommendations.
- Amplified communication impact by crafting compelling materials and conveying DOE-EM initiative outcomes to key stakeholders.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to facilitate communication between various government agencies and external stakeholders.
- Knowledgeable in project management principles and practices for overseeing intergovernmental initiatives.
- Excel in conducting research and analysis to support the development of program strategies.
- Capability to organize and coordinate meetings, workshops, and presentations for diverse audiences.

Charles Love, Resume
Page 3 of 5

- Competency in collecting, organizing, and interpreting data to track program performance and outcomes.
- Talent to assist in the preparation of reports, documents, and presentations for senior staff and stakeholders.
- Knowledgeable in maintaining up-to-date records and documentation for program activities and progress.

Okay to contact this Supervisor: Yes | Supervisor: Joceline Nahigian (Contact: 301-250-3409)

Enterprise Technical Assistance Services
Piketon, OH, United States
Full-Time, Hours Per Week: 40

10/2020 – 08/2023

PUBLIC AFFAIRS SPECIALIST

Duties, Accomplishments, and Related Skills:

COORDINATION & ENGAGEMENT: Orchestrated weekly public affairs meetings to bridge communication gaps between contractors and DOE, facilitating transparent information exchange. Coordinated presentations and work plans, amplifying stakeholder engagement through effective interactions with DOE and the Portsmouth Site-Specific Advisory Board. Collaborated with the public affairs team to organize quarterly public meetings, fostering community engagement and open dialogue.

DOCUMENT CONTROL: Controlled, reviewed, and created essential documents to facilitate seamless land transfer to SODI, ensuring full regulatory compliance. Demonstrated meticulousness in updating and disseminating project tracking documents, empowering data-driven decision-making. Assessed contractor invoices for Real Property Transfer and Regulatory Documents, ensuring quality and accuracy for DOE's final review. Provided prepared submissions and financial data for DOE's final review of documents.

NEW INITIATIVES SUPPORT: Aided Property Transfer team in supporting Ohio University and DOE's PORTS Future Grant initiatives, facilitating community growth through strategic collaboration. Provided vital support to DOE in hosting educational outreach programs and insightful site tours, promoting community understanding and collaboration. Supported Ohio University and DOE in PORTS Future Grant initiatives, promoting community growth and sustainable development. Played a key role in supporting Ohio University and DOE in PORTS Future Grant initiatives, facilitating community growth and sustainable development through strategic collaboration.

COMMUNICATION ENHANCEMENT: Amplified stakeholder engagement and operational effectiveness by lending expertise in presentation development and scheduling coordination. Collaborated closely with DOE and SSAB, lending expertise in presentation development and scheduling coordination to amplify stakeholder engagement. Reviewed contractor article submissions for the EM Newsletter, ensuring content quality and accuracy through insightful comments.

PROPERTY TRANSFER: Assisted the Property Transfer team by creating, reviewing, and controlling essential documents, ensuring seamless land transfer to SODI while complying with regulations. Led interactions with web development contractors in crafting PortsDemo.com, providing public access to real-time air monitoring data and insights into demolition activities.

KEY ACCOMPLISHMENTS:

- Recognized for receiving multiple letters of commendation from ETAS management, commending outstanding achievements in facilitating property transfer, coordinating National EM SSAB chairs meetings, and delivering support to DOE initiatives.
- Orchestrated seamless communication between contractors and the Department of Energy (DOE), ensuring productive weekly public affairs meetings and transparent information exchange to facilitate efficient project coordination.
- Spearheaded the creation and launch of PortsDemo.com, a public-facing website offering real-time air monitoring data and insights into demolition activities, enhancing public access to crucial information and bolstering community engagement.
- Drove successful educational outreach programs and site tours in collaboration with DOE, fostering increased community understanding, active participation, and collaboration while promoting sustainable development goals.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to effectively communicate complex technical information to a diverse audience.
- Well-versed in crafting persuasive narratives for public dissemination.
- Knowledgeable in utilizing various media platforms for strategic messaging.
- Excel in crisis communication and managing public perception during challenges.
- Capability to analyze public sentiment and adjust communication strategies accordingly.
- Competency in coordinating events and campaigns to promote technical assistance services.
- Talent to collaborate with cross-functional teams to align messaging with organizational goals.
- Mastery of creating engaging content, including press releases, articles, and social media posts.
- Ability to monitor and respond to public inquiries and feedback promptly.
- Well-versed in monitoring industry trends to provide timely and relevant public affairs guidance.

Okay to contact this Supervisor: Yes | Supervisor: Yvette Cantrell (Contact: 865-405-3199)

Charles Love, Resume
Page 4 of 5

Fluor-BWXT Portsmouth
Piketon, OH, United States
Full-Time, Hours Per Week: 40

06/2019 – 08/2019

SUB-CONTACTS INTERN

Duties, Accomplishments, and Related Skills:

CONTRACT CLOSURE: Processed contract closures while strictly adhering to Federal Acquisition Regulation (FAR) guidelines. Managed smooth closure of completed contracts, aligning with FAR guidelines and compliance standards. Played a key role in facilitating successful audits by the Defense Contract Audit Agency (DCAA) through meticulous contract closure processing. Assisted Fluor-BWXT Contract Management by processing contract closures, ensuring readiness for DCAA audit.

FUND DE-OBLIGATION: Executed de-obligation of funds from completed contracts while adhering to Federal Acquisition Regulation (FAR) protocols. Ensured accurate fund de-obligation by aligning with FAR guidelines and compliance standards for finished contracts. Supported Fluor-BWXT Sub-Contract Management in de-obligating funds during preparations for the DCAA audit.

AUDIT SUPPORT: Provided valuable support in preparing for a successful Defense Contract Audit Agency (DCAA) audit by ensuring comprehensive compliance. Supported Fluor-BWXT Sub-Contract Management in audit readiness, ensuring adherence to compliance requirements and effective engagement during DCAA audit.

KEY ACCOMPLISHMENTS:

- Enhanced efficiency of contract closure procedures, reducing processing time and ensuring adherence to industry regulations.
- Managed fund de-obligation from completed contracts while minimizing financial discrepancies and maintaining compliance.
- Played a pivotal role in preparing essential documentation and procedures, contributing to the successful completion of rigorous audits.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Capability to collaborate on multidisciplinary projects within the Fluor-BWXT Portsmouth framework.
- Competency in data analysis and proficient use of relevant software tools.
- Knowledgeable in project documentation and record-keeping practices.
- Mastery of technical writing for effective communication within the team.
- Ability to adapt and learn quickly in a dynamic industrial environment.
- Talent to assist in process optimization and efficiency enhancement initiatives.
- Excel in researching to support the development of innovative solutions.
- Knowledgeable in quality control procedures to ensure adherence to project standards.

Okay to contact this Supervisor: Yes | Supervisor: Brady Barnhart (Contact: 740-897-2146)

Shawnee State University
Portsmouth, OH, United States
Full-Time, Hours Per Week: 40

08/2017 – 05/2020

STUDENT EMPLOYEE & RESIDENT ASSISTANT

Duties, Accomplishments, and Related Skills:

RESIDENT SUPPORT: Guided and mentored on-campus residents, fostering a supportive and inclusive community. Resolved conflicts among residents while enforcing housing policies to maintain a harmonious living environment. Led engaging community-building activities aimed at enhancing residents' sense of belonging and interaction. Ensured the safety of residents by being vigilant and responsive to any security concerns.

ADMISSIONS GUIDANCE: Assisted prospective students and families by providing detailed information about programs, campus facilities, and admission requirements. Aided admissions team by assisting in coordinating various events and managing logistical aspects. Supported admissions team with administrative tasks, including file management and handling correspondence. Conveyed essential program details and prerequisites to prospective students and assisted with making informed decisions.

HR COORDINATION: Engaged in coordinating various HR processes, ensuring smooth onboarding and offboarding of employees. Assisted in managing employee files, contributing to organized and accessible record-keeping. Gained valuable insights into HR operations, contributing to a broader understanding of HR practices. Played a key role in enhancing documentation practices, contributing to more efficient and streamlined HR processes.

KEY ACCOMPLISHMENTS:

Charles Love, Resume
Page 5 of 5

- Developed, planned, and successfully executed a wide range of educational, social, and recreational programs catering to a diverse group of over 40 students, fostering engagement and a sense of community.
- Eased transition of new residents into university and residence life by providing personalized assistance and guidance, contributing to a smoother adjustment process for incoming students.
- Successfully completed three consecutive year-long work-study programs, showcasing consistent dedication and commitment to professional growth and development.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to effectively communicate and engage with diverse groups of students and residents.
- Well-versed in promoting a positive and inclusive living environment within university residences.
- Knowledgeable in addressing and resolving conflicts among students and maintaining a harmonious community.
- Excel in organizing and executing educational and social programs to foster student engagement and personal development.
- Talent to lead and facilitate group discussions, workshops, and training sessions for personal and community growth.
- Ability to respond promptly to emergencies, provide assistance, and follow appropriate protocols.
- Well-versed in collaborating with university staff and faculty to enhance student experience and residential life.

Okay to contact this Supervisor: Yes | Supervisor: Sthefany Thomas (Contact: 813-469-0465)

EDUCATION

Master of Business Administration (MBA), Western Governors University, Salt Lake City, UT, 03/2024

Bachelor of Science in Business, Management, Shawnee State University, Portsmouth, OH, 05/2020

High School Diploma, Ripley-Union-Lewis-Huntington High School, Ripley, OH, 05/2016

SOFTWARE & OPERATING SYSTEMS

Microsoft Office Suite (Excel, Outlook, PowerPoint, Word)

AFFILIATIONS

Steward, National Treasury Employees Union (NTEU) | 08/2024-Present

SPECIALIZED SKILLS AND KNOWLEDGE

Analytical Methods & Techniques: Apply sophisticated analytical methods and techniques to analyze policy data and generate evidence-based insights. Utilize advanced statistical analysis to assess the impact of policies on the public. Employ data visualization tools to effectively communicate complex analytical findings to key stakeholders.

Program Evaluation Techniques: Conduct comprehensive program evaluations to assess the effectiveness and efficiency of new initiatives. Develop and implement rigorous evaluation frameworks and methodologies to measure the impact of energy-related projects. Utilize qualitative and quantitative research methods to evaluate outcomes and cost-effectiveness. Collaborate with multidisciplinary teams to design and execute evaluations, ensuring accurate data collection and analysis.

Oral Communication: Present research findings and policy recommendations to diverse audiences, including policymakers, stakeholders, and community groups. Deliver compelling and concise oral presentations at conferences, workshops, and meetings. Collaborate with colleagues to develop effective communication strategies for disseminating policy information.

Legislative & Budgetary Processes: Monitor and analyze legislative proposals to assess potential impact on programs and policies. Provide expert guidance on legislative matters and contribute to the development of policy briefs and reports. Assist in preparing and justifying budget requests, ensuring alignment with strategic priorities and program goals. Collaborate with cross-functional teams to advocate for adequate funding and resources for public initiatives.

Written Communication Knowledge: Prepare comprehensive reports and policy briefs, conveying complex policy concepts and recommendations clearly and concisely. Draft official correspondence, including letters, memoranda, and emails, to communicate with internal and external stakeholders. Develop written materials, such as press releases and fact sheets, to effectively disseminate policy information to the public.

Complex Process Management: Manage and oversee multiple complex processes related to policy development, implementation, and evaluation. Plan and coordinate activities of interdisciplinary teams, ensuring timely execution and alignment with project goals. Organize and prioritize tasks, resources, and timelines to ensure efficient workflow and successful project completion. Direct and guide stakeholders through complex processes, providing expertise and facilitating collaboration to achieve goals.

Edwina Benites

From: Dennis Shaw <revdennisshaw@gmail.com>
Sent: Monday, August 5, 2024 7:45 PM
To: Edwina Benites
Subject: Initial Interest for boards

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

Ms Benites:

I understand the Jefferson County Commission proposes to appoint to the several authorities, boards, commissions, or committees.

I return to Jefferson County next week. I have interest in: (1) Region 9 – Eastern Panhandle Regional Planning and Development Council as well as (2) Jefferson County Development Authority.

I can get you a resume next week.

I have an MBA in quantitative methods from Rochester (NY) Institute of Technology (1979) and a Doctor of Ministry in Church Leadership from Wesley Theological Seminary (2012).

I am a retired line officer in the US Army (Lieutenant Colonel) as well as a retired United Methodist Elder.

I have extensive experience in numerical analysis.

I can provide you more information and references next week. I am out of town on personal business.

Respectfully,

Dennis Shaw

An iPhone note.
801-889-7013 (iPhone)
mantuan.podbean.com is my podcast.

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, respectfully submit my application for appointment to the Eastern Panhandle Regional Planning and Development Council for the one, two-year term.

As a lifelong resident/taxpayer and business owner, I believe I would have an extensive knowledge of logistics that I could bring to the council. I have previously provided the Metropolitan Airport Authority operations with millions of dollars of support products from around the world.

The Eastern Panhandle is a strategic location with the Martinsburg Airport, I-81, Rt 7, I-70, Rt 50, I-270 and I-66, the Front Royal Inland port (container facility), the rail system and the proximity to Winchester and Hagerstown.

I have worked on previous projects, such as the two and half year, 340 corridor project at a cost of over \$400,000.00 with over 600 individuals participating.

The Eastern Panhandle Regional Planning and Development Council has a prime opportunity to jump ahead of the needs for the ever-expanding Washington and Baltimore region to reduce congestion of the intercity and provide services that can go in a moment noticed too anywhere.

Don't forget about the Baltimore Port situation. Eastern Panhandle Regional Planning and Development Council needs to be ready with support and logistics needed and not be trapped with one way in or out.

Thank you for considering my application.



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



PAIGE WHARTON

CONTACT

PHONE:
304-901-0536

EMAIL:
[paigewhartonhomes@
outlook.com](mailto:paigewhartonhomes@outlook.com)

To the Jefferson County Commission,

I would be honored to serve on a board for the Jefferson County Commission. Specifically I am interested in the Jefferson County Development Authority or the Eastern Panhandle Regional Planning and Development Council. As a Mom of five children, a wife, and a professional I want to invest in the long term success of this community that I love. After living in multiple places in the United States, and overseas, I will bring a unique perspective to the board. I have lived in rural, urban, and suburban environments.

I recognize that Jefferson County is unique. Its proximity to Washington DC provides the opportunity for economic development as more people leave the city to prioritize a larger house and outdoor recreation. However the rural community, historical towns, and slower pace of life need to be preserved. This tension is difficult to navigate.

I live on eight beautiful acres and enjoy the wide open space around me. As a Mom I also know that development will enhance the lives of the families who live in Jefferson County. I would love the opportunity to be a citizen representative on a board and help the commission navigate the coming changes.

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

Respectfully,

Paige Wharton



PAIGE WHARTON

304-901-0536 | paigewhartonhomes@outlook.com

OBJECTIVE

As a Mom of five, a wife, and a professional I want to see this county that I love flourish. We have chosen to raise our family in Jefferson County after years of moving because we recognize the beauty, hospitality, and potential of this special corner of West Virginia. I would be honored to serve on the board and bring my perspective as a citizen.

EXPERIENCE

REALTOR

EXP Realty of West Virginia | August 2024- Present

- Help buyers relocate to Jefferson County and find their dream home
- Help sellers get the best price possible on their listing
- Showcase the beauty of the Eastern Panhandle
- Promote local businesses

Special Investigator

Department of State, PSS Contractor | November 2019- Present

- Conduct interviews and record checks in support of Department of State investigations
- Write concise and accurate reports, free of bias, summarizing each interview to help the case manager adjudicate each investigation in support of national security
- Analyze records and prepare written summaries of the information contained therein

221st EMIBN S6 - Communications Officer

Georgia Army National Guard | 2013-2017

- Wrote standard operating procedures in order to increase efficiency
- Authored training curriculum for radio wave theory, goal setting and HF radios
- Supervised a section of 12 soldiers and completed yearly performance reviews

Office Management Specialist, US Embassy Kabul, Afghanistan

Department of State | 2012-2013

- Provided administrative support for the Ambassador in the office of Coordinating Director for Development and Economic Affairs

EDUCATION

University of Georgia | 2007-2011

- BA in Sociology and Criminal Justice
- Cum Laude
- Distinguished Military Graduate

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Commissioner Pasha Majdi, Krista Hoffman

Department or Organization: Jefferson County Development Authority

Estimation of amount of time needed for appointment: 10 Minutes

Date Requested – 1st Choice: **November 7th**

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

Date Requested – 2nd Choice: November 21st

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

Resolution regarding the expansion of the YMCA into Jefferson County

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

The Jefferson County Development Authority, as well as the Municipalities in Jefferson County and the Jefferson County Board of Education, have approved the attached resolution in support of the YMCA expanding operations into Jefferson County. We are asking the County Commission to approve the attached resolution. There is no funding requested with the approval of this resolution.

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*):

I move to approve the resolution in support of the YMCA expanding into 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: khoffman@jcda.net

Phone Number: 304-728-3255

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

A Resolution Supporting the Expansion of the YMCA into Jefferson County

WHEREAS, the top need identified by most leaders of Jefferson County is activities for kids and families, early-career single adults, and the elderly; and

WHEREAS, Jefferson County local governments have consistently recognized the need to expand both recreational opportunities and child care programs to support residents; and

WHEREAS, when choosing a location, businesses rate quality-of-life features like recreation and child care facilities as highly important; and

WHEREAS, the average wait time between seeking child care and receiving a placement in Jefferson County is 13.3 months; and

WHEREAS, the average wait time for child care far exceeds the neighboring counties-- Berkeley County, WV, at 6 months, and Frederick, MD, at 3 months; and

WHEREAS, in addition to the public-at-large and Shepherd University students, the area's six high school swim teams (Berkeley and Jefferson counties) must share the Shepherd University pool facility, resulting in limited and truncated practice times for each team; and

WHEREAS, the YMCA is the nation's largest provider of child care programs; and

WHEREAS, Jefferson County is serviced by only one, year-round public pool (Shepherd University); and

WHEREAS, the YMCA is the largest pool management agency in the world; and

WHEREAS, West Virginia University Medicine identified three, main health priorities as part of their December 2022 Community Needs Assessment for Berkeley Medical Center and Jefferson Medical Center: substance use and abuse (drugs, alcohol, tobacco, vaping), obesity and chronic disease (including cancer), and mental health; and

WHEREAS, the YMCA programs mitigate negative health outcomes by providing health and wellness training and classes for all ages from pre-natal to senior; and

WHEREAS, the YMCA has a variety of opportunities for families and kids including: swimming lessons, free lifeguard training, cooking classes, teens night out, chess club, art classes, STEM (science, technology, engineering, and math) programs, dance classes, sports leagues, and homeschool programming; and

WHEREAS, the YMCA has a variety of opportunities for early-career single adults such as: adult culinary classes, adult acting classes, introduction to watercolor painting, adult sports teams, fitness classes, and more; and

WHEREAS, the YMCA has a variety of opportunities for seniors including all of the adult programs and: massage (including oncology massage), senior social breakfast, lunch and learns such as “Managing Hip Pain” and “Breast Cancer Awareness,” senior yoga, warm water exercise classes, etc.

NOW, THEREFORE BE IT RESOLVED, the Jefferson County Commission does hereby support a YMCA expansion into Jefferson County as a means to address the significant child care needs, lack of access to aquatic facilities and programs, and need for healthy community activities.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jim Klein

Department or Organization: Hospice of the Panhandle

Estimation of amount of time needed for appointment: 10 minutes


Date Requested – 1st Choice: **November 7, 2024**

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

Date Requested – 2nd Choice: November 14, 2024

Subject (*Wording to be placed on agenda*): **Proclamation for National Hospice and Palliative Care Month**

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

 I have submitted for your approval a proclamation asking for the County Commission to read.

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*):

Motion to accept the proclamation as presented.

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

PROCLAMATION: Designing November 2024 as National Hospice and Palliative Care Month

WHEREAS, for more than 40 years, hospice and palliative care has helped provide comfort and dignity to thousands of people, allowing them to spend their final months at home, surrounded by their loved ones in Jefferson County;

WHEREAS, the hospice model involves an interdisciplinary, team-oriented approach to treatment, including expert medical care, quality symptom control, and comprehensive pain management as a foundation of care;

WHEREAS, beyond providing physical treatment, hospice and palliative care attends to the patient's emotional, spiritual and family needs, and provides family services such as respite care and bereavement counseling;

WHEREAS, hospice and palliative care holistic approach has helped patients prepare for and face death, and their loved ones carry on supported in the wake of it;

WHEREAS, palliative care improves quality of life and offers relief from pain, can be provided at any time during an illness, and hospices are some of the best providers of community-based palliative care;

WHEREAS, 1.72 million Medicare beneficiaries living with life-limiting illness and their families received care from the nation's hospice programs in communities throughout the United States in 2020;

WHEREAS, hospice and palliative care organizations are advocates and educators about advance care planning that helps individuals make decisions about the care they want;

WHEREAS, the central philosophy of hospice care puts patients first, ensuring a coordinated and person-centered approach to care, protecting patient choice and access to individualized services based on a patient's unique care needs and wishes.

WHEREAS, given our universal mortality, hospice is a valuable benefit for all Americans and their loved ones.

NOW, THEREFORE, be it resolved that the Jefferson County Commission do hereby proclaim November 2024 as National Hospice and Palliative Care Month and encourage citizens to increase their understanding and awareness of all care at home services, to include family caregivers, palliative care, hospice, home health, and private duty home care, and observe this month with appropriate activities and programs.

Steve Stolipher
Jefferson County Commission President

JEFFERSON COUNTY, WEST VIRGINIA
Department of Engineering, Planning & Zoning
Office of Engineering, Building Permits & Inspections

116 East Washington Street
P.O. Box 716
Charles Town, West Virginia 25414

Phone: 304-728-3257

Fax: 304-728-3953

Email: engineering@jeffersoncountywv.org

MEMORANDUM

TO: EDWINA BENITES, COUNTY ADMINISTRATOR
JEFFERSON COUNTY COMMISSION

FROM: REBECCA F. BURNS, OFFICE MANAGER
DEPARTMENT OF ENGINEERING, PLANNING & ZONING

DATE: OCTOBER 10, 2024
DOCKET FOR NOVEMBER 7, 2024 CC MEETING

SUBJECT: KELLY BROWNE IMPACT FEE REFUND REQUEST
PERMIT #23-803

The Commission has authorized impact fees be refunded in the past when petitioned by the owner of the property based on recommendations from this office. Kelly and Cassie Browne applied for a building permit for a second dwelling unit attached to their primary dwelling and paid the permit fees and impact fee. They have since decided not to convert the existing single family dwelling into two dwelling units.

They would like a full refund of the \$1,725.00 impact fee, which was paid when they made application. They did proceed with the building permit as additional square footage to the home. They understand that if they were to proceed with the second dwelling unit in the future they will be required to pay the impact fee that is in place at that time. Therefore, the recommended refund for permit #23-803 is \$1,725.00.

If you have any questions please give me a call.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Matthew Harvey**

Department or Organization: **Prosecuting Attorney's Office**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **November 7, 2024 (preferred time is 11 a.m.)**
If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

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

The Prosecuting Attorney's office seeks to hire a full time victim's advocate. Qualified candidate, Summer Stanford, has already been identified and can start on November 18, 2024.

Is this a funding request? No

If so, how much? \$

Provide exact financial impact/request: **This is a budget neutral position for \$35,000 annually with at 35 hour week.**

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

The Commission approves the hiring of Summer Stanford as a Victim's Advocate at a rate of \$35,000 annually with a 35 hour week to begin working on November 18, 2024.

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



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: November 7, 2024

Re: Fiscal Note: Prosecuting Attorney's Office Personnel Request

Matt Harvey requests the following new hire for the vacant Assistant Victim's Advocate:

Summer Stanford	\$19.2308/hour	\$35,000.00
Amount budgeted for this position in FY 25:		\$39,706.00
Full time- 70 hour employee		

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Rebecca Hall

Department or Organization: **Prosecuting Attorney's Office Victim Assistance Program**

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: **11/7/24**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): VOCA Grant Contract Approval and Signature

Please provide the County Commission with a description of your request or presentation, including any background information:
The Victim Assistance Program VOCA Grant Application was approved and awarded \$114,109.00. We are requesting approval and signature for the 2024-2025 VOCA Federal Grant Contract.

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*):

Approve and Sign the 2024-2025 VOCA Grant Contract

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

If not attached, explain:

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

Contact information: Rebecca Hall

Email address: rhall@jeffersoncountywv.org

Phone Number: 304-725-6550

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: 10 minutes

Date Requested – 1st Choice: **November 7, 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 Budget Revisions for FY25

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

SBR#FY25-001-001 (General Fund) as corrected.

Explanation: Account number 399 (Transfer Assessor's Valuation Fund) was erroneously omitted from the original budget revision. Account number 399 (Revenue) must match account number 407 (Expenditures).

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 revised 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

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

REQUEST FOR REVISION TO APPROVED BUDGET

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
 Phone: **304.724.8425** _____
 Fax: _____ Charles Town _____ 25414
 Email: bnelson@jeffersoncountywv.org _____ CITY ZIP CODE

COUNTY
 Government Type

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
388	Transfers From Other Funds	300,000	211,715		511,715
397	Payroll Reimbursements	239,968		239,968	
399	Transfers Assessor's Valuation Fund	669,152	28,253		697,405
	#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: _____
 Deputy State Auditor, Local Government Services Div. Date

 AUTHORIZED SIGNATURE OF ENTITY APPROVAL DATE

EXPENDITURES (CONT'D)

Jefferson County Commission

LGSD: BR

Jefferson County Commission **CONTROL NUMBER**

25 001

01

BUDGET REVISION REQUEST-SUPPLEMENT

FY

FUND

REV#

ACCOUNT NUMBER	ACCOUNT CATEGORY	PREVIOUSLY APPROVED AMOUNT	FY INCREASE	FUND DECREASE	REV# REVISED AMOUNT
431	Economic Development	414,677	13,528		428,205
440	Engineering	1,532,523	83,575		1,616,098
450	Farm Preservation Programs	107,727	4,677		112,404
696	Transfer to Financial Stabilization Fund		452,707		452,707
699	Contingencies	3,523,366	539,656		4,063,022
700	Sheriff-Law Enforcement	5,014,490	207,643		5,222,133
711	Emergency Services/OES	279,318	12,223		291,541
712	Communication Center	2,537,574	94,453		2,632,027
715	Ambulance Authority	6,364,918	196,425		6,561,343
716	Dog Warden/Humane Society	309,845	12,123		321,968
717	Central Garage	659,952	6,260		666,212
900	Parks & Recreation	1,056,708	82,768		1,139,476
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Expenditures (this page)

1,706,038



JEFFERSON COUNTY COMMISSION

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

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PRESIDENT
Steve Stolipher

VICE PRESIDENT
Jane Tabb

COMMISSIONER
Pasha Majdi

COMMISSIONER
Kelvin Upson

COMMISSIONER
Vacant

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

From: Bessie Nelson

Date: October 17, 2024

Re: Fiscal Note: Available ARPA Funds

There is also approximately \$44,768.30 available in ARPA funding for future allocations.

Please note these funds must be **allocated** by December 31, 2024 and **spent** by December 31, 2026.

Organization	Use of funds and impact on Jefferson County, WV (summary)	Requested Matching funds amounts and sources
Jefferson Day Report Center, Inc.	<p>Youths with substance use issues face significant challenges in accessing care. In 2020, 58.7% or approximately 162.5 million individuals reported illicit drug use within the past month (SAMHSA, 2021). Jefferson County, in particular, has several barriers to care. Access to treatment for youths with substance use and behavioral health disorders has not kept up with the rapidly increasing rates of misuse. Additionally, the lack of public transportation in Jefferson County poses a major obstacle, as many youth and their families either do not have access to a vehicle or lack a driver's license, making transportation essential for receiving treatment.</p>	<p>\$500.00 - Jefferson Day Report Center Reserve ##### Funds \$30,000 from JCPRC is reserved in their capital funds to begin this project. Additional fundraising by the lacrosse program is beginning through sponsorships and planned fundraisers this fall in our own Call of the Wild Build-A-Field Capital Campaign.</p>
Jefferson County Wild Lacrosse	<p>ARPA funds are requested to assist in the decommission and refurbishment of an unused softball field at Leetown Park into a multipurpose field that is large enough to support a full-size lacrosse field. The multi-use field will increase the usage of the Leetown Park which has seen a decrease in use with the decline of the softball field usage.</p>	<p>\$30,000 Previously raised funds, ongoing Fundraising, and Monthly donations</p>
Bolivar Harpers Ferry Public Library	<p>To provide a covered porch for the community to gather, provide programs, and be an area for shelter for any who need it, including students after school hours.</p>	<p>23,000.00 U.S. Department of Housing & Urban Development \$187,000, United Way of the Eastern Panhandle, Eastern West Virginia Community Foundation, and more here</p>
Community Markets Inc.	<p>The JCC ARPA funds awarded to Community Markets Inc. will be used to enhance CMI's ability to feed more food in secure families in Jefferson County and better serve WV farmers by upgrading its energy efficient mobile cold storage trailers with generators, allowing CMI to provide fresh & healthy food sourced locally in any location regardless if it has a source of electricity or not.</p>	<p>2000 www.communitymarketsinc.org/partners</p>
Old Charles Town Library	<p>Replacing current cooling system to ensure air quality at levels appropriate to the safety of all who use the building.</p>	<p>\$30,000 \$58,275, City of Ranson; \$47,385 OCTL</p>
Bakerton Fire Department	<p>Our station is in need of a generator for our facility. Years ago we were the last department approved through CIP but was eliminated after the CIP fund was discontinued to the volunteers a few weeks later. Since then our department has operated on a small gas power generator which can only power our doors and one outlet in the office. Over the last several years during severe storms and heavy snow / ice events our station is useless as a community shelter which it has been several times over the years for cold storms and long power outages in the area.</p>	<p>\$40,000 Remainder of labor and shipping</p>

African American Community Association
of Jefferson County

The African American Community Association of Jefferson County (AACAJC) is making a strong case for support under Title I, Section 105(a) of the Housing and Community Development Act of 1974, as its activities align with key eligible areas for Community Development Block Grant (CDBG) funding. Specifically, AACAJC seeks funding to support projects that benefit low- and moderate-income residents in Census Tract 9725.05, including the following: Public Facilities and Improvements AACAJC's Amphitheater Development Project addresses a critical need for stormwater management by incorporating a bioswale rain catchment system. Funding will be used to hire a contractor to assess the feasibility of the catchment, complementing previous design work funded by the City of Charles Town and West Virginia University (WVU). This project enhances the community's infrastructure and offers matching funds to support ongoing civil engineering efforts. Historic Preservation The proposed bioswale not only mitigates stormwater but also preserves the historic Fishermen Hall facility. By improving stormwater management and enhancing the site's aesthetic appeal, the project will protect the community center, preserve its historical significance, and contribute to neighborhood betterment. Planning and Capacity Building The development of cultural facilities that encourage tourism aligns with the goals of the County Commission's comprehensive plans. The amphitheater will be a key feature of the African American Heritage Festival, drawing visitors and promoting cultural tourism. Additionally, the rain catchment system will support ongoing sewer and water upgrades, relieving the burden on local infrastructure. Assistance to Nonprofit Organizations As a nonprofit, AACAJC carries out multiple community-focused activities, such as feeding the homeless and providing free healthy lifestyle programming like Zumba classes. Funding assistance for these activities aligns with CDBG program goals of supporting nonprofits that deliver essential community services. This comprehensive alignment of AACAJC's projects with CDBG-eligible activities underscores the importance of funding support to achieve positive, lasting impacts in the community.

15,000 WV Department of Homeland Security -
Facility Hardening Grant, 69000 - City of Charles
Town Grant Amphitheater Project (Design and
Build) \$5,000 WVU Fulcrum Grant (Concept
Development) - Total Match - \$89,000

The Boys & Girls Club serves low to moderate income children in Jefferson County. We strive to ensure that the children in our program will graduate and have a plan for their future. In order to fulfill that commitment, we must ensure that our facilities are safe for our members. We respectfully request \$20,000 to resurface our outdoor play area to improve our facility. We also need an AED machine in our Jefferson County Club. While we have grant funds to cover part of our safety initiative, we will require additional matching funds to complete the project.

Boys & Girls Club of the Eastern Panhandle

\$20,000 WISH - \$26,750; First Energy \$10,000

Color Code
 Approved
 Closed

Priority	App No.	Status	Date	Name	Contact	Description	Amount	Adjustments	Adjusted Request	Amount Paid	Subtotal	Committed
1	ARPA-48	Approved	6/17/2021			Revenue Loss 2020	1,534,634		1,534,634	(1,534,634)	\$ -	-
		Approved	6/30/2022			Emergency Medical Services	5,000,000		5,000,000	(4,001,085)	\$ 998,915	998,915
1		Approved	8/5/2021			Premium Pay-Retro active stipend \$3k per eligible employee-County Staff	625,000	235,000	860,000	(541,189)	\$ 318,811	-
1		Approved	8/5/2021			Premium Pay-Retro active stipend \$3k per eligible employee-Component Units	180,000		180,000	(182,199)	\$ (2,199)	-
1	ARPA-19	Approved	11/10/2021		Tom Hansen	2 Deputies	504,400	(174,504)	329,896	(329,896)	\$ 0	0
1	ARPA-20	Approved	7/14/2022		Jeff Polczynski	CAD Admin	246,000	(28,944)	217,056	(75,004)	\$ 142,053	142,053
1	ARPA-6	Approved	8/11/2022	Jeff Polczynski, 911 Communication Center	Jeff Polczynski	Next generation 911 ESINET	750,000		750,000	-	\$ 750,000	750,000
1	ARPA-27	Approved	7/14/2022		Roger Goodwin	Digital screen for public use permit process	15,000		15,000	(12,844)	\$ 2,156	2,156
1	ARPA-10	Approved	7/14/2022	Russ Burgess, County Inormation Tech	Russ Burgess	Commission meeting room, public meeting technology improvements	50,000	16,000	66,000	(65,680)	\$ 320	-
1	ARPA-7	Approved	7/14/2022		Russ Burgess	Email system upgrade for communications to the public-Confirmed this is a separate project and not included in C/O Fund	75,000	(25,000)	50,000	-	\$ 50,000	50,000
1	ARPA-44	Approved	7/14/2022		Laura Kuhn	HVAC for building (was part of ARPA-43-moved to ARPA-44)	100,000	120,000	220,000	-	\$ 220,000	220,000
5	ARPA-11	Approved	7/14/2022	Jefferson County Parks & Recreation	Jennifer Myers	Public Sewer tie in. (Amended to \$600,000, Approved for \$300,000)	1,000,000	(700,000)	300,000	(96,850)	\$ 203,150	203,150
2	ARPA-29	Approved	7/14/2022	Jefferson County Emergency Services Agency	Mike Sine	Portable and Mobile Radios	322,920		322,920	(322,920)	\$ 0	-
2	ARPA-52	Approved	8/18/2022	Jefferson County Development Authority	Dennis Jarvis	Economic Development (\$65k from Coalbed and Coal): 1) New Business park evaluation study; 2) Redesign the current master plan for Burr Industrial Park; and, 3) Prepare sites 9&10 in the Burr Ind Park for pad ready sites.	80,000		80,000	(80,000)	\$ -	-
3	ARPA-5	Approved	10/19/2022	Charles Town	Alissa Meeks	Homeless Support	150,000		150,000	(110,218)	\$ 39,782	39,782
3	ARPA-30	Partial Approval	10/19/2022	Corporation of Shepherdstown		Local Match for pedestrian access of Morgan's Grove Park	300,000	(270,000)	30,000	(30,000)	\$ -	-
4	ARPA-40	Approved	7/14/2022	CASA	Michelle Suddeth	Volunteer outreach, training and support for vulnerable children-deferred from FY23 budget request	10,000	10,000	20,000	(20,000)	\$ -	-
4	ARPA-16	Approved	7/14/2022	Jefferson County African American Cultural & Heritage Festival	Brenda Gaskins	Promote social, cultural and economic programs related to African American community	12,000		12,000	(12,000)	\$ -	-
5	ARPA-24	Approved	7/14/2022	Commissioner Tabb	David Deamer	Broadband Infrastructure (Tabb & Jackson) Approved 2, 180ft towers (JCHD and Midldway area) and 2 smaller towers at locations to be determined.	912,805	(312,805)	600,000	-	\$ 600,000	600,000
4	ARPA-13	Approved	8/11/2022	Jefferson County Council on Aging	Amy Wellman	Walk-in cooler replacement - Received a grant from the governor to purchase Funding no longer needed	18,000	(18,000)	18,000	-	\$ 18,000	-
4	ARPA-31	Partial Approval	10/19/2022	Bakerton Fire Department	Bradley Fritts	Replacement Portable Radios	154,369	(118,053)	36,316	(35,619)	\$ 696	-
4	ARPA-53	Partial Approval	10/19/2022	Blue Ridge Fire Department	Earl Cogle	Replacement Portable Radios	36,316		36,316	(35,698)	\$ 618	618
4	ARPA-54	Partial Approval	10/19/2022	Independent	Adam Watson	Replacement Portable Radios	36,316		36,316	(33,028)	\$ 3,288	-
4	ARPA-41	Approved	7/14/2022	Jefferson County Community Ministries	Keith Lowry	FY23 Budget Request-Deferred to ARPA FUNDING FOR HOMELESS AND FOOD PANTRY	80,000		80,000	(80,000)	\$ -	-
4	ARPA-46	Partial Approval	10/19/2022	Friendship Fire Company	Christipher Higdon	Communication Equipment / Portable Radios for Staff and Fire apparatus.	150,000	(113,684)	36,316	(35,619)	\$ 697	-
4	ARPA-47	Partial Approval	10/19/2022	Middleway Volunteer Fire Co Inc	Michael Mood	Communication Equipment / Portable Radios for Staff and Fire apparatus.	259,480	(223,164)	36,316	(32,946)	\$ 3,370	-
5	ARPA-1	Approved	10/19/2022	Harpers Ferry-Bolivar PSD	Ed Tennant	Sewer Pipe line rehab projects	120,000		120,000	(68,397)	\$ 51,603	51,603
4	ARPA-50	Approved	10/19/2022	Jefferson County Fair Association	Todd Wilt	Fairgrounds and building maintenance	150,000		150,000	(150,000)	\$ -	-
4	ARPA-55	Approved		St. Andrews Mountain Community Ctr		Replace front steps	2,500		2,500	(2,500)	\$ -	-
4	ARPA-56	Approved	12/21/2023	Jefferson County Little League	Bryan Sutherland	Install new lighting on fields to meet LL requirements	100,000	13,000	113,000	(113,000)	\$ -	-
4	ARPA-57	Approved	2/1/2024	Jefferson County Community Ministries	Keith Lowry	FY24 Replenish operating budget as a result of additional money spent on building new shelter	70,000	-	70,000	(70,000)	\$ -	-
4	ARPA-58	Approved	2/15/2024	Jefferson County Parks & Recreation		Lighting Project at AMP	50,000	-	50,000	(50,000)	\$ -	-
4	ARPA-59	Approved	2/15/2024	Harpers Ferry-Bolivar Library		Replace Roof	25,700	-	25,700	(25,700)	\$ -	-
4	ARPA-60	Approved	3/7/2024	Shenandoah Community Health	Tina Burns	Unbudgeted needs of Behavioral Health & Nurse Outreach Team	8,470	30	8,500	(8,500)	\$ -	-
	ARPA-61	Approved	3/19/2024	JC Homeland Security	Dick Myers	Replacement Portable Radios	37,564	-	37,564	(1,328)	\$ 36,236	36,236
Totals							\$ 13,166,474	\$ (1,590,123)	\$ 11,594,351	\$ (8,156,856)	\$ 3,295,443	\$ 3,094,512
Committed funds not spent on closed projects									(343,001)			
									\$ 11,250,750			
Total ARPA Funding Received											11,201,341.00	
Add Interest Earned											94,794.92	
Less Committed Funds for Approvals											3,094,511.86	
Less ARPA Expenditures											8,156,855.67	
Balance ARPA Funding 09/30/2024											44,768.39	

Remaining ARPA Funding Application

There is roughly \$30,000 remaining to allocate in Jefferson County American Recovery Plan Act (ARPA) funding. Funding under ARPA must be designated by the end of 2024.

Due date: 5 pm on October 10, 2024.

Contact name *

Jamila Jones

Contact email *

jamila.fleet@ics-wv.com

Organization *

African American Community Association of Jefferson County

Summary of organization and mission *

The mission of this Corporation is to establish a community cultural center in Jefferson County wherein the following programs can be established and carried forth: 1. To research, collect, and disseminate, African-American contributions to the history of Jefferson County and West Virginia. To establish a section of the Center wherein the total history of African people can be archived and made available to the public; and, 2. To enhance the self-esteem of ethnic minorities, particularly African-American youth, by creating programs which will supplement the public educational system in various fields, including Arts and Humanities; and, 3. To determine the impact of public educational programs related to health and environmental issues affecting the African-American community in particular, and the total community in general.

Use of funds and impact on Jefferson County, WV (summary) *

The African American Community Association of Jefferson County (AACAJC) is making a strong case for support under Title I, Section 105(a) of the Housing and Community Development Act of 1974, as its activities align with key eligible areas for Community Development Block Grant (CDBG) funding. Specifically, AACAJC seeks funding to support projects that benefit low- and moderate-income residents in Census Tract 9725.05, including the following: Public Facilities and Improvements AACAJC's Amphitheater Development Project addresses a critical need for stormwater management by incorporating a bioswale rain catchment system. Funding will be used to hire a contractor to assess the feasibility of the catchment, complementing previous design work funded by the City of Charles Town and West Virginia University (WVU). This project enhances the community's infrastructure and offers matching funds to support ongoing civil engineering efforts. Historic Preservation The proposed bioswale not only mitigates stormwater but also preserves the historic Fishermen Hall facility. By improving stormwater management and enhancing the site's aesthetic appeal, the project will protect the community center, preserve its historical significance, and contribute to neighborhood betterment. Planning and Capacity Building The development of cultural facilities that encourage tourism aligns with the goals of the County Commission's comprehensive plans. The amphitheater will be a key feature of the African American Heritage Festival, drawing visitors and promoting cultural tourism. Additionally, the rain catchment system will support ongoing sewer and water upgrades, relieving the burden on local infrastructure. Assistance to Nonprofit Organizations As a nonprofit, AACAJC carries out multiple community-focused activities, such as feeding the homeless and providing free healthy lifestyle programming like Zumba classes. Funding assistance for these activities aligns with CDBG program goals of supporting nonprofits that deliver essential community services. This comprehensive alignment of AACAJC's projects with CDBG-eligible activities underscores the importance of funding support to achieve positive, lasting impacts in the community.

Is the use an approved use as detailed the US Department of Treasury "eligible uses?" See here: <https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds/eligible-uses> *

Yes.

Eligible use category- select from among the eligible uses

- Replace lost public sector revenue
- Respond to the far-reaching public health and negative economic impacts of the pandemic
- Provide premium pay for essential workers
- Invest in water, sewer, and broadband infrastructure
- Emergency relief from natural disasters
- Surface transportation projects
- Title I projects

Use of funds and impact on Jefferson County, WV (long form) *

Title I, Section 105(a) of the Housing and Community Development Act of 1974 outlines a variety of eligible activities that can be funded through the Community Development Block Grant (CDBG) program. These activities are intended to benefit low- and moderate-income people, prevent or eliminate slums and blight, or address urgent community needs. The African American Community Association of Jefferson County (AACAJC) is the steward of the Fishermen Hall Community Center. This site functions as a community facility providing both space and programs that specifically benefit the low to moderate income residents of the neighborhood, which is located in LMI designated Census Tract 9725.05. AACAJC requests funding to support several well aligned key eligible activities listed under Section 105(a) which include as follows:

Covered Activity : Public Facilities and Improvements

Construction, reconstruction, rehabilitation, or installation of public facilities and improvements, such as parks, streets, neighborhood centers, and water/sewer systems.

AACAJC Aligned Project : Amphitheater Development Project - Civil Engineering design associated with mitigating stormwater currently calls for installation of a bioswale rain catchment. This requires work to determine if the depth of the catchment is feasible. AACAJC requests funding to support hiring a contractor to dig and discern the depth of the rock bed. This is complementary to the design work previously funded by the City of Charles Town and WVU for the same project. Funds are cited as matching funds on this request.

Covered Activity : Historic Preservation

Activities to preserve historic buildings and structures.

AACAJC Aligned Need: The bioswale and rain catchment will serve two purposes 1) stormwater mitigation 2) Rain Garden The distinctive feature will be both function and aesthetic benefit the preservation of facility and betterment of the neighborhood.

Covered Activity : Planning and Capacity Building

Activities related to the development of plans and strategies for community development, including planning for housing, land use, and public infrastructure.

AACAJC Aligned Need: Land use for cultural facilities that also encourage tourism are aligned with the goals the County Commission has highlighted as priorities in previous comprehensive plans. The facility is a part of the infrastructure utilized for the African American Heritage Festival which draws new visitors to the area annually. Support of this project and the eventual build out of the amphitheater encourage additional offering for new tourism.

Further, the rain catchment area is of benefit to the the ongoing sewer and water upgrades as it helps alleviate some of the burden on stormwater infrastructure.

Covered Activity : Assistance to Nonprofit Organizations

Assistance to nonprofit organizations carrying out activities that are otherwise eligible under the CDBG program.

AACAJC Aligned: AACAJC is a nonprofit organization carrying out other activities in the community to include feeding the homeless and twice a week healthy lifestyle programming ie. Free Zumba classes.

Requested fund amount *

\$10,000

Matching funds amounts and sources *

15,000 WV Department of Homeland Security - Facility Hardening Grant, 69000 - City of Charles Town Grant Amphitheater Project (Design and Build) \$5,000 WVU Fulcrum Grant (Concept Development) - Total Match - \$89,000

This form was created inside of Jefferson County Commission.



Remaining ARPA Funding Application

There is roughly \$30,000 remaining to allocate in Jefferson County American Recovery Plan Act (ARPA) funding. Funding under ARPA must be designated by the end of 2024.

Due date: 5 pm on October 10, 2024.

Contact name *

Josh Smith

Contact email *

bakertonfd@yahoo.com

Organization *

Bakerton Fire Department

Summary of organization and mission *

Volunteered fire & rescue department including Swift water rescue and rope rescue equipment and trained personnel

Use of funds and impact on Jefferson County, WV (summary) *

Our station is in need of a generator for our facility. Years ago we were the last department approved through CIP but was eliminated after the CIP fund was discontinued to the volunteers a few weeks later. Since then our department has operated on a small gas power generator which can only power our doors and one outlet in the office. Over the last several years during severe storms and heavy snow / ice events our station is useless as a community shelter which it has been several times over the years for cold storms and long power outages in the area.

Is the use an approved use as detailed the US Department of Treasury "eligible uses?" See here: <https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds/eligible-uses> *

Emergency relief from natural disasters, to provide emergency relief from the physical and economic impacts of natural disasters.

Eligible use category- select from among the eligible uses

- Replace lost public sector revenue
- Respond to the far-reaching public health and negative economic impacts of the pandemic
- Provide premium pay for essential workers
- Invest in water, sewer, and broadband infrastructure
- Emergency relief from natural disasters
- Surface transportation projects
- Title I projects

Use of funds and impact on Jefferson County, WV (long form) *

This project will help the residents of Bakerton and the surrounding areas as a community shelter, and it will ensure our station can remain operational during times of power outages long and short term.

Requested fund amount *

\$40,000

Matching funds amounts and sources *

Remainder of labor and shipping

This form was created inside of Jefferson County Commission.



Remaining ARPA Funding Application

There is roughly \$30,000 remaining to allocate in Jefferson County American Recovery Plan Act (ARPA) funding. Funding under ARPA must be designated by the end of 2024.

Due date: 5 pm on October 10, 2024.

Contact name *

Sara Curley

Contact email *

scurley.bhfpl@gmail.com

Organization *

Bolivar Harpers Ferry Public Library

Summary of organization and mission *

To provide resources and services to the community of Jefferson County and the State.

Use of funds and impact on Jefferson County, WV (summary) *

To provide a covered porch for the community to gather, provide programs, and be an area for shelter for any who need it, including students after school hours.

Is the use an approved use as detailed the US Department of Treasury "eligible uses?" See * here: <https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds/eligible-uses>

Yes
.....

Eligible use category- select from among the eligible uses

- Replace lost public sector revenue
- Respond to the far-reaching public health and negative economic impacts of the pandemic
- Provide premium pay for essential workers
- Invest in water, sewer, and broadband infrastructure
- Emergency relief from natural disasters
- Surface transportation projects
- Title I projects

Use of funds and impact on Jefferson County, WV (long form) *

During the COVID pandemic and closing of the library, Bolivar Harpers Ferry Public Library continued to find creative ways to safely serve our community. The pandemic and subsequent safety measures highlighted the need for a more usable and versatile multipurpose meeting space for our patrons and the community. Therefore, Bolivar Harpers Ferry Public Library would like to add a multipurpose outdoor community space to the front of the library. The addition will include a covered porch which will be accessed from the current steps/ entry way and wrap around to an extended patio to a community and program patio space. The porch will consist of a concrete base extending ten feet from the library side and include railings, electric plugs, and ceiling lights. It will be 46 feet long in the front and then wrap around to the side of the building and continue as an extended patio for library and educational programming. We will also convert a windowed area in the current children's area into French doors, allowing access to all. Please see the attached concept drawing. We have met with several contractors and have multiple quotes in hand.

Having a covered outdoor space where the community can enjoy reading, engage in social interactions and the library can conduct programming will greatly enhance the community as a whole. A covered porch and extended patio will create a welcoming, inviting and versatile place that will allow for outdoor programming (such as book clubs, story times, craft and knitting groups, yoga classes, bird watching, etc). With the inclusion of the cover, this space can be utilized throughout all seasons allowing us to schedule outdoor programs year-round.

Additionally, a covered porch will be a gathering place for our community. Being located adjacent to a middle school results in the library being a safe space for students to come after school. The covered porch will create a protective space for them to wait for a guardian under any weather condition. It will mean that they do not to be in the busy parking lot or along the road. Also, if there is another pandemic or similar situation, an outdoor space would allow people to continue to gather safely.

As a library in a small town, our services go beyond our walls and it is important that we continue to expand our services to benefit our patrons and our community. An outdoor covered porch will help us to expand our physical program area, allowing us to continue to serve our community and increase the ways in which we support people across a wide variety of ages and demographics.

Requested fund amount *

23,000.00

Matching funds amounts and sources *

Previously raised funds, ongoing Fundraising, and Monthly donations

This form was created inside of Jefferson County Commission.

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Remaining ARPA Funding Application

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Due date: 5 pm on October 10, 2024.

Contact name *

Stacie Rohn

Contact email *

Director@bgcepwv.org

Organization *

Boys & Girls Club of the Eastern Panhandle

Summary of organization and mission *

Established in 1997, the Boys & Girls Club of the Eastern Panhandle – Jefferson County Unit has offered a prevention-based model of programming to area youth for over two decades. Many of our alumni are accomplished professionals who credit the mentors from the Club who encouraged them to be successful adults. The mission of the Boys & Girls Club of the Eastern Panhandle (BGCEP) is to enable all young people, especially those who need us most, to reach their full potential as productive, caring and responsible citizens. We live this mission each day in our Jefferson County Club.

Use of funds and impact on Jefferson County, WV (summary) *

The Boys & Girls Club serves low to moderate income children in Jefferson County. We strive to ensure that the children in our program will graduate and have a plan for their future. In order to fulfill that commitment, we must ensure that our facilities are safe for our members. We respectfully request \$20,000 to resurface our outdoor play area to improve our facility. We also need an AED machine in our Jefferson County Club. While we have grant funds to cover part of our safety initiative, we will require additional matching funds to complete the project.

Is the use an approved use as detailed the US Department of Treasury "eligible uses?" See [here: https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds/eligible-uses](https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds/eligible-uses) *

Yes - Title I - Acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements, clearance and remediation activities.

Eligible use category- select from among the eligible uses

- Replace lost public sector revenue
- Respond to the far-reaching public health and negative economic impacts of the pandemic
- Provide premium pay for essential workers
- Invest in water, sewer, and broadband infrastructure
- Emergency relief from natural disasters
- Surface transportation projects
- Title I projects

Use of funds and impact on Jefferson County, WV (long form) *

Under the Title I - Acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements, clearance and remediation activities section, we respectfully submit our ARPA request to make safety improvements to our public facility.

The Boys & Girls Club of the Eastern Panhandle - Jefferson County Club participated in a third-party safety inspection in early 2024. As part of that process, the inspector identified several areas that required attention in order to make the facility a safer environment for our children. While we make every effort to keep our Clubs safe for our members, there are several areas that require attention.

Over the past year, we have partnered with several funders to complete each area in stages. The first project was funded by First Energy and new fireproof windows and doors were installed, security cameras were installed, new outdoor lighting for visibility was installed, and the lobby area was renovated to secure the facility.

The Women Investing in Shepherd grant (WISH) was a Panhandle collaborative grant with \$12,000 coming to Jefferson County to purchase an AED device and resurface the parking/play area. On our safety inspection the parking lot was identified as an area that should be resurfaced and leveled. We collected four bids for the project and the lowest estimate for the project was \$39,900. We have \$9,500 remaining from the (WISH) and request \$20,000. We will secure several other funders to invest the remaining \$10,400 to complete the project.

Requested fund amount *

\$20,000

Matching funds amounts and sources *

WISH - \$26,750; First Energy \$10,000

This form was created inside of Jefferson County Commission.

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Remaining ARPA Funding Application

There is roughly \$30,000 remaining to allocate in Jefferson County American Recovery Plan Act (ARPA) funding. Funding under ARPA must be designated by the end of 2024.

Due date: 5 pm on October 10, 2024.

Contact name *

Mark Peiffer

Contact email *

mark.peiffer@communitymarketsinc.org

Organization *

Community Markets Inc.

Summary of organization and mission *

Community Markets Inc. ("CMI") is a 501(c)(3) nonprofit organization located in Charles Town, WV whose mission is to connect locally grown food to families in need. In just 2 years, Community Markets Inc. has fed over 8,000 people in 10 WV counties with 107,000 lbs. of healthy and locally-sourced food and put \$217,000 back into farmers and small family business owners' pockets. CMI's vision is: healthy West Virginian grown food is on every West Virginian's plate. All of CMI's programs and activities increase food security and access to healthy and affordable food grown in WV for all Appalachian families, especially underserved and low-income families.

Use of funds and impact on Jefferson County, WV (summary) *

The JCC ARPA funds awarded to Community Markets Inc. will be used to enhance CMI's ability to feed more food in secure families in Jefferson County and better serve WV farmers by upgrading its energy efficient mobile cold storage trailers with generators, allowing CMI to provide fresh & healthy food sourced locally in any location regardless if it has a source of electricity or not.

Is the use an approved use as detailed the US Department of Treasury "eligible uses?" See [here: https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds/eligible-uses](https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds/eligible-uses) *

Community Markets Inc. was founded during the lockdown and has continued its mission for over three years since to increase wealth and wellness in Jefferson County and West Virginia through increasing food security and access to healthy & WV-grown food for families and communities in Jefferson County, especially underserved and low-income families.

Eligible use category- select from among the eligible uses

- Replace lost public sector revenue
- Respond to the far-reaching public health and negative economic impacts of the pandemic
- Provide premium pay for essential workers
- Invest in water, sewer, and broadband infrastructure
- Emergency relief from natural disasters
- Surface transportation projects
- Title I projects

Use of funds and impact on Jefferson County, WV (long form) *

Jefferson County's ability to grow its own food in order to feed its residents is a key component to growing wealth and wellness for families within the county and is also key to the ability to respond quickly and resiliently in times of crisis.

Requested fund amount *

2000

Matching funds amounts and sources *

U.S. Department of Housing & Urban Development \$187,000, United Way of the Eastern Panhandle, Eastern West Virginia Community Foundation, and more here www.communitymarketsinc.org/partners

This form was created inside of Jefferson County Commission.

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Remaining ARPA Funding Application

There is roughly \$30,000 remaining to allocate in Jefferson County American Recovery Plan Act (ARPA) funding. Funding under ARPA must be designated by the end of 2024.

Due date: 5 pm on October 10, 2024.

Contact name *

Sandy Knoerlein

Contact email *

jeffersoncountylacrosse@gmail.com

Organization *

Jefferson County Wild Lacrosse

Summary of organization and mission *

Jefferson County Wild Lacrosse is a 4-year-old program administered by the Jefferson County Parks and Recreation Commission. We provide lacrosse instruction and team play for new and experienced male and female athletes from prekindergarten through high school. Our high school teams play competitively across the state and in surrounding states and our youth teams play recreationally in an area league. Our organization has grown over 400% in 3 seasons of play, expanding from 18 players on 1 team with 1 coach to 135 players on 8 teams with 19 coaches. We provide off-season instructional clinics, drop-in play opportunities and in-school lacrosse lessons for boys and girls.

Use of funds and impact on Jefferson County, WV (summary) *

ARPA funds are requested to assist in the decommission and refurbishment of an unused softball field at Leetown Park into a multipurpose field that is large enough to support a full-size lacrosse field. The multi-use field will increase the usage of the Leetown Park which has seen a decrease in use with the decline of the softball field usage.

Is the use an approved use as detailed the US Department of Treasury "eligible uses?" See * here: <https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds/eligible-uses>

Leetown Park use has declined over the last several years and rehabbing the park space and transitioning from allowing only one type of sport on that field to making it a multi-use space would allow for others to use it and potentially bring in more revenue for the county. Providing an updated park space will invite new recreational opportunities for the county to hold games and tournaments for lacrosse.

Eligible use category- select from among the eligible uses

- Replace lost public sector revenue
- Respond to the far-reaching public health and negative economic impacts of the pandemic
- Provide premium pay for essential workers
- Invest in water, sewer, and broadband infrastructure
- Emergency relief from natural disasters
- Surface transportation projects
- Title I projects

Use of funds and impact on Jefferson County, WV (long form) *

ARPA funds are needed to help with the decommission and refurbishment of an unused softball field at Leetown Park. Currently, the softball field and its facilities are overgrown and are no longer code compliant. The dugouts need to be removed. The fencing was installed backwards and needs to be replaced. The out-of-compliance bleachers have been removed and their concrete pads now need to be removed. The power has been turned off, but out-of-compliance lights and poles need to be taken down. The softball field infield area needs to be scraped to remove the infield dirt, and the crowning leveled. To complete the refurbishment, the field will need to be expanded by approximately 40 feet involving clearing, filling, grading and seeding to establish a full-size lacrosse field. New fencing and netting, to protect the roadway from errant balls, will be installed. With sufficient funding, bleachers can be added for spectators. Repurposing the field increases the functionality of the space for many sports, including lacrosse, that currently borrows several fields throughout the county to support all its youth. As this Leetown Park field has lost usage, it is now overgrown, and minimally maintained. Refurbishment will bring back to life a beautiful green space for the county's youth to engage in safe recreational play, with organized and passive activities. Additionally, lacrosse is one of the oldest (historically) and fastest growing sports in our nation and as our program grows, so will our need for a well-groomed and well-maintained field to accommodate all our youth.

Requested fund amount *

\$30,000

Matching funds amounts and sources *

\$30,000 from JCPRC is reserved in their capital funds to begin this project. Additional fundraising by the lacrosse program is beginning through sponsorships and planned fundraisers this fall in our own Call of the Wild Build-A-Field Capital Campaign.

This form was created inside of Jefferson County Commission.

Google Forms

Remaining ARPA Funding Application

There is roughly \$30,000 remaining to allocate in Jefferson County American Recovery Plan Act (ARPA) funding. Funding under ARPA must be designated by the end of 2024.

Due date: 5 pm on October 10, 2024.

Contact name *

Kelly J. Franklin

Contact email *

KFRANKLIN@JEFFERSONDRC.COM

Organization *

Jefferson Day Report Center, Inc.

Summary of organization and mission *

The Jefferson Day Report Center (JDRC) provides evidence-based programming that addresses the underlying causes of addiction and delinquency by providing community and recovery support to youths with treatment needs. Strategies include positive engagement that promotes safety and security for youth offenders with treatment needs in the least restrictive community-based environment, addresses substance use and delinquency, and improves the health and quality of life for the individual, their families, and the community. JDRC delivers a coordinated community-based response that provides treatment and support services and keeps youth offenders from going deeper into the criminal justice system while continuing to hold them accountable.

Use of funds and impact on Jefferson County, WV (summary) *

Youths with substance use issues face significant challenges in accessing care. In 2020, 58.7%—or approximately 162.5 million individuals—reported illicit drug use within the past month (SAMHSA, 2021). Jefferson County, in particular, has several barriers to care. Access to treatment for youths with substance use and behavioral health disorders has not kept up with the rapidly increasing rates of misuse. Additionally, the lack of public transportation in Jefferson County poses a major obstacle, as many youth and their families either do not have access to a vehicle or lack a driver's license, making transportation essential for receiving treatment.

Is the use an approved use as detailed the US Department of Treasury "eligible uses?" See [here: https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds/eligible-uses](https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds/eligible-uses) *

Yes, this grant proposal will address the widespread public health and economic challenges brought on by the pandemic by promoting community health and assisting households, small businesses, affected industries, nonprofits, and the public sector in recovering from its economic effects.

Eligible use category- select from among the eligible uses

- Replace lost public sector revenue
- Respond to the far-reaching public health and negative economic impacts of the pandemic
- Provide premium pay for essential workers
- Invest in water, sewer, and broadband infrastructure
- Emergency relief from natural disasters
- Surface transportation projects
- Title I projects

Use of funds and impact on Jefferson County, WV (long form) *

In May 2022, the Jefferson Day Report Center (JDRC) expanded its services to include mental health and substance use treatment for youth. The new “JDRC Youth Services” program, utilized by Jefferson County Schools, Teen Court, Youth Drug Court, and self-referrals, has dramatically increased referrals since its inception. In its first year, JDRC served 65 youths, but by the second year, that number surged to 778—a 1,097% increase. Approximately 7,000 youths are ordered into diversion programs through the West Virginia court system on any given day, with substance use being the third-largest cause of youth offenses in the state. Jefferson County faces significant challenges related to substance and alcohol misuse, as well as mental health concerns among its youth population. Millions of youths go undiagnosed each year with mental health, behavioral, or substance use issues (SAMHSA, 2022), and in 2018, 9 in 10 youths did not receive treatment for mental illnesses (SAMHSA, 2022). These untreated mental health and behavioral problems lead to considerable personal, social, and economic costs across various service sectors, making effective interventions critical to reducing adverse outcomes. The collaboration between JDRC and the court system, including Youth Drug Court and Teen Court, aims to improve outcomes for justice-involved youth. The Jefferson County Teen Court Program, for example, reports a recidivism rate of 27% (Lehman, 2022). Through this project, youths referred to JDRC Youth Services will have access to critical services, including psychological evaluations, psychiatry consultations, individual and group therapy, case management, and additional clinical services with referrals. In an area where psychological and psychiatric consult wait times are typically six months to a year, JDRC offers emergency same-day services for high-risk cases or services within seven days of referral on a case-by-case basis. Funding from this grant will support youth activities within Jefferson County.

Requested fund amount *

\$5,000.00

Matching funds amounts and sources *

\$500.00 - Jefferson Day Report Center Reserve Funds

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Remaining ARPA Funding Application

There is roughly \$30,000 remaining to allocate in Jefferson County American Recovery Plan Act (ARPA) funding. Funding under ARPA must be designated by the end of 2024.

Due date: 5 pm on October 10, 2024.

Contact name *

Marcella Genz

Contact email *

octldirector@ctlibrary.org

Organization *

Old Charles Town Library

Summary of organization and mission *

The Old Charles Town Library, Inc. provides library and museum services for Jefferson County. For over a century, the Old Charles Town Library, Inc. has been the heart of our community, fostering a love for reading, learning, and connection through the provision of library and museum services. As a cornerstone of Jefferson County, we are dedicated to providing free and open access to a diverse range of resources, programs, and services that enrich the lives of all residents. Our mission is to inspire lifelong learning, support personal and professional growth, and strengthen the bonds of our community through inclusive and innovative library and museum services.

Use of funds and impact on Jefferson County, WV (summary) *

Replacing current cooling system to ensure air quality at levels appropriate to the safety of all who use the building.

Is the use an approved use as detailed the US Department of Treasury "eligible uses?" See [here: https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds/eligible-uses](https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds/eligible-uses) *

Yes.

Eligible use category- select from among the eligible uses

- Replace lost public sector revenue
- Respond to the far-reaching public health and negative economic impacts of the pandemic
- Provide premium pay for essential workers
- Invest in water, sewer, and broadband infrastructure
- Emergency relief from natural disasters
- Surface transportation projects
- Title I projects

Use of funds and impact on Jefferson County, WV (long form) *

The original building of the Old Charles Town Library, Inc. was built in 1965 and may very well have the original cooling system in place; if not original, then certainly more than 30 years old. No matter what the age, the system is considerably out-of-date, noisy, and expensive to run and maintain. More importantly, the system does not have an appropriate air filtration system to keep the building's air quality at appropriate levels to ensure the safety of staff and patrons.

The replacement of the cooling system is essential to the health of those who use the building and our services. Throughout the summer, those utilizing the County Meeting Room, located in our facility, consistently reported high temperatures and lack of air circulation, especially during meetings with a large attendance. Replacing the HVAC system will be mutually beneficial to those county agencies and boards who host meetings here.

This is a one-time infrastructure expense, but after installation would become a part of basic building maintenance.

The primary purpose of the new HVAC system is to improve the building's air quality to ensure the health and safety of patrons and staff. In addition, the new system would be more efficient and thus reduce the cost of heating and cooling.

Replacement cost: \$135,660

Requested fund amount *

\$30,000

Matching funds amounts and sources *

\$58,275, City of Ranson; \$47,385 OCTL

This form was created inside of Jefferson County Commission.

Google Forms



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

COMMISSIONER
Vacant

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

From: Bessie Nelson

Date: November 7, 2024

Re: Fiscal Note: Opioid Fund Update

The Jefferson County Commission opioid settlement funds are currently held in a CDARS account with a maturity date of 11/29/2024. The value at maturity will be \$1,237,020.10

Organization	Use of funds and impact on Jefferson County, WV (summary)	Amount requested	Amount and source of matching funds
Shepherd University	The requested funds will support ongoing wellness initiatives for individuals recovering from OUD. This includes the continuation of SU faculty's PBM study (Flora, Huffer 2024) using headsets, as well as expanding access to the NovoThor bed and structured workout programs. These initiatives aim to reduce opioid relapse rates, improve physical and mental health, and foster a supportive community for those in recovery.	\$351,000	\$50,000
Fishermen Hall Community Outreach Committee	Inserted in the Long Form	\$150,000	Matching Funds \$50,000 and the source will be from grants and the specific individual organizations..
Jefferson Day Report Center, Inc.	Youths with substance use concerns have difficulties accessing care. In 2020, 58.7% or roughly 162.5 million individuals experimented with illicit drug use in the past month (SAMHSA, 2021). There are several barriers to care specific to Jefferson County. Access to treatment for youths with substance use and behavioral health disorders in Jefferson County has not been able to keep pace with the sharply increasing rates of misuse. The lack of public transportation in Jefferson County is another barrier to accessing treatment. Most youth families lack access to transportation or lack a driver's license; therefore, transportation is necessary.	\$100,000.00	Day Report Allotted Reserve Funds - \$10,000.00

Jefferson County Schools	<p>The use of funds to provide therapeutic services for children and families impacted by addiction would significantly benefit our county and school system by addressing the root causes of trauma through comprehensive, evidence-based care. By partnering with county-based service providers, we can offer a range of therapeutic modalities tailored to the unique needs of each child and family, including counseling, behavioral therapy, and group support. These services will not only foster healing and resilience in children but also strengthen families and improve academic outcomes, creating a healthier, more supportive community.</p>	\$100,000	<p>\$100,000 in local, state, and federal funds as well as contributions from private foundations.</p>
Jefferson County Treatment Court	<p>We have to turn away referrals as the needs are too great for Housing and Transportation. If we turn away participants the success rate is reduced and they end up in the court system and/or Jail which cost the County money. The program has a 95% graduation rate. Graduates from 6Month to 5 years have 91% rate of staying clean and sober. At 6 years the rates increase to 96%</p>	\$35,000.00	<p>Funds on deposit of \$22,000.00 In kind donations (Food/Transportation/Mentor support) \$15,000.00 Annual fundraiser \$12,000 - \$15,000</p>
To The ResQ, Inc. (TTR)	<p>To The ResQ's "Vets in the VA" (VIVA) program provides a safe, temporary home for the veterans' cat or dog while the vet is in treatment at the Martinsburg VA Medical Center. Veterans' pets are cared for, given medical attention including vaccines, spay/neuter, etc. and returned to them after treatment, without worrying about the cost. Veterans resist entering treatment without knowing their pet will be cared for and returned to them after treatment at little or no cost to them. By caring for their beloved pets To The ResQ (TTR) makes it easier for veterans with Opioid Use Disorder (OUD) get the care and treatment they need.</p>	\$5,000	<p>\$5,000 WV Spay Neuter Assistance Program Grant, \$500 Eastern West Virginia Community Foundation Fischer Veterans Grant, \$2,000 Nora Roberts Foundation, \$3,000 Two Mauds Spay/Neuter grant, donations, online auctions, etc.</p>

	<p>Community Networks, Inc will utilize the funds to purchase bus passes, pay for cab fairs and/or uber fairs to get clients to and from meetings, treatment facilities, mental health appointments and medical appointments. Our staff will provide evidence-based trainings and materials to individuals and families in our programs. Community Networks will provide financial assistance to pay for client's medications to assist and maintain sobriety. This would include co-pays for mental health and medical appointments. Purchase a laptop for shared clients use for telemedicine and counseling appointments. Provide shelter, case management, job placement services, housing assistance and transportation. CNI will do the evidence-based practice of a warm handoff to help clients transition from our shelter to a SUD treatment, peer support or other care. Hire additional Social Worker or other behavioral health worker. This will help prevent the use of opioids among children and teenagers, reduce</p>	<p>\$100,000 TBRA and Bethany 100,000 House Funding</p>
<p>Community Networks, Inc. Corporation of Shepherdstown & Shepherdstown Shares</p>	<p>The funds will be used to create and distribute written public awareness materials, host training and awareness sessions, and for all related administrative costs.</p>	<p>The Corporation will consider \$50,000.00 matching funds if required.</p>
<p>Goldfinch Health, Inc.</p>	<p>The funds will be used to work directly with hospitals and medical professionals to help them adopt opioid sparing prescribing practices around surgery. We estimate the funds requested will avoid 18,000 opioid pills from being unnecessarily prescribed and will prevent 27 opioid addictions from occurring. These are annual estimates.</p>	<p>\$76,500 None</p>

Jefferson Community Substance Use Prevention and Recovery Coalition (JC SUPAR Coalition)	<p>The Jefferson Community Substance Use Prevention and Recovery (JC SUPAR) Coalition will allocate \$1,200,000 over three years to address the substance use disorder (SUD) crisis in Jefferson County. Funds will primarily support personnel, including case managers, peer recovery specialists, and healthcare providers, ensuring comprehensive care for individuals affected by SUD. Additional resources will fund program expenses, such as community engagement and client support, as well as medical and mental health services, transportation, and essential administrative costs. A critical part of the budget includes setting up a Medicaid billing system to ensure long-term sustainability through Medicaid reimbursement for Targeted Case Management and Peer Support services. This sustainable revenue model will allow the coalition to expand services over time. The impact on Jefferson County will be significant. By increasing access to treatment and recovery services, the coalition will reduce overdose deaths, particularly those related to synthetic opioids like fentanyl, which accounted for 33% of drug-related deaths in 2023. The coalition will provide vital support to underserved populations, reduce homelessness, and improve community health outcomes, ultimately strengthening long-term recovery and resilience in the county.</p>	\$1,200,000	<p>\$400,000 in-kind services from WVU Medicine, Shenandoah Community Health, The Jefferson County Health Department, Everhart Counseling, JCCM, WV Treatment Court</p>
None- Person	<p>It will provide a drug-free, supervised, housing option for members of the community in recovery. It will also support long-term recovery and the tools needed to abstain from drugs and alcohol. It will also assist individuals with job training and placement.</p>	\$500,000	0

Community Markets Inc.

Community Markets Inc. will use the \$33,000 of funding to hold six Food Box Giveaways throughout Jefferson County in 2025 which will feed 900 underserved and low-income families who are directly affected by the opioid crisis or vulnerable to becoming entangled by opioid use. More sectors, including the medical field, is recognizing that access to healthy & fresh food is a key component to living a healthy and fulfilled life. Nutrition from whole & fresh foods is the best "preventative medicine" to maintain good mental health. If one feels good and has the energy that they need to lead a productive and fulfilling life, then they will be less likely to look for an escape or high through opioid use.

\$187,000 U.S. Department of Housing and Urban Development, \$50,000 UniCare, \$22,000 HighMark Foundation, \$5,000 United Way of the Eastern Panhandle, \$2,000 Eastern West Virginia Community Foundation, \$500 Bank of Clarke Foundation, \$2,500 City of Ranson, \$1,500 Town of Bolivar, \$2,500 First United Bank & Trust, \$5,000 Martin's Grocery Store, \$5,000 Jefferson Security Bank, \$500 Walmart Foundation, \$2,000 Try \$33,000 This West Virginia,

USE OF FUNDS, PROGRAM OVERVIEW, IMPACT SUMMARY

FOSTERING FUTURES FORWARD: PREVENTING SUBSTANCE USE AND PROMOTING LIFE-LONG RESILENCY Use of Funds CASA-EP requests \$75,000 to expand its youth-serving programs to integrate evidence-based substance use prevention curriculum and programs, build in-school advocacy and after-school programming to discourage opioid and other drug misuse, and expand supportive services to other court involved youth with a history of childhood abuse and neglect who are at greatest risk of substance use disorders. This expansion will address the urgent need created by the opioid epidemic, which has dramatically increased abuse and neglect cases across the Eastern Panhandle. Since 2020, in Jefferson County alone, cases have surged nearly 70%, with more than 90% involving families affected by substance use disorders, especially opioids. Research shows that foster youth, and those within the juvenile justice system, are 3-4 times more likely to develop substance use disorders (SUDs), largely due to trauma experienced in households affected by substance use. Studies indicate that between 60-90% of youth in the juvenile justice system have experienced maltreatment, placing them at high risk for substance use and recidivism. Fostering Futures Forward addresses these underlying challenges by offering targeted prevention and support. This program aims to serve at least 20 Jefferson County vulnerable youth in its first year, providing comprehensive prevention and support services to address the heightened risks of substance use among this vulnerable population. Impact on Jefferson County In Jefferson County, where abuse and neglect cases have surged due to the opioid epidemic, Fostering Futures Forward will offer a lifeline to vulnerable youth.

CASA of the Eastern Panhan

\$75,000 - Other grants and secured board-driven fundraising efforts

Jefferson County is designated as High Intensity Drug Trafficking Areas by the U.S. Department of Justice. To support high-risk members in our Club and through a partnership with Eluna Foundation, the Boys & Girls Club of the Eastern Panhandle has provided Camp Mariposa, an evidence-based program support to opioid affected youth. The Boys & Girls Club of the Eastern Panhandle has a proven track record of providing proven programs in the out of school time hours. In 2019, our organization leveraged Department of Justice funding to provide extensive intervention programming to opioid affected youth in the Eastern Panhandle through our Camp Mariposa program. We are in our final year of funding from the Department of Justice and can leverage our remaining funds to match our \$80,000 request. In addition to Camp Mariposa, we provide two evidence-based programs - Positive Action and Too Good for Violence to 40 children in the Boys & Girls Club. As part of our program, we will employ a full-time social worker to provide wrap around case management to children and families in our program. This social worker will be housed in our Jefferson County Club and will mentor our youth development professionals to better mitigate the effects of trauma on our children. Additionally, we will provide training and staff support to four part-time and two full-time staff members in our Jefferson County Club.

Boys & Girls Club of the Eastern Panhandle

\$80,000

\$80,000

Jefferson County Sheriff's Office

Would be used to purchase a Berla iVe system including the hardware, software, and tools. Additionally, pay for the training for 3 members to be certified on the system.

\$24,000 \$24,000 (0 matching)

United Way of the Eastern
Panhandle

The funds will be used to support the continuation and growth of WV211, the Regional Resource Connection (RRC) and Warming Hands and Hearts in our local community. By providing a Community Resource Specialist for WV211, UWEP is able to connect individuals in need to local resources. WV211 and the RRC also strengthens the partnership of our nonprofit community through collaborative outreach and networking efforts.

UWEP will raise additional funds to support WV211 through our community fundraising campaign and special events. Our annual investment to continue providing local WV211 support to our tri-county area will be in excess of \$50,000. In addition, UWEP has consistently invested in the Regional Resource Connection (RRC) which complements the work of WV211 by providing the next level of resource referrals for those in crisis. UWEP's investment in the RRC has typically been not less than \$40,000, and we allocate \$10,000 annually to our Warming Hands and Hearts initiative to provide heating and fuel assistance during the winter months. In addition, both Telamon and the WV Department of Human Services serve as Core Partners with UWEP for the RRC and contribute with staffing and financial support. As the documented needs continue to increase, the level of resources to \$30,000 respond must also grow.

Shenandoah Community
Health Foundation

Funds would be used to hire a Psychotherapist and an RN/Case Manager for Shenandoah Community Health's Behavioral Health office in Charles Town. In addition, a portion of the funds would be used for workforce development and training for the staff of the Charles Town office. The impact on Jefferson County would be 1. Increase in availability of behavioral health appointments for Jefferson County residents, with access to care locally for mental health and OUD treatment services; 2. Increase in support, in care/case management, and connections to care for patients in treatment and recovery from OUD and any co-occurring SUD/MH conditions ; 3. Use of funds would result in better health outcomes, decreased ER/Hospitalizations, and quick access for admission to SCH OBMAT program.

\$164,000.00

Shenandoah Community Health would provide the estimated amount of \$40,000.00 in matching funds to cover the cost of employee benefits for the two positions. The source of the matching funds will be program income from billings.

Opioid Settlement Fund Application

On August 15, 2024, the Jefferson County Commission (WV) voted to request applications from parties interested in receiving funding allocated to Jefferson County as part of an opioid settlement. To date,

Jefferson County has received roughly \$1.2 million and must allocate funds consistent with the "Approved Purposes" definition of this memorandum of understanding (MOU):

[https://ago.wv.gov/Documents/2022.2.16%20Final%20MOU%20+%20Exhibits%20\(M0442065xCECC6\).pdf](https://ago.wv.gov/Documents/2022.2.16%20Final%20MOU%20+%20Exhibits%20(M0442065xCECC6).pdf)

Due date: 5 pm on October 1, 2024.

Contact name *

Stacie Rohn

Contact email *

Director@bgcepwv.org

Organization *

Boys & Girls Club of the Eastern Panhandle

Summary of organization and mission *

Established in 1997, the Boys & Girls Club of the Eastern Panhandle – Jefferson County Unit has offered a prevention-based model of programming to area youth for over two decades. Many of our alumni are accomplished professionals who credit the mentors from the Club who encouraged them to be successful adults. The mission of the Boys & Girls Club of the Eastern Panhandle (BGCEP) is to enable all young people, especially those who need us most, to reach their full potential as productive, caring and responsible citizens. We live this mission each day in our Jefferson County Club.

Use of funds and impact on Jefferson County, WV (summary) *

Jefferson County is designated as High Intensity Drug Trafficking Areas by the U.S. Department of Justice. To support high-risk members in our Club and through a partnership with Eluna Foundation, the Boys & Girls Club of the Eastern Panhandle has provided Camp Mariposa, an evidence-based program support to opioid affected youth. The Boys & Girls Club of the Eastern Panhandle has a proven track record of providing proven programs in the out of school time hours. In 2019, our organization leveraged Department of Justice funding to provide extensive intervention programming to opioid affected youth in the Eastern Panhandle through our Camp Mariposa program. We are in our final year of funding from the Department of Justice and can leverage our remaining funds to match our \$80,000 request. In addition to Camp Mariposa, we provide two evidence-based programs - Positive Action and Too Good for Violence to 40 children in the Boys & Girls Club. As part of our program, we will employ a full-time social worker to provide wrap around case management to children and families in our program. This social worker will be housed in our Jefferson County Club and will mentor our youth development professionals to better mitigate the effects of trauma on our children. Additionally, we will provide training and staff support to four part-time and two full-time staff members in our Jefferson County Club.

Amount requested *

\$80,000

Amount and source of matching funds *

\$80,000

Is the use an "approved use" as detailed in the MOU? Please cite the letter and number from the approved uses- see PDF pages 14-25 *

[https://ago.wv.gov/Documents/2022.2.16%20Final%20MOU%20+%20Exhibits%20\(M0442065xCECC6\).pdf](https://ago.wv.gov/Documents/2022.2.16%20Final%20MOU%20+%20Exhibits%20(M0442065xCECC6).pdf)

G. Prevent Misuse of Opioids - 9 - School-based/Youth Focused Prevention Programs

Is the use a "core use" as listed on pages 11-13? Please cite the letter and number from the "core uses" here: chrome- *

extension://efaidnbmnnnibpcajpcglclefindmkaj/[https://ago.wv.gov/Documents/2022.2.16%20Final%20MOU%20+%20Exhibits%20\(M0442065xCECC6\).pdf](https://ago.wv.gov/Documents/2022.2.16%20Final%20MOU%20+%20Exhibits%20(M0442065xCECC6).pdf)

G. Prevention Programs - 2 - Funding Evidence Based Programs in Schools/Afterschool

Use of funds and impact on Jefferson County, WV (long form) *

Target population: The priority target population are youth ages 9-12 residing in Jefferson County who have been impacted by opioids. This includes youth who are at high risk for using opioids (i.e., presence of individual, family, and community risk factors for substance abuse), and youth with family members who are currently using or have used opioids. Participants for this mentoring project will first be recruited from current BGCEP members who attend after-school or other Club programming and then from our school partners within the county with priority enrollment given to youth who are currently using or living with an active user or who have other very high-risk factors (such as lost a parent to an overdose).

Goals, Objectives, and Performance Measures:

Goals: BGCEP's one overarching goal for Camp Mariposa is to improve pro-social outcomes for at-risk youth in Jefferson County while reducing negative outcomes (juvenile delinquency and substance use) through mentoring.

Objectives: There are 2 objectives associated with the above goal statement – 1) To provide mentoring services tailored to the needs of at least 40 identified at-risk youth ages 9-12 who are at high risk for using opioids (i.e., presence of individual, family, and community risk factors for substance abuse), and youth with family members who are currently using or have used opioids.; and, 2) To implement program design enhancements within the 3 identified interventions (Camp Mariposa, Positive Action, Too Good for Drugs/Violence) that further align with research and evidence on effective mentoring approaches, all of which have been documented as effective at deterring opioid use among youth. All are described in depth in the section below labeled Mentoring Approach and Evidence Based Program Description.

Mentoring Approach & Evidence Based Programs Descriptions:

Youth development as implemented BGCEP is grounded in five research-based components: a safe, positive environment; activities that are fun and engaging; supportive relationships with adults; opportunities for skill development; and recognition of growth and achievement. Our approach to mentoring has been guided by the BGCA mentoring model: make mentor-mentee matches based on interest and need, embed those matches into a positive Club environment with a variety of supports and activities, and engage mentees in evidence-based skill-building prevention programs. For youth impacted by opioids, this type of multi-component mentoring approach holds great promise. Mentoring alone has not yet been shown to make a definitive impact on substance abuse in youth, and community-based substance abuse prevention approaches are more likely to be successful when they combine two or more elements (SAMHSA 2018).

BGCEP will therefore serve at least 40 children each year with a combination of evidence-based programs - Camp Mariposa, Positive Action, and Too Good for Drugs/Violence. These were chosen both for their research-based and for their ability to fill in the gaps between what is available in the Eastern Panhandle and what is missing. The total mentoring intervention will include the 3 curricula with small group and 1:1 mentoring enhanced by ongoing case management and family engagement.

Camp Mariposa (CM) - Camp Mariposa is a national addiction prevention and mentoring program, the core component of which are free weekend sessions (Friday evening through Sunday afternoon) that are held 6 times throughout the year. Each camp weekend offers traditional camp activities enhanced with educational and therapeutic elements designed to teach youth a variety of problem-solving and self-care

strategies. For example, structured educational components teach participants about dangers of drugs and alcohol, as well as their own predisposition to develop a Substance Use Disorder (SUD). Small group discussions give youth the opportunity to talk about the challenges of living with a family member struggling with a SUD.

Camp Mariposa utilizes a hybrid group and peer mentoring model. The weekend camp sessions are small enough to create a sense of community so that program participants can establish relationships with both mentors and peers. Throughout the weekend, the youth have immediate access to trained and caring mentors. The Camp Mariposa model is held at a local site, Shepherds Spring, a camp and conference center in nearby Sharpsburg. Transportation to the site will be provided.

Positive Action (PA) – Positive Action is an evidence-based educational program that increases student engagement in learning and develops positive behavioral skills. Positive Action teaches students a basic philosophy about the value of positive actions and the consequences of the negative action of substance use. Scripted lessons take 15–20 minutes. It will be provided weekly both after school and in the summer in small groups and facilitated by social work interns from Shepherd University. (<https://ies.ed.gov/ncee/wwc/EvidenceSnapshot/380>).

Too Good for Drugs (TGFD) is a universal K-12 prevention education program designed to mitigate the risk factors and enhance protective factors related to alcohol, tobacco, and other drug (ATOD) use. The lessons introduce and develop social and emotional skills for making healthy choices, building positive friendships, developing self-efficacy, communicating effectively, and resisting peer pressure and influence. TGFD teaches five essential social and emotional learning skills, which research has linked with healthy development and academic success: Setting Reachable Goals; Making Responsible Decisions; Bonding with Pro-Social Others; Identifying and Managing Emotions; and, Communicating Effectively. Two studies of Too Good for Drugs met the What Works Clearinghouse evidence standards (<https://ies.ed.gov/ncee/wwc/EvidenceSnapshot/517>). It is also recognized as a model program by the Substance Abuse & Mental Health Services Administration.

Program design enhancements that further align with research and evidence:

BGCEP provides a safe, affordable place for kids and teens during critical out-of-school time. We currently serve Jefferson County youth with evidence-based educational, arts, mentoring, health/wellness, sports, career development, character and leadership development, and prevention programming. This mentoring program will serve 40 children who are currently at high risk for using opioids (i.e., presence of individual, family, and community risk factors for substance abuse), and/or who live with family members who are currently using or have used opioids. They will be provided with group and 1:1 mentoring in a positive youth development atmosphere enriched with evidenced-based programs as follows:

All targeted youth will be engaged in weekly group mentoring, which has been shown to promote positive socio-emotional outcomes, a critical need in substance use prevention. Group mentoring will involve one or more mentors leading a small group of youth in regular sessions of PA or TGFD programming during the week and/or at CM on weekends. To enhance feelings of emotional safety and personal responsibility, group agreements covering ground rules for interaction and group process will be created; mentors will guide mentees in referring to their agreements and holding each other accountable if conflicts arise.

Each mentee will participate in all 3 of the evidence-based prevention programs identified earlier (CM, PA, TGFD). All three of these programs feature structured curricula implemented over multiple sessions focused on youth discussion and interactions, making them ideal for use in group mentoring. These prevention programs strengthen protective factors before problem behaviors start along with engaging opportunities

for pre-teens and teens to build new skills and move responsibly towards adulthood.

This form was created inside of Jefferson County Commission.

Google Forms

Opioid Settlement Fund Application

On August 15, 2024, the Jefferson County Commission (WV) voted to request applications from parties interested in receiving funding allocated to Jefferson County as part of an opioid settlement. To date,

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Due date: 5 pm on October 1, 2024.

Contact name *

Michelle Sudduth

Contact email *

michelle@mycasaep.org

Organization *

CASA of the Eastern Panhandle

Summary of organization and mission *

About CASA of the Eastern Panhandle: CASA of the Eastern Panhandle (CASA-EP) is a non-profit organization dedicated to advocating for the best interests of children who have experienced abuse or neglect in West Virginia's Berkeley, Jefferson, and Morgan counties. Its mission is to provide trained volunteers, known as Court Appointed Special Advocates (CASAs), who serve as voices for children in the court system, ensuring that they are placed in safe, permanent homes and have access to essential services. Through this critical advocacy, CASA helps children navigate the complex child welfare system while ensuring their immediate and long-term well-being. More than 90% of child abuse and neglect cases in the region involve a family member struggling with a substance use disorder, creating a direct correlation between family instability and the opioid epidemic. Research shows that children exposed to substance use in their homes are at a significantly higher risk of developing substance use disorders themselves, perpetuating a cycle of trauma, substance use, and negative life outcomes. Beyond its volunteer-driven court advocacy, CASA-EP has expanded its services to address the broader needs of children impacted by trauma, instability, substance use disorders. These programs provide comprehensive support tailored to the challenges children and vulnerable families face, including:

- Fostering Futures: Focused on youth aged 13-18 who have experienced abuse or neglect, this program offers mentorship, life skills training, education advocacy, and peer-group programming to help prepare them for adulthood. Youth are equipped with skills for higher education, employment, and independent living.
- Education Advocacy: CASA works directly with schools and families to ensure that children involved in the child welfare system receive the educational support they need, including access to Individualized Education Plans (IEPs), tutoring, and accommodations. This advocacy is crucial for children who have experienced disruptions in their education due to trauma or instability, helping them stay engaged and succeed academically.
- Parent Navigation: This program supports parents navigating the child welfare system by connecting them with resources that aid in family reunification and promote a healthy, stable home environment.
- Supervised Family Visitation: Provides safe, structured environments where families can rebuild relationships, a vital component of reunification and emotional healing for children. Together, these services ensure that children and families receive the advocacy and resources necessary to foster long-term stability, safety, and success.

Use of funds and impact on Jefferson County, WV (summary) *

USE OF FUNDS, PROGRAM OVERVIEW, IMPACT SUMMARY FOSTERING FUTURES FORWARD: PREVENTING SUBSTANCE USE AND PROMOTING LIFE-LONG RESILIENCY Use of Funds CASA-EP requests \$75,000 to expand its youth-serving programs to integrate evidence-based substance use prevention curriculum and programs, build in-school advocacy and after-school programming to discourage opioid and other drug misuse, and expand supportive services to other court involved youth with a history of childhood abuse and neglect who are at greatest risk of substance use disorders. This expansion will address the urgent need created by the opioid epidemic, which has dramatically increased abuse and neglect cases across the Eastern Panhandle. Since 2020, in Jefferson County alone, cases have surged nearly 70%, with more than 90% involving families affected by substance use disorders, especially opioids. Research shows that foster youth, and those within the juvenile justice system, are 3-4 times more likely to develop substance use disorders (SUDs), largely due to trauma experienced in households affected by substance use. Studies indicate that between 60-90% of youth in the juvenile justice system have experienced maltreatment, placing them at high risk for substance use and recidivism. Fostering Futures Forward addresses these underlying challenges by offering targeted prevention and support. This program aims to serve at least 20 Jefferson County vulnerable youth in its first year, providing comprehensive prevention and support services to address the heightened risks of substance use among this vulnerable population.

Impact on Jefferson County In Jefferson County, where abuse and neglect cases have surged due to the opioid epidemic, Fostering Futures Forward will offer a lifeline to vulnerable youth. The program will address the root causes of substance use and instability through a comprehensive approach that includes substance use prevention, trauma-informed care, and overdose prevention training. By empowering youth to make better decisions, manage stress, and resist peer pressure, the program will help reduce substance use, increase school engagement, and prepare youth for workforce opportunities. Collaboration with schools, juvenile justice agencies, and local services ensures that high-risk youth are supported in their academic, emotional, and career paths. Ultimately, these interventions will contribute to a stronger, healthier community by breaking cycles of trauma and substance misuse Alignment with West Virginia First MOU As an expansion of CASA-EP’s Fostering Futures program, Fostering Futures Forward aligns with the West Virginia First MOU by offering substance use and opioid prevention, workforce development, and recovery-oriented services to high-risk youth. By expanding the program to include youth in juvenile justice cases, CASA-EP addresses the most vulnerable populations and offers a comprehensive approach to breaking cycles of trauma, substance use, and delinquency.

Amount requested *

\$75,000

Amount and source of matching funds *

\$75,000 - Other grants and secured board-driven fundraising efforts

Is the use an "approved use" as detailed in the MOU? Please cite the letter and number from the approved uses- see PDF pages 14-25 *

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G7, G8, G9, G11, G12, H1
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Use of funds and impact on Jefferson County, WV (long form) *

DETAILED REQUEST AND PROGRAM OVERVIEW: FOSTERING FUTURES FORWARD

Fostering Futures Forward is an expansion of CASA of the Eastern Panhandle's (CASA-EP) successful program supporting youth aged 13-18 who have experienced abuse, neglect, and trauma. CASA-EP requests \$75,000 to expand its program to integrate evidence-based substance use prevention curriculum and programs, build in-school advocacy and after-school programming to discourage opioid and other drug misuse, and expand supportive services to other court involved (Juvenile Delinquency, Juvenile Drug Court, and Juvenile Services) youth with a history of childhood abuse and neglect who are at greatest risk of substance use disorders.

This expansion will address the urgent need created by the opioid epidemic, which has dramatically increased abuse and neglect cases across the Eastern Panhandle. Since 2020, child abuse and neglect cases in Jefferson County have surged by nearly 70%, with more than 90% of these cases involving families affected by substance use disorders (SUDs), particularly opioids. This program aims to serve at least 20 Jefferson County vulnerable youth in its first year, providing comprehensive prevention and support services to address the heightened risks of substance use among this vulnerable population.

Research shows that foster youth, and those within the juvenile justice system, are 3-4 times more likely to develop substance use disorders, largely due to trauma experienced in households affected by substance use. Studies indicate that between 60-90% of youth in the juvenile justice system have experienced maltreatment, placing them at high risk for substance use and recidivism. Fostering Futures Forward addresses these underlying challenges by offering targeted prevention and support.

The program aligns with the West Virginia First Memorandum of Understanding (MOU) and includes:

- Substance Use and Opioid Prevention: Utilizing the evidence-based Botvin LifeSkills Training (LST), the program helps youth resist peer pressure and make healthier decisions, with a focus on opioid prevention.
- Workforce Development: Job readiness training, career exploration, and internships help youth achieve economic independence and reduce risk factors associated with substance use.
- Mentorship and Education Advocacy: Local mentors collaborate with schools to ensure youth remain engaged academically and have pathways to graduation and future opportunities.
- Trauma-Informed Support: Trauma-informed care is integrated to address emotional instability and build resilience among youth who have experienced abuse and neglect.
- Overdose Prevention: Naloxone training, education, and distribution for all program participants to prevent opioid overdose deaths, addressing immediate community risks.

PROBLEM STATEMENT: FOSTER AND COURT-INVOLVED YOUTH AT HIGHTENED RISK FOR SUBSTANCE USE DISORDERS

The opioid epidemic has had devastating effects on youth across the Eastern Panhandle, especially those exposed to high levels of trauma, abuse, and neglect. Children with high Adverse Childhood Experiences (ACEs) scores—those who have experienced multiple traumatic events such as abuse, neglect, or household substance use—are at a significantly higher risk for developing substance use disorders themselves. Research shows that foster youth and those in the juvenile justice system are 3-4 times more likely to develop substance use disorders (SUDs) due to trauma and instability. Additionally, individuals with an ACE

score of 4 or more are 7 times more likely to become addicted to alcohol or drugs, emphasizing the importance of addressing early trauma to prevent future substance misuse.

In Jefferson County, where 90% of child abuse and neglect cases involve families with substance use disorders, children exposed to these environments often carry unaddressed trauma, increasing their vulnerability to opioid misuse and other risky behaviors. Additionally, studies indicate that 60-90% of youth in the juvenile justice system have a history of maltreatment, further amplifying their risk for substance use and recidivism.

High ACEs scores are directly correlated with poor life outcomes, including school dropout, mental health challenges, unemployment, and criminal behavior. Without early prevention activities, including substance use education, mental health interventions, and supportive services, these youth are likely to continue cycles of addiction and instability.

Prevention programs—such as those offered by Fostering Futures Forward—play a vital role in mitigating these risks. Research underscores the importance of early intervention, showing that comprehensive substance use prevention programs can significantly reduce the likelihood of future substance misuse and help break generational cycles of trauma and addiction. By addressing the root causes of substance use, providing education on coping strategies, and offering supportive environments, prevention efforts are essential in creating better outcomes for high-risk youth.

PROGRAM OBJECTIVES, STRATEGIES AND MEASURABLE OUTCOMES

CASA-EP is uniquely equipped to serve at-risk youth due to our proven advocacy and training abilities, including developing cohesive working groups of young people who share similar and challenging life experiences. This approach fosters trust and enables participants to engage openly with staff and volunteers who understand their backgrounds, making them more receptive to interventions.

Our deep understanding of the court system and the challenges faced by this highly vulnerable population allows us to provide tailored advocacy and ensure access to critical mental health, educational, and social services. A critical aspect of prevention is empowering youth with the skills to make healthier decisions and avoid risky behaviors.

Research from National CASA highlights the effectiveness of CASA programs in improving outcomes for at-risk youth. CASA advocacy has been shown to increase educational success, reduce recidivism in the juvenile justice system, and foster long-term stability for youth involved in the child welfare system. By working closely with schools, juvenile justice agencies, and local health providers, Fostering Futures Forward will help build a safer, healthier future for Jefferson County's most vulnerable youth.

Objective 1: Reduce Opioid Misuse

Strategies:

- Implement Botvin LifeSkills Training (LST) to teach decision-making, drug resistance, and social skills.
- Integrate SAMHSA's Strategic Prevention Framework (SPF) to guide prevention efforts.

Measurable Outcome:

80% of participants will demonstrate improved knowledge of substance use prevention by the end of the program year.

Objective 2: Prevent Overdose Fatalities

Strategies:

- Train youth and staff in naloxone administration.
- Distribute naloxone kits to all trained individuals.

Measurable Outcome:

90% of participants will be trained in naloxone use, and 100% of trained participants will receive naloxone kits.

Objective 3: Enhance Mental Health Access**Strategies:**

- Act as resource advocates to connect youth with trauma-informed mental health services.
- Collaborate with local mental health providers for referrals.

Measurable Outcome:

75% of participants will be referred to and attend mental health services within three months.

Objective 4: Improve Academic Engagement**Strategies:**

- Provide academic support through IEPs, tutoring, and after-school programs.
- Collaborate with schools to monitor student progress and provide individualized support.

Measurable Outcome:

85% of participants will improve school attendance, and 70% will show academic improvement.

Objective 5: Develop Workforce Readiness**Strategies:**

- Offer job readiness workshops, internships, and career exploration activities.
- Partner with local businesses to provide internship opportunities.

Measurable Outcome:

70% of participants will complete job readiness workshops or internships, with 60% reporting increased confidence in career planning.

Objective 6: Build Emotional Resilience**Strategies:**

- Provide trauma-informed mentorship to help youth develop emotional coping strategies.
- Train mentors to offer consistent emotional support and guidance.

Measurable Outcome:

80% of participants will report increased emotional resilience and improved coping skills by the end of the program.

Objective 7: Strengthen Community Partnerships**Strategies:**

- Build partnerships with schools, juvenile justice agencies, and local service providers.
- Coordinate resources between partners to ensure comprehensive support for youth.

Measurable Outcome:

Establish five new partnerships with local agencies to enhance support for youth.

BUDGET

Total Jefferson Count Program Cost: \$150,000

Jefferson County Request: \$75,000

-Program Staffing: \$45,000 – Salary support for program coordinators and support staff managing mentorship, educational advocacy, and prevention programming.

-Substance Use and Overdose Prevention Curriculum: \$20,000 - Implementation of Botvin LifeSkills Training (LST) and naloxone training, including staff training, curriculum materials, and naloxone distribution.

-Mentor Recruitment and Training: \$10,000 - Recruitment and training of mentors, including trauma-informed care and overdose prevention strategies.

TOTAL: \$75,000

Match Funds: Secured through additional foundation grants and fundraising efforts

Administrative Costs: \$25,000 - Program administration, including facilities, reporting, and operational costs.

In-School Advocacy and Mental Health Services Access: \$30,000 - Funding for educational advocates to work with schools and mental health coordination to ensure youth access necessary services, including supplemental funding for fee-for-service care

Workforce Development: \$20,000 - Job readiness workshops, internship stipends, and career exploration activities for participants.

TOTAL: \$75,000

KEY ACTIVITIES TIMELINE FOR FOSTERING FUTURES FORWARD IMPLEMENTATION

January - March 2025

-Program Launch and Staff Training

-Recruit and hire staff: Program coordinator, mentors, and support staff.

-Train staff and volunteers on trauma-informed care, substance use prevention strategies (including Botvin LifeSkills Training), and naloxone administration.

-Establish community partnerships: Collaborate with schools, mental health providers, juvenile justice agencies, and local businesses for workforce opportunities.

April - June 2025: Outreach and Participant Enrollment

-Engage with schools and juvenile justice agencies to identify and enroll eligible youth (target: 20 youth).

-Begin educational advocacy: Work with schools to set up IEPs and tutoring as needed.

-Provide naloxone training to participants and distribute naloxone kits.

July - September 2025: Program Delivery and Mentorship Initiatives

-Start Botvin LifeSkills Training (LST) curriculum focused on substance use prevention.

-Launch mentorship program: Match youth with trauma-informed mentors.

-Begin workforce readiness training: Workshops and career exploration activities.

-Conduct mid-year review: Assess program progress, participant engagement, and initial outcomes.

October - December 2025: Program Expansion and Evaluation

-Continue educational advocacy and mentorship programs.

-Launch internships and job placements with local business partners.

-Evaluate outcomes: Measure progress in substance use prevention, school engagement, workforce readiness, and emotional resilience.

-Plan sustainability and growth: Identify additional funding sources for future expansion.

CONCLUSION

Fostering Futures Forward will be a critical lifeline for vulnerable youth in Jefferson County, where abuse and neglect have surged due to the opioid epidemic. By addressing the root causes of substance use through evidence-based prevention, trauma-informed care, and overdose prevention training, the program empowers youth to make better decisions, improve school engagement, and prepare for future workforce

opportunities. Collaboration with schools, juvenile justice agencies, and local services ensures comprehensive support, helping break cycles of trauma and substance misuse. These interventions not only reduce substance use but also build a healthier, more resilient community.

The program aligns with the West Virginia First MOU, utilizing proven strategies like Botvin LifeSkills Training (LST) and naloxone training to address both the immediate and long-term risks of opioid misuse. Expanding to serve juvenile justice-involved youth, Fostering Futures Forward tackles the most vulnerable populations, offering a holistic, trauma-informed approach to breaking cycles of addiction and instability. With strong community partnerships and evidence-based interventions, this program is positioned to create lasting positive change, fostering safer, more successful outcomes for youth and the broader community. This funding is essential to ensuring that these youth have the support they need to thrive, making Fostering Futures Forward a vital investment in Jefferson County's future.

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Opioid Settlement Fund Application

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Jefferson County has received roughly \$1.2 million and must allocate funds consistent with the "Approved Purposes" definition of this memorandum of understanding (MOU):

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Due date: 5 pm on October 1, 2024.

Contact name *

Mark Peiffer

Contact email *

mark.peiffer@communitymarketsinc.org

Organization *

Community Markets Inc.

Summary of organization and mission *

Community Markets Inc. ("CMI") is a 501(c)(3) nonprofit organization located in Charles Town, WV whose mission is to connect locally grown food to families in need. In just 2 years, Community Markets Inc. has fed over 8,000 people in 10 WV counties with 107,000 lbs. of healthy and locally-sourced food and put \$217,000 back into farmers and small family business owners' pockets. CMI's vision is: healthy West Virginian grown food is on every West Virginian's plate. All of CMI's programs and activities increase food security and access to healthy and affordable food grown in WV for all Appalachian families, especially underserved and low-income families.

Use of funds and impact on Jefferson County, WV (summary) *

Community Markets Inc. will use the \$33,000 of funding to hold six Food Box Giveaways throughout Jefferson County in 2025 which will feed 900 underserved and low-income families who are directly affected by the opioid crisis or vulnerable to becoming entangled by opioid use. More sectors, including the medical field, is recognizing that access to healthy & fresh food is a key component to living a healthy and fulfilled life. Nutrition from whole & fresh foods is the best "preventative medicine" to maintain good mental health. If one feels good and has the energy that they need to lead a productive and fulfilling life, then they will be less likely to look for an escape or high through opioid use.

Amount requested *

\$33,000

Amount and source of matching funds *

\$187,000 U.S. Department of Housing and Urban Development, \$50,000 UniCare, \$22,000 HighMark Foundation, \$5,000 United Way of the Eastern Panhandle, \$2,000 Eastern West Virginia Community Foundation, \$500 Bank of Clarke Foundation, \$2,500 City of Ranson, \$1,500 Town of Bolivar, \$2,500 First United Bank & Trust, \$5,000 Martin's Grocery Store, \$5,000 Jefferson Security Bank, \$500 Walmart Foundation, \$2,000 Try This West Virginia,

Is the use an "approved use" as detailed in the MOU? Please cite the letter and number from the approved uses- see PDF pages 14-25 *

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E 4

Use of funds and impact on Jefferson County, WV (long form) *

Community Markets Inc. through all of its programming, partnerships, and activities, grows wealth and wellness in West Virginia through increasing food security and access to healthy food grown in West Virginia for underserved and low income Appalachian families and communities. All of this is accomplished while putting hundreds of thousands of dollars back into local farmers' and small family business owners' pockets.

Increasing access to and the supply of healthy & fresh produce and foods grown in West Virginia, including Jefferson County, results in better nutrition and diets for more children, families, and elderly, including those affected by the opioid crisis. Improved diets lead towards better attention in school & better grades for students, better mental health and emotional stability which encourages a stronger workforce with fewer sick days taken, greater productivity, and better job retention. Living and feeling better also means fewer opioid users in recovery or those vulnerable to abusing opioids will feel the need to take the next hit or seek out opioids.

As the overall health of individuals, children, and communities improve, healthcare costs will decrease for taxpayers due to fewer people living with chronic health conditions contributed to by lack of nutrition. Healthy & fresh whole foods grown locally is a key component to preventing opioid use and individuals and communities in Jefferson County leading healthy and meaningful lives.

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Due date: 5 pm on October 1, 2024.

Contact name *

Teresa Shumate

Contact email *

tsphcni@yahoo.com

Organization *

Community Networks, Inc.

Summary of organization and mission *

Community Networks, Inc. is a private nonprofit organization. The organization was founded in 1986 as the Berkeley County Coalition for Homeless. In 1994 the organization expanded its services and changed its name to Community Networks, Inc. Community Networks, Inc. offers a wide variety of services to our community's low income and homeless populations. The major programs operated by CNI include:

- Emergency shelter for women and children who are currently experiencing homelessness. The Bethany House is a emergency homeless shelter that can provide services to women and children at any giving time who are currently homelessness.
- Hope Living Center, which offers 9 units of Single Room Occupancy (SRO) and is designed to provide up to 24 months of transitional housing for low-income women exiting a homeless shelter and preparing for permanent housing.
- HOPWA program provides housing focused case management, supportive services, Tenant Based Rental Assistance (TBRA), Short Term Rent, Mortgage, and Utility Assistance (STRMU), Facility-Based Housing, Housing Information, Laundry Facility, Bus passes and food vouchers once a month.
- Tenant Based Rental Assistance Program (TBRA) provides security deposits, utility deposit, rental assistance, utility assistance to individuals or families who are homeless, have low or extremely low income. Monthly case management, support services, budgeting and linkages to community resources. The mission of Community Networks, Inc. is to provide individuals with an emergency safety net utilizing a range of services to empower them to become self-sufficient members of the community. CNI's vision statement confirms that Community Networks, Inc. supports, guides, and encourages residents to the Eastern Panhandle to become self-sufficient.

Use of funds and impact on Jefferson County, WV (summary) *

Community Networks, Inc will utilize the funds to purchase bus passes, pay for cab fairs and/or uber fairs to get clients to and from meetings, treatment facilities, mental health appointments and medical appointments. Our staff will provide evidence-based trainings and materials to individuals and families in our programs. Community Networks will provide financial assistance to pay for client's medications to assist and maintain sobriety. This would include co-pays for mental health and medical appointments. Purchase a laptop for shared clients use for telemedicine and counseling appointments. Provide shelter, case management, job placement services, housing assistance and transportation. CNI will do the evidence-based practice of a warm handoff to help clients transition from our shelter to a SUD treatment, peer support or other care. Hire additional Social Worker or other behavioral health worker. This will help prevent the use of opioids among children and teenagers, reduce

Amount requested *

100,000

Amount and source of matching funds *

\$100,000 TBRA and Bethany House Funding

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E4

Use of funds and impact on Jefferson County, WV (long form) *

Community Networks, Inc. has had a presence in Jefferson for the last 38 years. CNI has provided many hours of case management services, homelessness services and other needed services to the low-income and homeless population of Jefferson County.

CNI continues to provide services to multiple residents of Jefferson County including the homeless women and children who enter the Bethany House, which is the only homeless shelter for women and children in the Eastern Panhandle. As many are aware, homelessness and addiction run together most of the time. This, along with the increase in the cost of living tends to push people back to their addiction.

Community Networks, Inc will utilize these funds for the operations of the Bethany House to include: purchase bus passes, pay for cab fairs and/or uber fairs to get clients to and from meetings, treatment facilities, mental health appointments, medical appointments and linkages to childcare and resources in the community along with other expenses associated with the shelter. Our staff will provide evidence-based trainings and materials to individuals and/or families in our programs. Community Networks will provide financial assistance to pay for client's medications to assist and maintain sobriety. This would include co-pays for mental health and medical appointments. CNI will purchase a laptop for shared client use for telemedicine and counseling appointments. CNI will also provide shelter, case management, job placement services, housing assistance and transportation. CNI will use the evidence-based practice of a warm handoff to help clients transition from our shelter to a SUD treatment, peer support or other care. Hire additional staff and/or other behavioral health worker to work with these clients to work to become self-sufficient and maintaining their sobriety.

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Due date: 5 pm on October 1, 2024.

Contact name *

Chris Stroeck, Shepherdstown Town Recorder

Contact email *

cstroeck@panhandle-legal.com

Organization *

Corporation of Shepherdstown & Shepherdstown Shares

Summary of organization and mission *

The Corporation of Shepherdstown will partner with Shepherdstown Shares to facilitate the awarded funds. Shepherdstown Shares is a 501C(3) whose mission is to respond to needs in our community as they are identified. They serve primarily serve those in the zip code 25443 and often beyond. They provide a food pantry, open 3 times a week, fundraising for teachers and at-risk children in schools, periodic Narcan training for the community, regular community building events (community dinners, free New Year's Eve celebration, etc), weekly social group meeting for senior citizens, and partnerships with other non-profits to address various needs in the community.

Use of funds and impact on Jefferson County, WV (summary) *

The funds will be used to create and distribute written public awareness materials, host training and awareness sessions, and for all related administrative costs.

Amount requested *

\$50,000.00

Amount and source of matching funds *

The Corporation will consider matching funds if required.

Is the use an "approved use" as detailed in the MOU? Please cite the letter and number from the approved uses- see PDF pages 14-25 *

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The Approved Uses (Schedule B) that might be used include A-8, B-6, B-10, B-12, C-15, G-1, G-2, G-6, G-7, G-10, and K-1.

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The Core Strategies (Schedule A) to be focused on include A-1, B-2, and G-1.

Use of funds and impact on Jefferson County, WV (long form) *

The funds will be used to create and distribute written public awareness materials, host training and awareness sessions, and for all related administrative costs.

Shepherdstown Shares will work closely with other nonprofits and faith-based groups to fill gaps in current programming already underway.

The total amount requested is \$50,000.00 over a two-year term.

First year activities will include introducing the effort to the community, awareness building about the project, design and production of MOST of the materials, development of training materials and strategies, etc. Second year activities will be more related to training and awareness building. Efforts to track effectiveness of the strategies will be used to track progress and impact, such as feedback forms from training participants and feedback or periodic surveys of key providers and treatment entities on trends in use of substance about to better understand if the awareness raising is having an impact.

The proposed general budget is as follows: \$25,000.00 per year for two-year period; \$10,000.00 per year for written material design and production;

\$10,000.00 per year for training and awareness sessions; and \$5,000.00 per year for all related administrative costs.

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Due date: 5 pm on October 1, 2024.

Contact name *

Larry Togans

Contact email *

cltogans@comcast.net

Organization *

Fishermen Hall Community Outreach Committee

Summary of organization and mission *

The mission of this Corporation is to establish a community cultural center in Jefferson County wherein the following programs can be established and carried forth: 1) To research, collect, and disseminate, African American contributions to the history of Jefferson County and West Virginia. To establish a section of the Center wherein the total history of African people can be archived and made available to the public; and, 2) To enhance the self-esteem of ethnic minorities, particularly African- American youth, by creating programs which will supplement the public educational system in various fields, including Arts and Humanities; and, 3) To determine the impact of public educational programs related to health and environmental issues affecting the African American community in particular, and the total community in general.

Use of funds and impact on Jefferson County, WV (summary) *

Inserted in the Long Form

Amount requested *

\$150,000

Amount and source of matching funds *

Matching Funds \$50,000 and the source will be from grants and the specific individual organizations..

Is the use an "approved use" as detailed in the MOU? Please cite the letter and number from the approved uses- see PDF pages 14-25 *

[https://ago.wv.gov/Documents/2022.2.16%20Final%20MOU%20+%20Exhibits%20\(M0442065xCECC6\).pdf](https://ago.wv.gov/Documents/2022.2.16%20Final%20MOU%20+%20Exhibits%20(M0442065xCECC6).pdf)

yes

Is the use a "core use" as listed on pages 11-13? Please cite the letter and number from the "core uses" here: chrome-extension://efaidnbnmnnibpcajpcglclefindmkaj/https://ago.wv.gov/Documents/2022.2.16%20Final%20MOU%20+%20Exhibits%20(M0442065xCECC6).pdf *

yes

Use of funds and impact on Jefferson County, WV (long form) *

The Fisherman Hall Community Outreach Committee in Charles Town has brought together a coalition of concerned African American leaders from various organizations in the black community to create a strategic plan for addressing the opioid crisis in Jefferson County. To cultivate a positive and inclusive workplace environment where every individual feels valued, respected, and empowered to contribute their unique perspectives, fostering collaboration, open communication, and a sense of belonging across all levels of the organization.

The opioid crisis has had a profound impact on communities in West Virginia and especially in Jefferson County, and the settlement funds from opioid litigation present a unique opportunity to address this issue comprehensively. In Jefferson County, where the crisis has been particularly impacted, churches, fraternal organizations, educators, and veteran organizations can play pivotal roles in using these funds effectively. Here's how each group can contribute:

Churches

1. **Community Support Programs:** Churches can use funds to establish or support addiction recovery programs, including counseling services, support groups, and educational workshops about addiction and recovery.
2. **Emergency Assistance:** Provide immediate support to families affected by addiction, such as financial assistance for essential needs or temporary housing.
3. **Prevention Education:** Host seminars and workshops to educate congregants and the community about the dangers of opioid abuse and how to seek help.
4. **Partnerships:** Collaborate with local health organizations to create comprehensive support networks and resource centers for those struggling with addiction.

Masons (Freemasons) and sororities

1. **Charitable Foundations:** Fund or enhance existing charitable foundations that focus on addiction treatment, recovery, and prevention.
1. **Employment and Housing Assistance:** Provide resources to help veterans affected by addiction secure stable employment and housing, which can be critical for recovery.
2. **Outreach and Education:** Educate veterans and their families about addiction and recovery resources available to them, leveraging both in-person events and digital platforms.
3. **Partnerships:** Collaborate with community groups, VA services, and local health organizations to create a robust support system for veterans dealing with addiction.

Collaborative Efforts

1. **Integrated Approaches:** Foster collaborations between these organizations to create integrated support systems. For example, churches and veteran organizations could work together on programs for veterans in recovery, while educators and Masons might partner on community-wide prevention campaigns.
2. **Resource Sharing:** Pool resources and knowledge to maximize the impact of the settlement funds, ensuring that programs are well-coordinated and avoid duplication of efforts.
3. **Data Collection and Evaluation:** Implement systems for tracking the effectiveness of funded programs, ensuring that they meet their goals and adjust strategies as needed based on real-world results.

By leveraging the settlement funds in these ways, these organizations can make a significant impact on combating the opioid crisis and supporting affected individuals and families in Jefferson County.

This form was created inside of Jefferson County Commission.

Google Forms

Opioid Settlement Fund Application

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Due date: 5 pm on October 1, 2024.

Contact name *

Patrick Madigan

Contact email *

Patrick.Madigan@goldfinchhealth.com

Organization *

Goldfinch Health, Inc.

Summary of organization and mission *

Goldfinch Health is an upstream, opioid addiction prevention company. Our vision is to end opioid addiction and related harms caused by over-prescription of opioids as part of surgery.

Use of funds and impact on Jefferson County, WV (summary) *

The funds will be used to work directly with hospitals and medical professionals to help them adopt opioid sparing prescribing practices around surgery. We estimate the funds requested will avoid 18,000 opioid pills from being unnecessarily prescribed and will prevent 27 opioid addictions from occurring. These are annual estimates.

Amount requested *

\$76,500

Amount and source of matching funds *

None

Is the use an "approved use" as detailed in the MOU? Please cite the letter and number from the approved uses- see PDF pages 14-25 *

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Yes. F (1) (2) (3) & (4) and G (4)

Is the use a "core use" as listed on pages 11-13? Please cite the letter and number from the "core uses" here: chrome- *

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Yes. G (3) & (4)

Use of funds and impact on Jefferson County, WV (long form) *

Each year in the United States, three billion opioid pills remain after surgery. Many of these pills end up misused by the patients for whom they were prescribed. They end up diverted to family members, friends, and others. And, unfortunately, these pills end up as an entry point to an illicit drug supply tainted by fentanyl. Our healthcare system continues to prescribe too many opioids for too many patients and the pills impact the entire community. Studies show 80% of illicit opioid users begin with a prescription opioid. A 2023 study found that two opioid prescriptions dispensed into a household in a six-month period increases the risk of overdose for everyone in that household by six (6) times. Even more disturbing, opioids are the leading cause of fatal poisonings among young children in the United States, accounting for over half (52.2%) of all poisonings.

Surgery is a key gateway to opioid addiction, not only for patients but for those around them. Through the Billion Pill Pledge, we aim to turn off this source of new opioid addictions, overdoses, and related harms. We will never get ahead of this crisis until we begin to curtail the flow of new opioid addictions.

People of all ages and socioeconomic backgrounds become addicted to opioids prescribed after surgery. It is estimated for every 100 opioid naïve patients who are prescribed opioids after a surgery, 6% to 9% will become opioid dependent. This is unacceptable. Healthcare should never be a source of new addiction, yet it happens every day.

Goldfinch Health's mission is the Billion Pill Pledge—a goal of erasing 1 billion unnecessary opioid pills from our collective medicine cabinets and communities. By working directly with hospitals, surgery centers, and other medical professionals, the Billion Pill Pledge aims to counter the damage done over the last 30 years by pharmaceutical industry misinformation and marketing and stop the unnecessary and dangerous overprescribing of opioids.

Right now, there are tremendous treatment, harm reduction, and recovery needs for those who are currently addicted. All efforts should be made to meet those needs and save as many lives as possible. But we also need to look to the future and stop another generation from becoming needlessly addicted to opioids. These ideas are not in conflict. We can and must do both.

Target Population and geographical area:

Our Program would serve all of Jefferson County. All hospitals and/or surgery centers within Jefferson County that conduct major surgery will be targeted for participation and any patient undergoing a major planned surgery at a participating location will be eligible.

The program will be impactful to a broad base of patients, including adolescents/teenagers with sports-related injuries, women of child-bearing age (Cesarean sections), working age adults with return-to-work concerns, and senior populations where orthopedic surgeries are common (knees, hips, shoulders).

In some places there is a perception that opioid addiction is a problem only for our youth and prevention efforts should be predominately or even exclusively youth focused. In reality, people of all ages and walks of life become addicted to opioids.

On July 30th of this year, SAMHSA released the results of its annual National Survey on Drug Use and Health

(NSDUH) which found that 8.9 million people aged 12 or older misused opioids in 2023. Of those that misused opioids, the vast majority (8.6 million people) misused prescription pain relievers. (page 20).

Of the 8.6 million people aged 12 or older who misused prescription pain relievers, the percentage was higher among adults aged 26 or older (7.2 million people) than among young adults aged 18 to 25 (841,000 people) or adolescents aged 12 to 17 (570,000 people) (page 18).

The same survey also asked people the source of the last prescription pain reliever that they misused. A stunning 46.5% came from prescription(s) from a healthcare provider, while 39.1% were given by, bought from, or stolen from a friend or relative.

This data definitely shows that opioid abuse cuts across all age groups (and in fact, is most common among adults) and the overwhelming sources of misused opioids are healthcare providers and family and friends. Most, but not all, of these opioids are prescribed as part of a surgery. The Billion Pill Pledge Program aims to stop all new addictions caused by opioids prescribed after surgery, across all age groups.

Anticipated number of people served with requested funds:

We can support 300 surgeries with the requested funds. As discussed in the sustainability section, the impact goes far beyond those 300 patients. We estimate by supporting just 300 surgeries in Jefferson County, the Billion Pill Pledge will:

- Prevent 18,000 opioid pills from being prescribed unnecessarily (annually)
- Avoid 27 opioid addictions (annually)

Of course, these numbers are dynamic should Jefferson County choose to support more surgeries. The more surgeries supported, the less opioids prescribed, taken, and left over. The less opioids prescribed, the fewer new addictions started, existing addictions fueled by diverted pills, fatal childhood poisonings, and ultimately overdose deaths.

Project description

The clinical foundation of the Billion Pill Pledge is Enhanced Recovery After Surgery (ERAS). Based on over 7,000 peer-reviewed articles and 20+ years of research, practitioners of ERAS aim to optimize patients before, during, and after surgical procedures by reducing physical and psychological stress on the patient. Critical components include:

- Utilizing multiple non-opioid methods for treating pain—such as acetaminophen (Tylenol), Celebrex, Lyrica, heat & ice, nerve blocks, & patient expectation-setting—to better treat pain and minimize the need for opioids. This begins prior to the procedure and continues throughout the post-surgery recovery.
- A pre-surgery clear carbohydrate drink taken 2-4 hours before an operation. This replaces the historical “nothing after midnight the night before your procedure” instructions which have been shown to cause malnourishment, dehydration, lower pain tolerance, and delayed healing.
- Expert nurse education, advocacy, and follow-up. Support for patients, especially after discharge, is a critical component in getting patients on a successful pain management routine while reducing opioid use, ER visits, and readmissions.

Healthcare changes very slowly if it changes at all. Even evidence-based updates can take nearly 20 years to take hold. At the root of this resistance to change is the “standing order.” They are difficult to change and, thus, the way things have always been done continues to be the way things are done. That is, until a catalyst like the Billion Pill Pledge is introduced into the system. Once standing orders have been changed, stakeholders witness the improved outcomes, become comfortable with the new procedures and protocols, and the improved standing orders become the new normal. The standard shifts to one based on scientific evidence rather than pharmaceutical company marketing and misinformation. That is how we achieve lasting change.

Goldfinch Health, founded in 2018, has substantial experience in opioid first dose prevention programs. Iowa’s Billion Pill Pledge Program was launched in October 2022. Initially, the Iowa Attorney General selected Goldfinch Health to deliver the program at ten hospitals. Within 45 days, results from the first two participating hospitals proved overwhelmingly positive—in terms of reducing opioids, patient satisfaction, and hospital/provider experience—and the Iowa Attorney General approved a four times expansion of the program.

We currently work with a wide range of hospitals (as viewed by geography, communities served, and size) in Iowa’s Billion Pill Pledge Program, and are adding new hospitals as that program continues to grow. Hospitals range from the largest public safety net hospital in the state to rural, critical access hospitals which serve as a linchpin to an entire area. In the first 21 months, the Iowa initiative resulted in:

- A 60% reduction in opioids prescribed after surgery
- A 92% reduction in the opioid refill rate after surgery
- A less than 2% patient readmission rate (compared to the 7% national benchmark)

Program outcomes are achieved through four operational pillars:

1. Engage & Discover

This hospital-level engagement takes the form of direct, typically face-to-face meetings with hospital executive leadership, physicians/providers, nurses, and administrative staff. The first step is to discover their current surgery protocols and opioid prescribing practices. We aim to meet hospitals “where they are,” judgment free, educate on ERAS and opioid minimizing prescribing models and guide them through the change process. This “last mile” support addresses the underlying aspects of healthcare that can make change uneven.

2. Educate & Support Patients

Once a hospital is engaged and standing protocols/orders have been updated to adopt multiple methods of non-opioid pain management and disciplined opioid prescribing practices, the next stage involves direct patient-level support of each covered surgery with remote Nurse Navigators and Prepared for Surgery Tool Kits.

Each patient is given access to a remote Nurse Navigator who helps educate patients about ERAS, the dangers of opioids, and expectation setting regarding their surgery. Support is provided both before and in the critical period after the surgery.

Each patient is also given a Prepared for Surgery Tool Kit, filled with items designed to help them experience less pain and complications from their surgery and non-opioid methods of treating the inevitable pain that

comes with surgery.

3. Analyze & Report

Data collection and reporting is a core component of the Billion Pill Pledge. Through our Nurse Navigators, we capture key data about opioid prescribing and use that is currently not available to medical professionals. This feedback loop is critical to showing the real-world impacts of the Program and to making the changes sustainable and permanent.

Nurse Navigator follow-up after the operation includes data capture regarding opioid use. This allows us to provide real world data on patient opioid utilization that goes beyond prescription drug monitoring program (PDMP) data which is limited to the number of opioids prescribed. The Billion Pill Pledge can tell providers and other stakeholders the number of pills actually taken and left over (available for diversion). This information is crucial to changing opioid prescribing attitudes and practices.

4. Targeted and safe at-home disposal of leftover opioid pills

Opioid pills leftover after surgery cause tremendous damage to the entire community. They are a primary cause of fatal childhood poisoning, and they are often diverted to misuse by others. We provide a pouch with each Tool Kit which allows pills to be safely rendered inert and put in the household trash.

Combining counter detailing with direct support of surgery patients, we can change the culture surrounding opioid prescription and use. After working for nearly two years in Iowa, we have achieved remarkable and sustainable results—a 60% reduction in post-surgery opioid pills prescribed and a 92% reduction in post-surgery refills. We are committed to bringing this same evidence-based approach to Jefferson County.

Data Collection & Reporting:

Using our Nurse Navigators, we capture data regarding opioid use that is generally not available to medical providers. The Billion Pill Pledge can tell medical providers and other stakeholders the number of opioid pills taken and left over (available for diversion). This data feedback loop is critical to not only changing opioid prescribing attitudes and practices, but making those changes permanent.

For example, one hospital in Iowa agreed to participate in the Billion Pill Pledge but initially did not want to change their opioid prescribing practices. Through our Nurse Navigator interviews with patients, we were able to demonstrate to that hospital that while they had prescribed 500 opioid pills, a grand total of 6 had been actually taken by patients. When made aware of this information, the hospital and surgeons began prescribing significantly less opioids.

Program Metrics:

Our primary target is a more than 50% reduction in surgery-related opioid prescribing within six (6) months at each participating hospital or surgery center. This will be measured by comparing hospital-provided data before and after implementation of the Program.

Secondary program metrics will include:

- o Average opioid use, collected via structured patient interview by remote nurse navigator
- o Opioid refill rate, collected via structured patient interview by remote nurse navigator
- o Opioids safely disposed, collected via structured patient interview by remote nurse navigator
- o Readmission rate, collected via hospital data and structured patient interview by remote nurse navigator
- o Patient satisfaction/experience, collected via secure digital survey

Sustainability:

The Billion Pill Pledge is not designed to operate indefinitely into the future. The goal of the Billion Pill Pledge is to permanently change attitudes and practices regarding opioids for both medical providers and patients. For medical providers, it is guiding adoption of non-opioid methods of treating pain and opioid minimizing prescribing practices. For patients and the general public, it is educating them that not only are there many non-opioid methods of treating pain, but these methods work better than opioids, without the risk of addiction.

In Iowa, we have graduated hospitals out of the Program once we have successfully changed the culture and practices at that hospital. When we have conducted six-month audits of those graduated hospitals, they have shown a high degree of fidelity (>90%) to the new approach to pain management, benefiting subsequent patients for years to come. The Billion Pill Pledge is about creating lasting change, which will impact thousands of vulnerable patients in the future and the community at large long after we have ended the program in Jefferson County.

The long-term impact is profound. The Billion Pill Pledge goes well beyond the surgeries supported. This investment in upstream prevention is about changing the standards, expectations, and assumptions of both providers and patients regarding opioid prescriptions and use. The impact from the Program is material, sustainable and lasting.

Other States:

The Billion Pill Pledge is currently operating in three other states in addition to Iowa. In the spring of 2024, we were awarded a \$1.8 million contract covering 2,500 surgeries as part of a competitive RFP process by the Tennessee Opioid Abatement Council. The Tennessee Billion Pill Pledge Program began in August of this year.

On August 15, 2024, Goldfinch Health and the Nebraska Hospital Association were awarded a \$3.2 million contract by the Nebraska Department of Health and Human Services. This contract is being funded by federal grant money controlled by the Substance Abuse and Mental Health Services Administration (SAMHSA). The Nebraska contract is for 4,000 cases that will be performed at approximately 20-25 hospitals across the entire state. Finally, we were recently awarded, as part of a competitive RFP process, a one-year contract by the South Carolina Opioid Recovery Fund Board to support 500 surgeries. The South Carolina program is scheduled to begin in October.

Jefferson County can feel confident using its own settlement dollars knowing that four other states have already vetted and approved the Billion Pill Pledge Program.

The technology and reporting infrastructure, hospital and surgery center engagement approach, Nurse Navigator support program, and surgery tool kits are already designed, implemented and deployed throughout Goldfinch's programs in other states. As a result, this initiative could be launched within 30 days of notification.

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Due date: 5 pm on October 1, 2024.

Contact name *

Sarah Higgins

Contact email *

sarah@jccm.us

Organization *

Jefferson Community Substance Use Prevention and Recovery Coalition (JC SUPAR Coalition)

Summary of organization and mission *

Provide a community-wide partnership assisting individuals with or at risk of substance use disorder through comprehensive and holistic services that facilitate prevention and recovery.

Use of funds and impact on Jefferson County, WV (summary) *

The Jefferson Community Substance Use Prevention and Recovery (JC SUPAR) Coalition will allocate \$1,200,000 over three years to address the substance use disorder (SUD) crisis in Jefferson County. Funds will primarily support personnel, including case managers, peer recovery specialists, and healthcare providers, ensuring comprehensive care for individuals affected by SUD. Additional resources will fund program expenses, such as community engagement and client support, as well as medical and mental health services, transportation, and essential administrative costs. A critical part of the budget includes setting up a Medicaid billing system to ensure long-term sustainability through Medicaid reimbursement for Targeted Case Management and Peer Support services. This sustainable revenue model will allow the coalition to expand services over time. The impact on Jefferson County will be significant. By increasing access to treatment and recovery services, the coalition will reduce overdose deaths, particularly those related to synthetic opioids like fentanyl, which accounted for 33% of drug-related deaths in 2023. The coalition will provide vital support to underserved populations, reduce homelessness, and improve community health outcomes, ultimately strengthening long-term recovery and resilience in the county.

Amount requested *

\$1,200,000

Amount and source of matching funds *

\$400,000 in-kind services from WVU Medicine, Shenandoah Community Health, The Jefferson County Health Department, Everhart Counseling, JCCM, WV Treatment Court

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Yes. A1, A2, A3, A5, A6, A7, A8, A9, B1, B2, B3, B4, B5, B6, B7, B8, B9, B10, B12, B13, C1, C2, C3, C5, C6, C7, C8, C9, C10, C11, C12, C13, C15, D1, D2, D3, D4, D5, D6, D7, E1, E2, E3, E4, E5, E6, E7, E8, F1, F2, F3, F4, F5, F8, G1, G2, G3, G4, G5, G6, G7, G8, G9, G10, G11, G12, H1, H2, H3, H4, H6, H7, H8, H9, I1, J1, J3, K1, K2, L1, L3

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Yes. A1, A2, B1, B2, B3, B4, C1, C2, C3, E2, E3, E4, E5, F1, G2, G5

Use of funds and impact on Jefferson County, WV (long form) *

The Jefferson Community Substance Use Prevention and Recovery (JC SUPAR) Coalition will utilize the requested \$1,200,000 over three years to implement a comprehensive and sustainable approach to addressing the escalating substance use disorder (SUD) crisis in Jefferson County, WV. This funding will be allocated across several key areas, including personnel, program expenses, medical and mental health services, transportation, administrative costs, and the establishment of a Medicaid billing system to ensure long-term sustainability.

The majority of the funds will be used to support critical personnel, including case managers, peer recovery specialists, program coordinators, and healthcare providers. These staff members are essential for delivering direct services, such as case management, peer support, and medical care, to individuals affected by SUD. The coalition aims to stabilize individuals in crisis and support their long-term recovery by offering a continuum of care that includes Medication-Assisted Treatment (MAT), mental health counseling, and psychiatric medication management.

Program expenses will cover community engagement initiatives and client support services, including emergency housing, food, clothing, and assistance with obtaining vital documents. These services are crucial for stabilizing individuals as they begin their recovery journey and for ensuring that their basic needs are met, allowing them to focus on their treatment and long-term well-being.

Medical and mental health services will receive dedicated funding to ensure that individuals affected by SUD have access to critical healthcare, including MAT, psychiatric services, and counseling. These services will help reduce the risk of overdose, particularly from synthetic opioids like fentanyl, which contributed to 33% of drug-related deaths in Jefferson County in 2023. The coalition's comprehensive approach to treatment aims to reduce overdose fatalities while promoting long-term recovery.

Transportation funds will help remove barriers to accessing services, ensuring that individuals can attend medical appointments, recovery programs, and other necessary services. By providing drivers, Uber/Lyft accounts, and bus passes, the coalition will ensure that transportation challenges do not prevent clients from receiving the care they need.

Administrative and overhead costs will support the operational infrastructure of the coalition, including utilities, office supplies, insurance, and staff time. This will ensure that the coalition operates efficiently and effectively, enabling it to deliver high-quality services to the community.

A key component of the coalition's sustainability plan is the establishment of a Medicaid billing system. By becoming a Medicaid provider, the coalition will be able to bill Medicaid for Targeted Case Management and Peer Support services, generating consistent revenue to sustain its operations beyond the initial funding period. This will enable the coalition to expand its services and continue to meet the growing needs of the community.

In the absence of county-funded social services, due to state statutes that prohibit the county from providing direct social services, the JC SUPAR Coalition fills a critical gap by providing comprehensive, community-driven solutions to the SUD crisis. This coalition, made up of key local partners, collaborates to ensure that those impacted by SUD receive the essential care and support they need.

The impact of these funds on Jefferson County will be transformative. By expanding access to SUD treatment and recovery services, the coalition will help reduce overdose deaths and provide vital support to individuals and families affected by substance use. The focus on harm reduction strategies, such as naloxone distribution and MAT, will directly address the opioid crisis, particularly the rise in synthetic opioids like fentanyl.

The coalition's efforts will also extend to under-served populations, including individuals in re-entry programs and minority communities, ensuring equitable access to services. By addressing the basic needs of individuals in crisis, the coalition will help reduce homelessness, improve employment opportunities, and

stabilize housing situations, ultimately reducing the burden on social services and the local economy. In summary, the \$1,200,000 in funding will enable the JC SUPAR Coalition to implement a comprehensive and sustainable approach to addressing the SUD crisis in Jefferson County. By building capacity, expanding services, and ensuring long-term sustainability through Medicaid billing, the coalition will make a lasting impact on the health and well-being of the community.

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Google Forms

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Due date: 5 pm on October 1, 2024.

Contact name *

Dr. Chuck Bishop

Contact email *

chuck.bishop@k12.wv.us

Organization *

Jefferson County Schools

Summary of organization and mission *

Jefferson County Schools represents one of the top academic districts in the state of West Virginia. The district includes 17 schools, employs more than 1,100 staff members, and enrolls more than 8,000 students. Our mission is clear: "Through excellence in teaching and learning, Jefferson County Schools will ensure that all students value themselves and others, contribute to their community, and succeed in a global society."

Use of funds and impact on Jefferson County, WV (summary) *

The use of funds to provide therapeutic services for children and families impacted by addiction would significantly benefit our county and school system by addressing the root causes of trauma through comprehensive, evidence-based care. By partnering with county-based service providers, we can offer a range of therapeutic modalities tailored to the unique needs of each child and family, including counseling, behavioral therapy, and group support. These services will not only foster healing and resilience in children but also strengthen families and improve academic outcomes, creating a healthier, more supportive community.

Amount requested *

\$100,000

Amount and source of matching funds *

\$100,000 in local, state, and federal funds as well as contributions from private foundations.

Is the use an "approved use" as detailed in the MOU? Please cite the letter and number from the approved uses- see PDF pages 14-25 *

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E. 8.

Is the use a "core use" as listed on pages 11-13? Please cite the letter and number from the "core uses" here: chrome- *

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B. 2.

Use of funds and impact on Jefferson County, WV (long form) *

The allocation of \$100,000 in grant funds will enable Jefferson County Schools to significantly enhance the provision of therapeutic services for children and families suffering from trauma due to addiction. By utilizing a range of therapeutic modalities, including individual counseling, family therapy, and group support, the county will be able to address the complex emotional and psychological challenges caused by addiction. These services will be provided in partnership with county-based service providers who have the expertise to deliver trauma-informed care. The funding will help expand access to care, ensuring that children and families in need receive timely, effective treatment that promotes healing and resilience.

This grant will allow Jefferson County Schools to strengthen our collaboration with local agencies, healthcare providers, and community organizations to create a comprehensive, coordinated response to the effects of addiction. By offering support through various modalities, the district can tailor services to meet the specific needs of each child and family, creating personalized treatment plans that foster long-term recovery and stability amidst adversity related to addiction in the family. Additionally, this initiative will focus on prevention and early intervention efforts, helping children and families at risk of addiction-related trauma access the care they need before issues escalate.

The impact of these services will be felt throughout our Jefferson County community. By addressing the trauma caused by addiction, children will be better equipped to succeed in school, develop healthy relationships, and build emotional resilience. Families will be empowered to heal and rebuild their lives, reducing the long-term social and economic costs of addiction. With the support of this grant, Jefferson County can create a healthier, more supportive environment where children and families can thrive despite the challenges they have faced.

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Due date: 5 pm on October 1, 2024.

Contact name *

Lt. Steven Holz

Contact email *

sholz@jcsdww.com

Organization *

Jefferson County Sheriff's Office

Summary of organization and mission *

The mission of the Jefferson County Sheriff's Office is to provide the citizens and visitors of Jefferson County with professional law enforcement services, as well as respect, efficiency, and integrity. The Sheriff's Office strives to work in collaboration with the other law enforcement agencies in the county and surrounding areas. The Sheriff's Office endeavors to make our community proud of those that are sworn to protect it. Our desire is a safer Jefferson County with less crime and more involved citizens.

Use of funds and impact on Jefferson County, WV (summary) *

Would be used to purchase a Berla iVe system including the hardware, software, and tools. Additionally, pay for the training for 3 members to be certified on the system.

Amount requested *

\$24,000

Amount and source of matching funds *

\$24,000 (0 matching)

Is the use an "approved use" as detailed in the MOU? Please cite the letter and number from the approved uses- see PDF pages 14-25 *

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M. Law Enforcement

Is the use a "core use" as listed on pages 11-13? Please cite the letter and number from the "core uses" here: chrome- *

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I - 1

Use of funds and impact on Jefferson County, WV (long form) *

The Berla iVe system allows investigators to identify, acquire, and analyze data from vehicle systems. It can help identify patterns of life, links between individuals, sequence of events, timelines of activities, and locations of interest. All modern vehicles are equipped with computer systems that record a vast amount of information. This system will help law enforcement efforts to decrease the sale, distribution, promotion, or use of opioids by allowing investigators to track locations that drug dealer vehicles frequent leading law enforcement to possible stash houses and/or leads on locations that are used for the purpose of dealing drugs. Many times, when an out of state dealer is arrested, we lack the evidence to prove that he or she came from another state. By analyzing the location data provided by this system, we can obtain additional evidence showing he or she brought these drugs from out of state. This location data can be used to assist other agencies and/or taskforces with providing intelligence where the dealers are frequenting to assist with their investigations in other jurisdictions. At times, out of state dealers utilize local users to drive them around Jefferson County to sell their drugs. This system can also provide unique identifiers that can link an individual to a specific vehicle at specific times. This information is valuable in building conspiracy cases against the actual dealers that target our County.

This system will also be used to assist investigators with other serious and violent crimes such as robberies and homicides. The system can further assist accident investigators with serious and fatal traffic accidents.

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Due date: 5 pm on October 1, 2024.

Contact name *

Melissa Knott

Contact email *

Melissa.knott@bankatcity.com

Organization *

Jefferson County Treatment Court

Summary of organization and mission *

To Reduce substance abuse and criminal related activities lower the overdose rates and help to build a stronger community. We are committed to treat each person with respect and hope that positive insight is gained from this program. Our goal is that each person can learn to live drug free and make the community a safer and brighter place to live.

Use of funds and impact on Jefferson County, WV (summary) *

We have to turn away referrals as the needs are too great for Housing and Transportation. If we turn away participants the success rate is reduced and they end up in the court system and/or Jail which cost the County money. The program has a 95% graduation rate. Graduates from 6Month to 5 years have 91% rate of staying clean and sober. At 6 years the rates increase to 96%

Amount requested *

\$35,000.00

Amount and source of matching funds *

Funds on deposit of \$22,000.00

In kind donations (Food/Transportation/Mentor support) \$15,000.00

Annual fundraiser \$12,000 -\$15,000

Is the use an "approved use" as detailed in the MOU? Please cite the letter and number from the approved uses- see PDF pages 14-25 *

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B) 1,2,3,4,5,6,7,8,9 D)3 & 5

Is the use a "core use" as listed on pages 11-13? Please cite the letter and number from the "core uses" here: chrome- *

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F) 1 & 2

Use of funds and impact on Jefferson County, WV (long form) *

The funds awarded to The Treatment program will support the program by allowing reduction of Adult and Juvenile substance abuse through community based resources that can work towards the elimination of Adult and Juvenile substance abuse and the adversity the families face.

The program provide complete wrap around services to focus on the mental, and physical issues faced by the participants and their families

We utilize in kind donations from Community Members and Business', past graduates, current participants and families, and Advisory Board members.

The funds will be used to provide therapy, transportation, basic needs and housing assistance when all other resources have been exhausted.

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Due date: 5 pm on October 1, 2024.

Contact name *

Kelly J. Franklin

Contact email *

KFRANKLIN@JEFFERSONDRC.COM

Organization *

Jefferson Day Report Center, Inc.

Summary of organization and mission *

The Jefferson Day Report Center (JDRC) provides evidence-based programming that addresses the underlying causes of addiction and delinquency by providing community and recovery support to youths with treatment needs. Strategies include positive engagement that promotes the feeling of safety and security for youth offenders with treatment needs in the least restrictive community-based environment, addresses substance use and delinquency, and improves the health and quality of life for the individual, their families, and the community. JDRC delivers a coordinated community-based response that provides treatment and support services and keeps youth offenders from going deeper into the criminal justice system while continuing to hold them accountable.

Use of funds and impact on Jefferson County, WV (summary) *

Youths with substance use concerns have difficulties accessing care. In 2020, 58.7% or roughly 162.5 million individuals experimented with illicit drug use in the past month (SAMHSA, 2021). There are several barriers to care specific to Jefferson County. Access to treatment for youths with substance use and behavioral health disorders in Jefferson County has not been able to keep pace with the sharply increasing rates of misuse. The lack of public transportation in Jefferson County is another barrier to accessing treatment. Most youth families lack access to transportation or lack a driver's license; therefore, transportation is necessary.

Amount requested *

\$100,000.00

Amount and source of matching funds *

Day Report Allotted Reserve Funds - \$10,000.00

Is the use an "approved use" as detailed in the MOU? Please cite the letter and number from the approved uses- see PDF pages 14-25 *

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Yes, the following approved uses have been identified: A 1, 2, 3, 5, 6, 7; B 1, 2, 3, 12, 15; C 12, 15; D 1, 2, 3, 4, 5; E 8; G 7, 8, 9, 10, 11, 12

Is the use a "core use" as listed on pages 11-13? Please cite the letter and number from the "core uses" here: chrome- *

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Yes, the following core uses have been identified: B 1, 2, 4; F 1; G 2

Use of funds and impact on Jefferson County, WV (long form) *

In May 2022, the Jefferson Day Report Center (JDRC) expanded its services to include mental health and substance use treatment for youth. Jefferson County Schools, Jefferson County Teen Court, Jefferson Youth Drug Court, and youth self-referrals utilize the newly established “JDRC Youth Services” program. Since the expansion, referrals to youth programs have surged. In the first year, JDRC served 65 youths, but by the second year, that number had increased to 778—a 1,097% rise in the number of youths served.

Approximately 7,000 youths are ordered into diversion programs through the West Virginia court system on any given day. In the state, substance use is the third-largest reason for youth offenses. Jefferson County, in particular, faces profound challenges with substance and alcohol misuse, as well as mental health concerns among its youth population. Each year, millions of youths go undiagnosed with mental health, behavioral, or substance use issues (SAMHSA, 2022). In 2018, 9 in 10 youths did not receive treatment for mental illnesses (SAMHSA, 2022). These mental health and behavioral problems can result in significant personal, social, and economic costs across various service sectors. Addressing these issues is essential to reducing adverse outcomes.

The collaboration between JDRC and the court system, including the Youth Drug Court and Teen Court programs, is designed to improve outcomes for justice-involved youth. The Jefferson County Teen Court Program, for instance, reports a recidivism rate of 27% (Lehman, 2022).

Through this project, youths referred to the JDRC Youth Services will have access to a therapist to receive a psychological evaluation, psychiatry consults, individual therapy, group therapy, case management, and other clinical services that include referrals. The Jefferson County area wait times for the above-listed psychological or psychiatry consults are six months to one year. Through services provided at the JDRC, youths will be afforded emergency same-day services if deemed high-risk or services within seven days of the initial referral as deemed appropriate on a case-by-case basis.

Funding through this grant will provide contractual positions to include a Therapist/LPC/Psychologist and Psychoeducational Group Facilitator. Other funds will be utilized for a clinical case manager and utilities in the space housing the cases of the youth service. The clinical case manager will be vital in this position to connect each youth and their caregiver to community resources to obtain medical insurance and other necessities, including housing.

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Due date: 5 pm on October 1, 2024.

Contact name *

Julie McDaniel

Contact email *

Lipscombjulie@gmail.com

Organization *

None

Summary of organization and mission *

Support those in recovery from substance abuse and provide cost-effective sober living. To assist with housing, treatment, job training, and job placement.

Use of funds and impact on Jefferson County, WV (summary) *

It will provide a drug-free, supervised, housing option for members of the community in recovery. It will also support long-term recovery and the tools needed to abstain from drugs and alcohol. It will also assist individuals with job training and placement.

Amount requested *

\$500,000

Amount and source of matching funds *

0

Is the use an "approved use" as detailed in the MOU? Please cite the letter and number from the approved uses- see PDF pages 14-25 *

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Approved Uses, Schedule B, B-1 - Provide comprehensive wrap-around services to individuals with OUD...including housing, transportation, education, job training, job placement, or childcare.

Is the use a "core use" as listed on pages 11-13? Please cite the letter and number from the "core uses" here: chrome- *

extension://efaidnbmnnnibpcajpcgglefindmkaj/[https://ago.wv.gov/Documents/2022.2.16%20Final%20MOU%20+%20Exhibits%20\(M0442065xCECC6\).pdf](https://ago.wv.gov/Documents/2022.2.16%20Final%20MOU%20+%20Exhibits%20(M0442065xCECC6).pdf)

Exhibit A-12 - Prevent overdose deaths and other opioid-related injuries.

Use of funds and impact on Jefferson County, WV (long form) *

It will provide a drug-free, supervised, housing option for members of the community in recovery. It will also support long-term recovery and the tools needed to abstain from drugs and alcohol. It will assist in integrating individuals into the workforce.

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Due date: 5 pm on October 1, 2024.

Contact name *

Tina Burns

Contact email *

tburns@svms.net

Organization *

Shenandoah Community Health Foundation

Summary of organization and mission *

Shenandoah Community Health Foundation (SCHF) is a non-profit organization operated solely for the benefit of Shenandoah Community Health (SCH), a 501 (c) (3) Community Health Center. The mission of the Foundation is to "Improve Community Health, Enhance Health Care Services, and Encourage Education and the Pursuit of Health Care Sciences."

Use of funds and impact on Jefferson County, WV (summary) *

Funds would be used to hire a Psychotherapist and an RN/Case Manager for Shenandoah Community Health's Behavioral Health office in Charles Town. In addition, a portion of the funds would be used for workforce development and training for the staff of the Charles Town office. The impact on Jefferson County would be 1. Increase in availability of behavioral health appointments for Jefferson County residents, with access to care locally for mental health and OUD treatment services; 2. Increase in support, in care/case management, and connections to care for patients in treatment and recovery from OUD and any co-occurring SUD/MH conditions ; 3. Use of funds would result in better health outcomes, decreased ER/Hospitalizations, and quick access for admission to SCH OBMAT program.

Amount requested *

\$164,000.00

Amount and source of matching funds *

Shenandoah Community Health would provide the estimated amount of \$40,000.00 in matching funds to cover the cost of employee benefits for the two positions. The source of the matching funds will be program income from billings.

Is the use an "approved use" as detailed in the MOU? Please cite the letter and number from the approved uses- see PDF pages 14-25 *

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Use of the funds meets the criteria of "approved use" detailed in the MOU. A1, A2, A3, A6, A9, A13, A15, C7, C11, C12

Is the use a "core use" as listed on pages 11-13? Please cite the letter and number from the "core uses" here: chrome-extension://efaidnbmnnnibpcajpcgglefindmkaj/https://ago.wv.gov/Documents/2022.2.16%20Final%20MOU%20+%20Exhibits%20(M0442065xCECC6).pdf *

Use of the funds complies with "core uses" in the following categories: E2, E3, E5

Use of funds and impact on Jefferson County, WV (long form) *

Funds would be used to hire an additional Psychotherapist and an RN/Case Manager to expand access to evidence-based Mental Health and SUD treatment provided by Shenandoah Community Health (SCH) in Jefferson County. West Virginia has one of the highest rates of OUD and opioid overdose deaths in the nation. With the Substance Abuse crisis and lingering impacts of the COVID pandemic, there is dramatically increased demand for behavioral health services. Access to care is affected by barriers such as a critical lack of behavioral health providers and addiction specialists and a lack of support services. These barriers especially impact the low-income, underserved, and vulnerable populations. SCH accepts all patients, regardless of ability to pay or of their insurance status, and it provides care for a significant percentage of low-income and underserved patients.

The impact of these funds for Jefferson County residents is to increase access to Mental Health services and OUD care and treatment. The organization is actively working to expand both its MAT program and its behavioral health services. The requested funds would support expansion of the MAT program and provide prompt access for more Jefferson County residents. SCH engages with Jefferson Medical Center and Berkeley Medical Center with a collaborative Bridge program. With additional staff, SCH would also be able to further identify and treat the trauma involved with SUD and mental health, not only with the patient, but also with their family members.

Through workforce development we will implement strategies to provide additional provider and staff training, which will expand community outreach initiatives and provide more education to address stigma about OUD treatment. Funds allocated for staff training would also result in more staff trained in addiction medication. Increased training of health care staff can improve the patient experience, provide better quality of care, reduce medical errors, and improve patient safety.

It is anticipated that approval of this request will impact Jefferson County with expanded behavioral health and OUD care and treatment, a well-trained behavioral health workforce, better health outcomes, decreased ER/hospitalizations, and quick access to OBMAT programming.

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Due date: 5 pm on October 1, 2024.

Contact name *

Jennifer Flora

Contact email *

jflora@shepherd.edu

Organization *

Shepherd University

Summary of organization and mission *

Shepherd University (SU) is dedicated to promoting community health and wellness through the Suzanne Shipley Wellness Center and Center of Excellence for Photobiomodulation. The Center of Excellence for Photobiomodulation (PBM) focuses on innovative therapies to improve physical and mental well-being. The mission is to provide comprehensive wellness programs that support long-term recovery from opioid use disorder (OUD) through structured exercise, PBM therapies, and community reintegration.

Use of funds and impact on Jefferson County, WV (summary) *

The requested funds will support ongoing wellness initiatives for individuals recovering from OUD. This includes the continuation of SU faculty's PBM study (Flora, Huffer 2024) using headsets, as well as expanding access to the NovoThor bed and structured workout programs. These initiatives aim to reduce opioid relapse rates, improve physical and mental health, and foster a supportive community for those in recovery.

Amount requested *

Amount and source of matching funds *

Is the use an "approved use" as detailed in the MOU? Please cite the letter and number from the approved uses- see PDF pages 14-25 *

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Yes, the proposed use of funds aligns with the approved uses in the MOU: • Exhibit A-4, Section A.1.: Supports "evidence-based substance use prevention programs," aligning with the SU faculty PBM study (<https://www.liebertpub.com/doi/full/10.1089/photob.2024.0032>) and structured workout programs. • Exhibit A-6, Section B.5 and 9.: Expands "services and supports for individuals in recovery," which aligns with the use of the NovoThor bed and PBM headsets.

Is the use a "core use" as listed on pages 11-13? Please cite the letter and number from the "core uses" here: chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://ago.wv.gov/Documents/2022.2.16%20Final%20MOU%20+%20Exhibits%20(M0442065xCECC6).pdf *

Yes, this initiative qualifies as a core use under:

- Exhibit A-1, Section B.4.: "Treatment and Recovery Support Services such as residential and inpatient treatment, intensive outpatient treatment, outpatient therapy or counseling, and recovery housing that allow or integrate medication and with other support services." Supporting "substance use disorder treatment programs that provide evidence-based treatment, recovery support, and harm reduction services."
- Exhibit A – 3, Section J.: "Research to ameliorate the opioid epidemic and to identify new tools to reduce and address opioid addiction. Holistically seek to address the problem from a supply, demand, and educational perspective. Ensure tools exist to provide law enforcement with appropriate enforcement to address needs." The PBM headsets, NovoThor Bed, and structured workout programs directly support these objectives.

Use of funds and impact on Jefferson County, WV (long form) *

The SU Wellness Center and Center of Excellence for PBM propose a tiered funding request to enhance wellness programs for opioid recovery support. This initiative builds on ongoing research and proven methodologies, aiming to provide Jefferson County residents with comprehensive, evidence-based treatments that address the physical, mental, and social aspects of recovery from OUD.

Justification for Innovative Approaches to OUD Recovery

West Virginia remains at the epicenter of the nation's opioid crisis, with the highest overdose death rate in the country. Despite significant investments, progress has been limited, particularly among the Medicaid population, where fatal overdoses have continued to rise. This critical issue was highlighted during the legislative session on August 27, 2024, where the urgency of reassessing and innovating approaches to OUD was emphasized.

Jeremiah Samples, a senior policy advisor, noted the alarming trends and the need for more effective strategies. The proposed program addresses this need by focusing on OUD through the implementation of PBM therapies and structured wellness programs. These evidence-based interventions are designed to mitigate the physical and psychological impacts of opioid addiction, reduce cravings, and foster long-term recovery.

Option A: \$99,778

- PBM Headsets for Rehabilitation Centers: \$55,000 is requested to purchase 30 PBM headsets and requisite supplies for the proposed research. These headsets will provide ongoing service to numerous individuals in recovery, as they are designed for repeated use across multiple participants.

\$39,778 is requested to cover administrative costs for continuing the study on OUD supportive therapy treatment at local rehabilitation centers. Two SU researchers and one Medical Tech at a Jefferson County rehab center will be supported with the requested funding. The study, published in the Journal of Photobiomodulation, Photomedicine, and Laser Surgery (2024), has shown that PBM therapy can significantly reduce opioid cravings, alleviate symptoms of depression, and improve overall mental health outcomes. This funding will allow us to expand the study within Jefferson County and provide sustained benefits to individuals undergoing rehabilitation. [Link to Study](#).

\$5,000 is requested to cover the transportation cost for study participants.

PBM therapy is a non-invasive therapeutic technique that uses specific wavelengths of light, typically in the red or near-infrared spectrum, to stimulate cellular function, promote healing, reduce inflammation, and enhance tissue repair and regeneration. Here is how PBM potentially helps the brain of individuals recovering from addiction:

1. Promotion of Neurogenesis and Neuroplasticity

- PBM therapy stimulates neurogenesis, the growth of new neurons, and enhances neuroplasticity, the brain's ability to form new neural connections. This is particularly important for recovery from addiction, which often involves damage to neural pathways in areas of the brain associated with reward, learning, and memory.

2. Modulation of Dopaminergic Pathways

- Addiction significantly impacts the brain's dopamine system, leading to reduced dopamine receptor availability and impaired reward processing. PBM therapy has been shown to modulate dopaminergic (dopamine) pathways, potentially restoring balance in the brain's reward system and reducing the intense cravings associated with addiction.

3. Reduction of Inflammation

- Chronic substance use often leads to neuroinflammation, which can exacerbate brain damage and cognitive decline. PBM therapy reduces inflammation in the brain by downregulating pro-inflammatory cytokines and promoting anti-inflammatory processes. This helps protect neural tissue and supports overall brain health.

4. Enhancement of Mitochondrial Function

- PBM therapy works at the cellular level by improving mitochondrial function, which is crucial for energy production in brain cells. Enhanced mitochondrial function supports the repair and regeneration of damaged brain cells, helping to reverse the neurotoxic effects of chronic drug use.

5. Stimulation of Brain-Derived Neurotrophic Factor (BDNF)

- PBM therapy increases levels of Brain-Derived Neurotrophic Factor (BDNF), a protein that plays a key role in the survival and growth of neurons. BDNF also supports synaptic plasticity, which is vital for learning, memory, and recovery from addiction.

6. Improvement of Cerebral Blood Flow

- PBM therapy can enhance cerebral blood flow, ensuring that the brain receives sufficient oxygen and nutrients to function optimally. Improved blood flow also supports the removal of toxins and waste products, which is important for brain health and recovery.

7. Reduction of Oxidative Stress

- Oxidative stress, caused by an imbalance between free radicals and antioxidants in the body, is common in individuals with substance use disorders and contributes to brain damage. PBM therapy helps reduce oxidative stress by boosting the body's antioxidant defenses, thereby protecting the brain from further damage.

8. Alleviation of Depressive Symptoms

- Depression is a common comorbidity in individuals with addiction, and it can increase the risk of relapse. PBM therapy has demonstrated effectiveness in alleviating depressive symptoms, which may help improve mood and reduce the likelihood of relapse.

9. Regulation of the HPA Axis

- The hypothalamic-pituitary-adrenal (HPA) axis, which regulates stress responses, is often dysregulated in addiction. PBM therapy may help normalize HPA axis function, reducing stress-related triggers for relapse.

10. Non-Invasive and Safe

- One of the significant advantages of PBM therapy is that it is non-invasive and has a high safety profile. It offers a therapeutic option that is free from the adverse effects associated with pharmacological treatments, making it suitable for long-term use in recovery.

11. Potential to Reduce Cravings

- PBM therapy has shown promise in reducing cravings for substances by modulating the brain's reward circuitry. This can be particularly beneficial for individuals in recovery, helping to decrease the intensity and frequency of cravings.

12. Support for Cognitive Function

- By promoting neurogenesis, reducing inflammation, and enhancing mitochondrial function, PBM therapy supports cognitive function. This includes improvements in memory, attention, and decision-making, all of which are often impaired in individuals recovering from addiction.

13. Holistic Approach to Recovery

- PBM therapy provides a holistic approach to addiction recovery by addressing both the physiological and psychological aspects of addiction. By improving brain health at multiple levels, it helps create a more stable foundation for long-term recovery.

PBM therapy represents a promising, cutting-edge approach in the treatment of substance use disorders. By supporting brain health and reducing cravings, PBM therapy can play a crucial role in the recovery process, potentially improving outcomes for individuals struggling with addiction.

Option B: \$221,637

- NovoThor Bed, Wellness Programming, PBM Sessions, and Gym Access: \$150,000 is requested to acquire a NovoThor Bed, which provides full-body PBM therapy and expands the PBM offerings for individuals in recovery.
- \$71,637 is requested to cover an annual gym membership for participants; fitness professional oversight (Admin, Personal Trainer, and Group Exercise Instructor); a tailored workout program for each participant; group exercise (mind body sessions 2x week; PBM sessions 3x a week. These funds will support tailored workout programs specifically designed for individuals' post-rehabilitation, offering them a holistic approach to rebuilding physical health, reducing stress, and promoting social reintegration. Participants will have access to gym facilities and PBM sessions, which are critical for maintaining sobriety, reducing pain and inflammation, and improving overall well-being. Exercise has several beneficial effects on the brain, particularly for individuals recovering from addiction. Research shows that exercise helps the brains of addicts:

1. Neuroplasticity Enhancement

- Exercise promotes neuroplasticity, which is the brain's ability to reorganize itself by forming new neural connections. This is crucial for recovery, as addiction often leads to changes in brain structure and function, particularly in areas related to reward and decision-making. By enhancing neuroplasticity, exercise helps the brain recover from these changes.

2. Increased Dopamine Production

- Addiction often leads to a decrease in dopamine receptor availability and function, which can diminish the pleasure derived from everyday activities. Exercise stimulates the release of dopamine, helping to restore balance in the brain's reward system. This can reduce the cravings for drugs by providing a healthy alternative source of reward.

3. Reduction of Stress and Anxiety

- Stress and anxiety are significant triggers for relapse in individuals recovering from addiction. Exercise reduces stress and anxiety by modulating the release of stress hormones like cortisol and increasing levels of endorphins and serotonin, which are natural mood stabilizers.

4. Improved Cognitive Function

- Addiction can impair cognitive functions such as memory, attention, and decision-making. Exercise improves cognitive function by increasing blood flow to the brain and promoting the growth of new brain cells, particularly in the hippocampus, which is involved in learning and memory.

5. Regulation of the HPA Axis

- The hypothalamic-pituitary-adrenal (HPA) axis is involved in the body's response to stress. Chronic drug use can dysregulate the HPA axis, leading to heightened stress sensitivity and relapse. Exercise helps normalize the HPA axis, thereby reducing the vulnerability to stress-related relapse.

6. Reduction of Inflammation

- Chronic drug use can lead to increased inflammation in the brain, which is associated with neurodegeneration and cognitive decline. Exercise reduces inflammation by lowering levels of pro-inflammatory cytokines and increasing anti-inflammatory factors, helping protect the brain from further damage.

7. Support for Social Reintegration

- Participating in exercise, particularly in group settings, can foster social connections and provide a sense of community. This social support is critical for recovery, as it can reduce feelings of isolation and help individuals rebuild their lives in a supportive environment.

8. Craving Reduction

- Regular physical activity has been shown to reduce drug cravings by distracting the individual from thoughts of substance use and by providing a healthy outlet for physical and emotional energy.

9. Improvement in Sleep Patterns

- Poor sleep is common among individuals recovering from addiction and can contribute to relapse. Exercise improves sleep quality and duration, which is essential for overall brain health and recovery.

10. Mood Stabilization

- Exercise induces the release of endorphins, which are natural mood enhancers. This helps stabilize mood and reduce the symptoms of depression, which are often comorbid with addiction.

These combined effects make exercise a powerful tool in the recovery process for individuals with substance use disorders, helping to heal the brain and support long-term sobriety.

Option C: \$329,133

- Comprehensive OUD Support and Recovery Program: Ideally, funding would be granted for Option C, which combines A and B options, providing a full spectrum of services that include targeted PBM therapy at rehabilitation centers, whole-body treatment with the NovoThor Bed, structured exercise programs, PBM sessions, and gym access at the Wellness Center. This comprehensive program is expected to serve a continuous and growing number of Jefferson County residents, significantly reducing opioid relapse rates and fostering a supportive community environment for long-term recovery.

Implementation and Outcomes:

- Rehabilitation Center Collaboration: Partnerships will be established with local rehabilitation centers to implement PBM headset therapy as part of the ongoing study. The effectiveness of PBM in reducing opioid cravings and enhancing mental health will be assessed using valid and reliable scales as part of the study's methodology. These scales will provide standardized measures of outcomes, ensuring that the data is robust and can be used to demonstrate the efficacy of PBM therapy in supporting recovery from OUD. This rigorous approach will help us generate high-quality evidence to inform future treatments and interventions.
- Wellness Program, PBM Sessions, and Gym Access: The Wellness Center will offer memberships, structured workout programs, PBM sessions, and access to the NovoThor Bed and gym facilities for individuals who have completed their rehabilitation programs. The structured exercise programs and PBM sessions will help participants build a sustainable routine, promoting physical health, reducing pain, and preventing relapse.
- Monitoring and Evaluation: Success will be measured through participant feedback, health assessments, and a reduction in relapse rates. The data collected from both the rehabilitation centers and the Wellness Center will be analyzed to continually improve and refine programs.
- Community Impact: This initiative aims to make a lasting impact by addressing the opioid crisis through a combination of advanced therapies, gym access, PBM sessions, and holistic wellness programs. Expected outcomes include enhanced recovery, reduced relapse rates, and improved health for Jefferson County residents.

Bibliography

Comprehensive Database of Photobiomodulation Research and Clinical Trials:

<https://docs.google.com/spreadsheets/u/0/d/1ZKI5Me4XwPj4YgJCBes3VSCJjiVO4XI0tIR0rbMBj08/htmlview#gid=0>

Flora, J., & Watson Huffer, K. (2024). Transcranial Photobiomodulation Therapy as an Intervention for Opioid Cravings and Depression: A Pilot Cohort Study. *Photobiomodulation, Photomedicine, and Laser Surgery*, Volume 00, Issue 00, pp. 1-5. <https://doi.org/10.1089/photob.2024.0032>

This pilot cohort study conducted by Dr. Jennifer Flora and Dr. Kelly Watson Huffer explores the efficacy of transcranial Photobiomodulation (tPBM) therapy in reducing opioid cravings and depressive symptoms among individuals with OUD. The study employed a quasi-experimental design, with participants divided into two groups: one receiving tPBM therapy in addition to standard care, and the other receiving standard care

alone. The results revealed significant reductions in opioid cravings and depression in the tPBM group compared to the control group. These findings suggest that tPBM therapy could be a promising noninvasive intervention for treating OUD, warranting further investigation in larger randomized controlled trials.

Ahamed, H., Kline, C. E., & Bailey, E. F. (2023). Exercise as a Therapeutic Strategy for Opioid Use Disorder: Potential Benefits and Mechanisms. *Frontiers in Physiology*, 14, 1126777.

<https://doi.org/10.3389/fphys.2023.1126777>

This article discusses the potential benefits of exercise as a therapeutic intervention for OUD. It outlines how exercise can help reduce cravings, alleviate withdrawal symptoms, and improve overall physical and mental health. The paper also explores the underlying mechanisms, including the role of exercise in neuroplasticity and its impact on the brain's reward system, making it a promising complementary treatment for OUD recovery.

Linke, S. E., & Ussher, M. (2015). "Exercise-Based Treatments for Substance Use Disorders: Evidence, Theory, and Practicality." *American Journal of Drug and Alcohol Abuse*, 41(1), 7-15.

This article provides a comprehensive overview of how exercise interventions can support recovery from substance use disorders, with a particular focus on the reduction of stress, anxiety, and depression, which are common triggers for relapse.

Wang, D., Wang, Y., Wang, Y., Li, R., & Zhou, C. (2014). "Impact of Physical Exercise on Substance Use Disorders: A Meta-Analysis." *PLOS ONE*, 9(10), e110728.

This meta-analysis examines the impact of physical exercise on substance use disorders, concluding that exercise is effective in reducing substance cravings and enhancing overall mental health, which are critical factors in preventing relapse.

Zschucke, E., Heinz, A., & Strohle, A. (2012). "Exercise and Physical Activity in the Therapy of Substance Use Disorders." *Scientific World Journal*, 2012, 901741.

This review article emphasizes the role of physical activity in improving mood, reducing stress, and promoting neurogenesis, which are essential for recovery from substance use disorders, including OUD.

This form was created inside of Jefferson County Commission.

Google Forms

Edwina Benites

From: Jennifer Flora <JFLORA@shepherd.edu>
Sent: Sunday, September 29, 2024 7:59 AM
To: Edwina Benites
Subject: Re: [External] FW: Application for Use of Opioid Settlement Funds Confirmation
Attachments: IRT_v3_OSF JCC application 8.29.24 copy.pdf

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

Good morning, Eddie,

Thank you for confirming and apologies for the missing information. The original application that we completed did not have the amount matching and source question or the amount requested as a stand alone field so we put that in the long answer section. I just went on Facebook and I do see that they are both in there now.

We are requesting up to \$351,000. We have proposed a three tiered funding option. As for matching, this is not something we discussed because we did not think it was required. We do have a Foundation account that we could use funds to match up to \$50,000. I hope that this does not impact our considerations for the full amount we are requesting.

We are very thankful for the opportunity to apply for this funding.

<IRT_v3_OSF JCC application 8.29.24 copy.pdf>

Thank you,
Jenny

Dr. Jennifer Flora DEL, MBA, MA, EP-C
Wellness Center Director
Shepherd University

On Sep 29, 2024, at 7:41 AM, Edwina Benites <ebenites@jeffersoncountywv.org> wrote:

Caution: This email originated from outside of the organization. Please use caution when examining links, opening attachments, or replying to this email unless you recognize the sender and know the content is safe.

Jenny-

I have it, but it looks like there are two questions missing. Could you answer the following questions?

Amount requested.

Amount and source of matching funds.

Thanks!
Eddie

<image002.png>

From: Sorayda Pitts <spitts@jeffersoncountywv.org>
Sent: Thursday, September 26, 2024 11:46 AM
To: Edwina Benites <ebenites@jeffersoncountywv.org>; Jessica James <jjames@jeffersoncountywv.org>
Subject: FW: Application for Use of Opioid Settlement Funds Confirmation

Please see below

From: Jennifer Flora <JFLORA@shepherd.edu>
Sent: Thursday, September 26, 2024 11:09 AM
To: Sorayda Pitts <spitts@jeffersoncountywv.org>
Subject: Application for Use of Opioid Settlement Funds Confirmation

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

Good morning,

Shepherd University applied for the opioid settlement funds on September 9. Could you help me get confirmation that our application was received?
I want to ensure we are all set for the October 1 due date.

Thank you,
Jenny

[<image001.png>](#)

Dr. Jennifer Flora, DEL, MBA, MA, EP-C
Wellness Center and Photobiomodulation Director
College of Business Recreation & Education Adjunct Instructor
Shepherd University
www.shepherdwellness.com

Opioid Settlement Fund Application

On August 15, 2024, the Jefferson County Commission (WV) voted to request applications from parties interested in receiving funding allocated to Jefferson County as part of an opioid settlement. To date,

Jefferson County has received roughly \$1.2 million and must allocate funds consistent with the "Approved Purposes" definition of this memorandum of understanding (MOU):

[https://ago.wv.gov/Documents/2022.2.16%20Final%20MOU%20+%20Exhibits%20\(M0442065xCECC6\).pdf](https://ago.wv.gov/Documents/2022.2.16%20Final%20MOU%20+%20Exhibits%20(M0442065xCECC6).pdf)

Due date: 5 pm on October 1, 2024.

Contact name *

Mary Stevanus

Contact email *

ttr.grants@gmail.com

Organization *

To The ResQ, Inc. (TTR)

Summary of organization and mission *

To The ResQ, Inc. (TTR) is a 501(c)(3) charitable organization with a mission to end the crisis of animal overpopulation in Jefferson County and West Virginia through spay/neuter, rehoming abandoned animals and keeping low-income pet owners with their pets. Our VIVA (Vets in the VA) program provides a safe, temporary home for the veterans' cat or dog while the vet is in treatment at the Martinsburg VA Medical Center. TTR also operates a pet food pantry, provides transportation to and from veterinary appointments, funds spay/neuter and animal health care, and works with local rescues and humane societies to reduce the homeless animal population in the Eastern Panhandle.

Use of funds and impact on Jefferson County, WV (summary) *

To The ResQ's "Vets in the VA" (VIVA) program provides a safe, temporary home for the veterans' cat or dog while the vet is in treatment at the Martinsburg VA Medical Center. Veteran's pets are cared for, given medical attention including vaccines, spay/neuter, etc. and returned to them after treatment, without worrying about the cost. Veterans resist entering treatment without knowing their pet will be cared for and returned to them after treatment at little or no cost to them. By caring for their beloved pets To The ResQ (TTR) makes it easier for veterans with Opioid Use Disorder (OUD) get the care and treatment they need.

Amount requested *

\$5,000

Amount and source of matching funds *

\$5,000 WV Spay Neuter Assistance Program Grant, \$500 Eastern West Virginia Community Foundation Fischer Veterans Grant, \$2,000 Nora Roberts Foundation, \$3,000 Two Mauds Spay/Neuter grant, donations, online auctions, etc.

Is the use an "approved use" as detailed in the MOU? Please cite the letter and number from the approved uses- see PDF pages 14-25 *

[https://ago.wv.gov/Documents/2022.2.16%20Final%20MOU%20+%20Exhibits%20\(M0442065xCECC6\).pdf](https://ago.wv.gov/Documents/2022.2.16%20Final%20MOU%20+%20Exhibits%20(M0442065xCECC6).pdf)

We believe our program is covered by: Schedule B - Approved Uses Part One: Treatment A. Treat Opioid Use Disorder (OUD) 5. Support intervention, treatment and recovery services

Is the use a "core use" as listed on pages 11-13? Please cite the letter and number from the "core uses" here: chrome- *

extension://efaidnbmnnnibpcajpcglclefindmkaj/[https://ago.wv.gov/Documents/2022.2.16%20Final%20MOU%20+%20Exhibits%20\(M0442065xCECC6\).pdf](https://ago.wv.gov/Documents/2022.2.16%20Final%20MOU%20+%20Exhibits%20(M0442065xCECC6).pdf)

Our VIVA (Veterans in the VA) program falls under: Schedule A – Core Strategies B. Medication Assisted Treatment (MAT) Distribution and other Opioid-Related Treatment 4. Treatment and Recovery Support Services

Use of funds and impact on Jefferson County, WV (long form) *

Imagine entering treatment at a VA hospital afraid that you may lose your best friend and emotional support if you cannot afford to board and care for your pets while you are getting care. To The ResQ, Inc. (TTR) has developed a unique fostering program for these pets which ensures they will be reunited with their owner after treatment.

To The ResQ (TTR) is a 501(c)(3) charitable organization with a mission to end the crisis of animal overpopulation in West Virginia through spay/neuter, rehoming abandoned animals and keeping low-income pet owners with their pets. We are pleased to recommend our veteran/pet support program: VIVA Fosters (Vets In the VA) for consideration to the Jefferson County Opioid Settlement Fund program. Our overall goal is to save at-risk animals through fundraising, networking and spay/neuter to end unnecessary euthanasia due to overcrowding at shelters.

Suicide, substance use disorder (SUD), PTSD, homelessness, and ongoing medical issues are all too frequent problems faced by America's military Veterans. While the Veteran's Administration Medical system can provide essential long- and short-term care, veterans needing this care may have one added worry: what will happen to their pets while they are in treatment? TTR's unique solution to this problem is VIVA Fosters (Vets in the VA). Fosters provide a safe, temporary home for the veterans' cat or dog while the vet is in treatment at the Martinsburg VA Medical Center.

Program History: This program originated in 2018 when a veteran posted that he needed someone to watch his 2 cats while he went into a treatment plan at the VA Hospital in Martinsburg, WV. Dottie Kracke, a veteran's wife and devoted cat rescuer, reached out to help, learning that the veteran was also unemployed, depressed, and on the verge of being homeless. The Kracke's agreed to foster his cats while he underwent treatment. Thankfully, treatment went well, the veteran eventually received help to find a home and was happily reunited with his beloved pets. He was so grateful and emphasized how much knowing his pets were safe made it easier for him to stay in treatment and focus on his care. Since then, the Kracke's have helped other veterans find fosters for their pets or arranged for kennel care when a foster was unavailable. TTR will assume operation of this very special service to veterans.

Description of Program: TTR will provide foster care or help to pay for temporary care solutions for the pets of veterans entering treatment or requiring in-facility care at the VA Medical Center in Martinsburg, WV. This service is available to any veteran registered to receive care at this hospital. TTR works directly with a VA Social Worker throughout the process. The veteran's medical situation will always remain confidential. Unless a veterinarian has determined otherwise, all pets in the program must be spayed/neutered and fully vaccinated prior to entry INTO foster care. If needed, as part of this program, TTR will assist in providing spay/neuter and vaccinations for the veterans' pets if they are unable to afford to do so.

How Does the VIVA Program Actually Work in a Veteran's Life?: Dottie Kracke, VIVA founder, was contacted by the VA Hospital in Martinsburg in 2018 about a Veteran (we'll call him Joe) that had been evicted from his apartment and needed help with his 2 cats while he went into a treatment program. Joe was attached to his cats and wanted to keep them but could not afford to board them. Dottie agreed to board and care for them during treatment and after a tearful goodbye, he entered treatment for three months.

The cats were spayed and brought up to date on vaccines, provided food, litter, flea treatment, etc. and solicited local donations to cover the costs. After treatment Joe was placed in a home and the cats were returned. Dottie and the local community helped provide a new washer/dryer and provide cat food and veterinary care, when needed.

The Veteran recently gave a public talk at the VA about his journey to recovery and emphasized that if it

wasn't for his cats waiting for him that he may not have made it through the program. A Veteran's pets are their family, especially when their human family have abandoned them.

TTR stepped up in summer 2023 when Joe took a hard fall and went into rehab for 2 months. At this time TTR placed the cats into foster and paid for vet care, food, & grooming.

Joe makes occasional donations to To The ResQ to help the cats in the area. That is his way of paying back for the assistance that he got from the VIVA Program and grateful for being at this place in his life.

Cost to Client: Veteran clients will be asked to contribute toward food and supplies for their pets if they are financially able. Otherwise, there will be no cost to the veteran for the care of their pet(s). Arrangements for discounts or free services for boarding will be sought at nearby facilities.

Limitations of Program: This program is limited based on the availability of fosters and funds to place pets in care. Currently, this program only serves veterans in care at the Martinsburg WV VA Medical Center.

WHAT FUNDS ARE NEEDED FOR: Cost should never be a barrier to veterinary care and housing. If the Veteran is unable to pay TTR supplements all costs including veterinary care, pet food, litter, boarding if needed, and more. All funds awarded will directly support animal care, including:

- Food assistance will be provided to fosters, if requested, along with litter, flea medicines, dewormer medications, and routine vaccines.
- Vaccines and testing. All animals are tested for communicable diseases and given all necessary vaccines before entering fostering. One basic feline combo test can cost \$30, rabies vaccine \$25, and canine heartworm test is \$35.
- Spay/neuter is required for all animals in foster care. While pets are in our care, TTR will provide basic medical care, including spay/neuter and vaccinations, when the veteran cannot afford to do so. Feline spay/neuter costs approximately \$110, but dog spay/neuter is based on the weight of the dog and can range from \$150 - \$300 per animal. There are NO low cost spay/neuter clinics in the Eastern Panhandle. Lower cost services are found in Maryland.
- If boarding is required, additional cost for boarding fees at facilities may be needed. TTR can only offer fostering if we have a foster location available. We are actively recruiting more fosters so we can accept more pets.
- Promoting services to Veterans – VIVA services have generally been word or mouth, but we would like to develop a brochure and other materials to let veterans know about the program so they will not risk losing their pets.

Veterans entering medical treatment often cannot afford to board their pets and may refuse treatment rather than face losing their beloved pets. The VIVA fostering program offers an alternative designed to help veterans keep their pets. This is a small, but important way to ease the stress of entering treatment knowing their pets will be cared for in their absence.

This form was created inside of Jefferson County Commission.

Google Forms

Opioid Settlement Fund Application

On August 15, 2024, the Jefferson County Commission (WV) voted to request applications from parties interested in receiving funding allocated to Jefferson County as part of an opioid settlement. To date,

Jefferson County has received roughly \$1.2 million and must allocate funds consistent with the "Approved Purposes" definition of this memorandum of understanding (MOU):

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Due date: 5 pm on October 1, 2024.

Contact name *

Penny Porter

Contact email *

pporter@uwayep.org

Organization *

United Way of the Eastern Panhandle

Summary of organization and mission *

United Way of the Eastern Panhandle (UWEP) is a nonprofit organization serving the counties of Berkeley, Morgan and Jefferson in the state of WV with a mission to inspire and mobilize our community to create change. Together, we will Give, Advocate and Volunteer to improve Education, Health and Financial Stability.

Use of funds and impact on Jefferson County, WV (summary) *

The funds will be used to support the continuation and growth of WV211, the Regional Resource Connection (RRC) and Warming Hands and Hearts in our local community. By providing a Community Resource Specialist for WV211, UWEP is able to connect individuals in need to local resources. WV211 and the RRC also strengthens the partnership of our nonprofit community through collaborative outreach and networking efforts.

Amount requested *

\$30,000

Amount and source of matching funds *

UWEP will raise additional funds to support WV211 through our community fundraising campaign and special events. Our annual investment to continue providing local WV211 support to our tri-county area will be in excess of \$50,000. In addition, UWEP has consistently invested in the Regional Resource Connection (RRC) which complements the work of WV211 by providing the next level of resource referrals for those in crisis. UWEP's investment in the RRC has typically been not less than \$40,000, and we allocate \$10,000 annually to our Warming Hands and Hearts initiative to provide heating and fuel assistance during the winter months. In addition, both Telamon and the WV Department of Human Services serve as Core Partners with UWEP for the RRC and contribute with staffing and financial support. As the documented needs continue to increase, the level of resources to respond must also grow.

Is the use an "approved use" as detailed in the MOU? Please cite the letter and number from the approved uses- see PDF pages 14-25 *

[https://ago.wv.gov/Documents/2022.2.16%20Final%20MOU%20+%20Exhibits%20\(M0442065xCECC6\).pdf](https://ago.wv.gov/Documents/2022.2.16%20Final%20MOU%20+%20Exhibits%20(M0442065xCECC6).pdf)

Yes, C-15 and G-7

Is the use a "core use" as listed on pages 11-13? Please cite the letter and number from the "core uses" here: chrome-extension://efaidnbnmnnibpcajpcglclefindmkaj/https://ago.wv.gov/Documents/2022.2.16%20Final%20MOU%20+%20Exhibits%20(M0442065xCECC6).pdf *

No

Use of funds and impact on Jefferson County, WV (long form) *

Funds will be used in UWEP's effort to connect individuals in need to local resources, specifically by continuing to provide a Community Resource Specialist for WV211 as well as supporting the Regional Resource Connection (RRC) and our Warming Hands and Hearts Initiative.

WV211 is an information and referral service connecting individuals in need to local resources, and the RRC is a collaborative model that assists those in an emergency financial crisis. In partnership with the WV Department of Human Services, individuals are screened for any federal or state assistance before being referred to RRC staff who can then look at local available resources on a case-by-case basis.

Why is this important in addressing the challenges related to substance use disorders?

The majority of requests for assistance through WV211 and the RRC relate to stable housing and utility needs whether it is for emergency shelter, rent or mortgage assistance or utility assistance.

Numerous studies have shown that there is a strong correlation between stable housing and the prevention of substance use and in the recovery efforts for those with SUDs. The various sources cited in an article by the Center on Budget Policy and Priorities (<https://www.cbpp.org/research/housing/meeting-the-housing-needs-of-people-with-substance-use-disorders>), for instance, emphasizes that, "Stable housing plays a vital role in people's recovery from substance use disorders (SUDs). An inability to pay rent and the threat of losing housing can lead to stress that triggers substance misuse and relapse." Additional studies from the National Institutes of Health and other institutions share similar findings.

Locally, during the last twelve months from October 1, 2023 to September 30, 2024, our WV211 Community Resource Specialist responded to 528 requests from Jefferson County via phone calls, texts, emails and live chats to WV211. Over 200 of those requests related to shelter/housing needs and 168 were for electric and water assistance. In the last eight months, beginning in January 2024, the RRC has received requests from 410 families from Jefferson County, representing a total of 1,048 adults and children. The financial request for assistance from those 410 Jefferson families was in excess of \$369,000. Unfortunately, the RRC and its partners were only able to assist with slightly over \$50,000 of that financial need due to limited resources. However, the response model of both WV211 and the RRC also connects those in need to resources beyond financial assistance in many situations, thus widening the scope of impact. Examples of non-financial referrals to resources may include support groups, counseling and other services.

Another important element of understanding the scope of need in the community is that often those needing assistance are ALICE households, working individuals and families that are Asset-Limited, Income-Constrained, Employed. Many have incomes that are above eligibility guidelines for state, federal or local resources, yet they struggle to make ends meet as the cost of living in our community exceeds the household income. When a medical situation, like a substance use disorder, affects the household budget, it makes it more challenging to make rent, mortgage and/or utility payments.

Given the increased requests for assistance, it is critical that connections to care and resources be not only maintained but grown. Therefore, we seek funding assistance for that purpose.

Any consideration of this request is greatly appreciated.

This form was created inside of Jefferson County Commission.

Google Forms

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: **November 7, 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 West Virginia Human Rights Commission EREP-49-21.

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: 1 hour

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*):

1. Consider matters involving or affecting the construction, planning, purchase, sale, or lease of property for County office space and/ or courthouse space.

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

agenda

From: Ali Printz <aliprintz@gmail.com>
Sent: Wednesday, October 16, 2024 5:45 PM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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

Dear Commissioners,

Please accept my comment on the draft Comprehensive Plan presented to the County Commission on October 17, 2024. There are several significant issues with the current comprehensive plan that undermine the protections that the comprehensive plan and zoning are intended to provide to property owners.

- Please remove Goal 1 Objective 4. This objective is so broad it would reduce the protections that zoning provides to property owners. If the Objective were sufficiently narrowed it would be redundant with the other objectives of Goal 1.
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- Please return the Future Land Use Guide to its previous name of Future Land Use Map. The new name of “Guide” down plays the importance of this element of the comprehensive plan. Those seeking a zoning map amendment may take advantage of this confusion. It should be returned to its original name.

Thank you for considering these comments as you consider the new comprehensive plan.

Sincerely,

--

Ali Printz
aliprintz@gmail.com

agenda

From: Anna Cook <tigger7713@yahoo.com>
Sent: Wednesday, October 16, 2024 10:27 PM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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

Dear Commissioners,

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Thank you for considering these comments as you consider the new comprehensive plan.

Sincerely,

--

Anna Cook
tigger7713@yahoo.com

agenda

From: Anne Teresa <ateresa@comcast.net>
Sent: Thursday, October 17, 2024 8:02 AM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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Dear Commissioners,

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Thank you for considering these comments as you consider the new comprehensive plan.

Sincerely,

--
Anne Teresa
ateresa@comcast.net

agenda

From: Barbara Milleson <barblmilleson@gmail.com>
Sent: Thursday, October 17, 2024 5:01 PM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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Dear Commissioners,

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Thank you for considering these comments as you consider the new comprehensive plan.

Sincerely,
Barbara Milleson

--
Barbara Milleson
barblmilleson@gmail.com

agenda

From: Beth Rosenberg <Brosenberg@frontiernet.net>
Sent: Thursday, October 17, 2024 4:44 PM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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Dear Commissioners,

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Thank you for considering these comments as you consider the new comprehensive plan.

Sincerely,
Beth Rosenberg
Harpers Ferry, WV

--

Beth Rosenberg
Brosenberg@frontiernet.net

agenda

From: Charles Printz <Chazzdog47@aol.com>
Sent: Wednesday, October 16, 2024 9:18 PM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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

Dear Commissioners,

I must state that at every public meeting on the comprehensive plan, the size of the crowd and/or the substance of the comments indicated a clear preference for limited and controlled growth, a commitment to the zoning ordinance, and increased impact fees. Many of the planning commissioners, being appointed and not elected, may not have paid attention and seem to have a different agenda. Therefore, please accept my comments on the draft Comprehensive Plan presented to the County Commission on October 17, 2024. There are several significant issues with the current comprehensive plan that undermine the protections that the comprehensive plan and zoning are intended to provide to property owners.

- Please remove Goal 1 Objective 4. This objective is so broad it would reduce the protections that zoning provides to property owners. If the Objective were sufficiently narrowed it would be redundant with the other objectives of Goal 1.
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Thank you for considering these comments as you consider the new comprehensive plan.

Sincerely,

--

Charles Printz
Chazzdog47@aol.com

agenda

From: Charlotte Fremaux <cmfremaux@gmail.com>
Sent: Wednesday, October 16, 2024 5:52 PM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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

Dear Commissioners,

The County Commission seems dead-set on doing exactly what benefits the members and those they want to favor instead of listening to their constituents. I am adding my name to the commentary below regarding your desire to further weaken our zoning protections.

The point of zoning is to limit the uses in each zone to those uses that align with that zone so that we may improve quality of life, protection and efficient use of resources, and protection of the environment. Zoning is not new in Jefferson County, nor are there suddenly new, previously un contemplated land uses. Therefore, we do not need to be placing additional uses in one—or worse yet—all of the zones, especially not as principal permitted uses (by right). So why do we need to contemplate adding uses into zones that were previously not allowed? We don't.

Please accept my comment on the draft Comprehensive Plan presented to the County Commission on October 17, 2024. There are several significant issues with the current comprehensive plan that undermine the protections that the comprehensive plan and zoning are intended to provide to property owners.

- Please remove Goal 1 Objective 4. This objective is so broad it would reduce the protections that zoning provides to property owners. If the Objective were sufficiently narrowed it would be redundant with the other objectives of Goal 1.
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Thank you for considering these comments as you consider the new comprehensive plan.

Sincerely,

--

Charlotte Fremaux
cmfremaux@gmail.com

agenda

From: Christina Melocik <chris.tiny@comcast.net>
Sent: Wednesday, October 16, 2024 8:36 PM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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Dear Commissioners,

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Thank you for considering these comments as you consider the new comprehensive plan.

Sincerely,

--
Christina Melocik
chris.tiny@comcast.net

agenda

From: Dana Clark <hockylvr21@comcast.net>
Sent: Thursday, October 17, 2024 4:52 PM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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

Dear Commissioners,

This commission has done a poor job of representing residents of Jefferson county. They have continued to push the agenda of industrial and big business. We all moved out of Northern VA to get away from these policies and this commission has demonstrated its continued willingness to advocate for big business at the expense of court residents.

Please accept my comment on the draft Comprehensive Plan presented to the County Commission on October 17, 2024. There are several significant issues with the current comprehensive plan that undermine the protections that the comprehensive plan and zoning are intended to provide to property owners.

- Please remove Goal 1 Objective 4. This objective is so broad it would reduce the protections that zoning provides to property owners. If the Objective were sufficiently narrowed it would be redundant with the other objectives of Goal 1.
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Sincerely,
Dana Clark

--

Dana Clark
hockylvr21@comcast.net

agenda

From: David Barrett <barrett20099@comcast.net>
Sent: Thursday, October 17, 2024 7:52 AM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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Dear Commissioners,

Please accept my comment on the draft Comprehensive Plan presented to the County Commission on October 17, 2024. There are several significant issues with the current comprehensive plan that undermine the protections that the comprehensive plan and zoning are intended to provide to property owners.

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- Please return the Future Land Use Guide to its previous name of Future Land Use Map. The new name of “Guide” down plays the importance of this element

--

David Barrett
barrett20099@comcast.net

agenda

From: David Copper <davecinthewoods@gmail.com>
Sent: Thursday, October 17, 2024 8:40 AM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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Thank you for considering these comments as you consider the new comprehensive plan.

Sincerely, David Copper

--

David Copper
davecinthewoods@gmail.com

agenda

From: David Maxfield <dkmaxfield@frontiernet.net>
Sent: Wednesday, October 16, 2024 7:01 PM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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Thank you for considering these comments as you consider the new comprehensive plan.

Sincerely,
/s/
David Maxfield

--
David Maxfield
dkmaxfield@frontiernet.net

agenda

From: Dennis Hatcher <dgeraldh@frontiernet.net>
Sent: Thursday, October 17, 2024 8:17 AM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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Sincerely,

--
Dennis Hatcher
dgeraldh@frontiernet.net

agenda

From: Diana Mullis <dianamullis7@gmail.com>
Sent: Wednesday, October 16, 2024 10:59 PM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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Sincerely,

--

Diana Mullis
dianamullis7@gmail.com

agenda

From: Donna Printz <Wvbiker98@aol.com>
Sent: Wednesday, October 16, 2024 11:10 PM
To: Steve Stolipher; Kelvin Upton; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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Dear Commissioners,

It is apparent from the previous public meeting concerning the Comprehensive plan that the citizens of Jefferson Co want to continue toward limited growth and follow zoning protocols. Also impact fees need to be considered in providing necessary infrastructure for any proposed growth. Please accept my comment on the draft Comprehensive Plan presented to the County Commission on October 17, 2024. There are several significant issues with the current comprehensive plan that undermine the protections that the comprehensive plan and zoning are intended to provide to property owners.

- Please remove Goal 1 Objective 4. This objective is so broad it would reduce the protections that zoning provides to property owners. If the Objective were sufficiently narrowed it would be redundant with the other objectives of Goal 1.
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Sincerely,

--

Donna Printz
Wvbiker98@aol.com

agenda

From: Doreen Voigt <piebald-rough0v@icloud.com>
Sent: Wednesday, October 16, 2024 10:47 PM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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Thank you for considering these comments as you consider the new comprehensive plan.

Sincerely,

--
Doreen Voigt
piebald-rough0v@icloud.com

agenda

From: Elizabeth Boone Wheeler <ewheelerwv@yahoo.com>
Sent: Thursday, October 17, 2024 6:55 AM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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Thank you for considering these comments as you consider the new comprehensive plan.

Sincerely, Elizabeth Boone Wheeler

--

Elizabeth Boone Wheeler
ewheelerwv@yahoo.com

agenda

From: Elizabeth Wisecarver <eawisecarver@yahoo.com>
Sent: Thursday, October 17, 2024 8:08 AM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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Dear Commissioners,

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Thank you for considering these comments as you consider the new comprehensive plan.

Sincerely,
E.A. Wisecarver

--

Elizabeth Wisecarver
eawisecarver@yahoo.com

agenda

From: Emily Dragon <emmilely@gmail.com>
Sent: Wednesday, October 16, 2024 6:09 PM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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Dear Commissioners,

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Thank you for considering these comments as you consider the new comprehensive plan.

Sincerely,

--
Emily Dragon
emmilely@gmail.com

agenda

From: Esther Murphy <esther_murphy@comcast.net>
Sent: Thursday, October 17, 2024 9:40 AM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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Dear Commissioners,

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Please remove Goal 1 Objective 4. This objective is so broad it would reduce the protections that zoning provides to property owners. If the Objective were sufficiently narrowed it would be redundant with the other objectives of Goal 1. With Goal 1 objective 4 as it is now written, a savvy entity could argue that the comprehensive plan now supports any land use being added to any or all zones as a principal permitted use (by right) as long as it has been “researched and reviewed”. In so doing this objective completely undermines zoning.

- Please remove the second sentence of the first paragraph on page 18. “However, this should not infringe on the right of property owners to use and develop their land.” This sentence prioritizes development rights over all other land rights, and thereby undermines Goal 1’s intent to balance the rights of all property owners.
- Please return the Future Land Use Guide to its previous name of Future Land Use Map. The new name of “Guide” down plays the importance of this element of the comprehensive plan. Those seeking a zoning map amendment may take advantage of this confusion. It should be returned to its original name.

Thank you for considering these comments as you consider the new comprehensive plan.

Sincerely,

--

Esther Murphy
esther_murphy@comcast.net

agenda

From: Greg Howle <greg.a.howle@gmail.com>
Sent: Wednesday, October 16, 2024 6:28 PM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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Thank you for considering these comments as you consider the new comprehensive plan.

Sincerely,

--

Greg Howle
greg.a.howle@gmail.com

agenda

From: Jennifer A Jones <jenajones44@gmail.com>
Sent: Wednesday, October 16, 2024 6:33 PM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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

Dear Commissioners,

Dear county leaders,

I love this county. Please do not destroy it by over developing and loosening zoning designations. Jefferson County needs to remain rural. It's already gone way to far. Please don't accept Cara Key's direction. It's wrong for our county.

Please accept my comment on the draft Comprehensive Plan presented to the County Commission on October 17, 2024. There are several significant issues with the current comprehensive plan that undermine the protections that the comprehensive plan and zoning are intended to provide to property owners.

- Please remove Goal 1 Objective 4. This objective is so broad it would reduce the protections that zoning provides to property owners. If the Objective were sufficiently narrowed it would be redundant with the other objectives of Goal 1.
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Thank you for considering these comments as you consider the new comprehensive plan.

Sincerely,
Jennifer Jones, WV native and Jefferson County landowner.

--
Jennifer A Jones
jenajones44@gmail.com

agenda

From: JENNIFER KING <jenxyking@comcast.net>
Sent: Thursday, October 17, 2024 2:29 AM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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

Dear Commissioners,

Please accept my comment on the draft Comprehensive Plan presented to the County Commission on October 17, 2024. There are several significant issues with the current comprehensive plan that undermine the protections that the comprehensive plan and zoning are intended to provide to property owners.

- Please remove Goal 1 Objective 4. This objective is so broad it would reduce the protections that zoning provides to property owners. If the Objective were sufficiently narrowed it would be redundant with the other objectives of Goal 1.
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Thank you for considering these comments as you consider the new comprehensive plan.

Sincerely,
Jennifer King

--
JENNIFER KING
jenxyking@comcast.net

agenda

From: Joanne Bario <joannebario@gmail.com>
Sent: Wednesday, October 16, 2024 6:32 PM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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Dear Commissioners,

Please accept my comment on the draft Comprehensive Plan presented to the County Commission on October 17, 2024. There are several significant issues with the current comprehensive plan that undermine the protections that the comprehensive plan and zoning are intended to provide to property owners.

- Please remove Goal 1 Objective 4. This objective is so broad it would reduce the protections that zoning provides to property owners. If the Objective were sufficiently narrowed it would be redundant with the other objectives of Goal 1.
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- Please return the Future Land Use Guide to its previous name of Future Land Use Map. The new name of “Guide” down plays the importance of this element of the comprehensive plan. Those seeking a zoning map amendment may take advantage of this confusion. It should be returned to its original name.

Thank you for considering these comments as you consider the new comprehensive plan. This is an important change to protect our county.

Sincerely,

--
Joanne Bario
joannebario@gmail.com

agenda

From: John Arrowsmith <jarrowsmith@yahoo.com>
Sent: Wednesday, October 16, 2024 6:50 PM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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Dear Commissioners,

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Thank you for considering these comments as you consider the new comprehensive plan.

Sincerely,

--
John Arrowsmith
jarrowsmith@yahoo.com

agenda

From: John Bachner <john@bachner.com>
Sent: Friday, October 18, 2024 1:40 PM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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

Dear Commissioners,

Please accept my comment on the draft Comprehensive Plan presented to the County Commission on October 17, 2024. There are several significant issues with the current comprehensive plan that undermine the protections that the comprehensive plan and zoning are intended to provide to property owners.

- Please remove Goal 1 Objective 4. This objective is so broad it would reduce the protections that zoning provides to property owners. If the Objective were sufficiently narrowed it would be redundant with the other objectives of Goal 1.
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- Please return the Future Land Use Guide to its previous name of Future Land Use Map. The new name of “Guide” down plays the importance of this element

--

John Bachner
john@bachner.com

agenda

From: John Cisar <jocisarwv@gmail.com>
Sent: Wednesday, October 16, 2024 7:40 PM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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

Dear Commissioners,

Please accept my comment on the draft Comprehensive Plan presented to the County Commission on October 17, 2024. There are several significant issues with the current comprehensive plan that undermine the protections that the comprehensive plan and zoning are intended to provide to property owners.

- Please remove Goal 1 Objective 4. This objective is so broad it would reduce the protections that zoning provides to property owners. If the Objective were sufficiently narrowed it would be redundant with the other objectives of Goal 1.
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Thank you for considering these comments as you consider the new comprehensive plan.

Sincerely,

--
John Cisar
jocisarwv@gmail.com

agenda

From: Kathleen Lloyd <Sweens1205@gmail.com>
Sent: Thursday, October 17, 2024 6:39 AM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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Dear Commissioners,

Please accept my comment on the draft Comprehensive Plan presented to the County Commission on October 17, 2024. There are several significant issues with the current comprehensive plan that undermine the protections that the comprehensive plan and zoning are intended to provide to property owners.

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Thank you for considering these comments as you consider the new comprehensive plan.

Sincerely,

--
Kathleen Lloyd
Sweens1205@gmail.com

agenda

From: Kathryn Bellacosa <kbella21@gmail.com>
Sent: Thursday, October 17, 2024 11:44 AM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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Dear Commissioners,

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Thank you for considering these comments as you consider the new comprehensive plan.

Sincerely,

--
Kathryn Bellacosa
kbella21@gmail.com

agenda

From: Kraig Benson <warp2speed@aol.com>
Sent: Wednesday, October 16, 2024 6:46 PM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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- Please return the Future Land Use Guide to its previous name of Future Land Use Map. The new name of "Guide" down plays the importance of this element

--

Kraig Benson
warp2speed@aol.com

agenda

From: L. Hardy Mason <hardymason@yahoo.com>
Sent: Thursday, October 17, 2024 6:10 AM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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Dear Commissioners,

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Thank you for considering these comments as you consider the new comprehensive plan.

Sincerely,

L. Hardy Mason

--

L. Hardy Mason
hardymason@yahoo.com

agenda

From: Lance Dom <lancealandom@gmail.com>
Sent: Thursday, October 17, 2024 10:19 AM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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Dear Commissioners,

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Thank you for considering these comments as you consider the new comprehensive plan.

Sincerely,
Lance and Susan Dom

--
Lance Dom
lancealandom@gmail.com

agenda

From: Laura Degenhardt <lmeadva@yahoo.com>
Sent: Thursday, October 17, 2024 6:48 AM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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Thank you for considering these comments as you consider the new comprehensive plan.

Sincerely,

--

Laura Degenhardt
lmeadva@yahoo.com

agenda

From: Laura Levesque <unextinguished@gmail.com>
Sent: Wednesday, October 16, 2024 8:07 PM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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Dear Commissioners,

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Thank you for considering these comments as you consider the new comprehensive plan.

We must have common sense zoning laws and regulations on land use for sustainable growth.

Laura Levesque and Russ Fry
Charles Town

Sincerely,

--

Laura Levesque
unextinguished@gmail.com

agenda

From: Linda Zwobota <Zwobota@aol.com>
Sent: Wednesday, October 16, 2024 9:21 PM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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Thank you for considering these comments as you consider the new comprehensive plan.

Sincerely,

--
Linda Zwobota
Zwobota@aol.com

agenda

From: Lori Simmons <Mapmaker3@comcast.net>
Sent: Thursday, October 17, 2024 4:03 PM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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Thank you for considering these comments as you consider the new comprehensive plan.

Sincerely,

--

Lori Simmons
Mapmaker3@comcast.net

agenda

From: Mark Muse <1xmmuse@gmail.com>
Sent: Wednesday, October 16, 2024 6:41 PM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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Thank you for considering these comments as you consider the new comprehensive plan.

Sincerely,

--

Mark Muse
1xmmuse@gmail.com

agenda

From: nicola bastian <nicolashansy@aol.com>
Sent: Thursday, October 17, 2024 9:24 AM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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Thank you for considering these comments as you consider the new comprehensive plan.

Sincerely,

--
nicola bastian
nicolashansy@aol.com

agenda

From: Patty Bain Bachner <impattyb@gmail.com>
Sent: Thursday, October 17, 2024 4:39 PM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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Thank you for considering these comments as you consider the new comprehensive plan.

Sincerely,

--

Patty Bain Bachner
impattyb@gmail.com

agenda

From: Rebecca Phipps <beckyhipps502@gmail.com>
Sent: Wednesday, October 16, 2024 6:21 PM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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

Dear Commissioners,

Well. I never thought that I would find myself in the same camp with one of the defenders of the racist plaque of a few years ago. But, it's a crazy time. Perhaps the best thing is to scrap the enormous amount of effort on this plan that has been expended already and begin anew? At least, delete the terms such as "by right" and "guide" and others that allow for nearly anything to happen to the rural beauty of Jefferson County that you don't seem to recognize or care about. For the love of God, don't let this document become a reality in its current form. Keep working.

Please accept my comment on the draft Comprehensive Plan presented to the County Commission on October 17, 2024. There are several significant issues with the current comprehensive plan that undermine the protections that the comprehensive plan and zoning are intended to provide to property owners.

- Please remove Goal 1 Objective 4. This objective is so broad it would reduce the protections that zoning provides to property owners. If the Objective were sufficiently narrowed it would be redundant with the other objectives of Goal 1.
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Thank you for considering these comments as you consider the new comprehensive plan.

Sincerely,

--

Rebecca Phipps
beckyhipps502@gmail.com

agenda

From: Ruth Hatcher <ruthhatcher756@hotmail.com>
Sent: Thursday, October 17, 2024 8:16 AM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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Thank you for considering these comments as you consider the new comprehensive plan.

Sincerely,

--
Ruth Hatcher
ruthhatcher756@hotmail.com

agenda

From: Sara Howle <sara.howle.8@gmail.com>
Sent: Wednesday, October 16, 2024 6:27 PM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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- Please return the Future Land Use Guide to its previous name of Future Land Use Map. The new name of "Guide" down plays the importance of this element of the comprehensive plan. Those seeking a zoning map amendment may take advantage of this confusion. It should be returned to its original name.

Thank you for considering these comments as you consider the new comprehensive plan.

Sincerely,

--
Sara Howle
sara.howle.8@gmail.com

agenda

From: Sarah Burdick <seburdick25@gmail.com>
Sent: Thursday, October 17, 2024 4:33 PM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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Dear Commissioners,

Please accept my comment on the draft Comprehensive Plan presented to the County Commission on October 17, 2024. There are several significant issues with the current comprehensive plan that undermine the protections that the comprehensive plan and zoning are intended to provide to property owners.

- Please remove Goal 1 Objective 4. This objective is so broad it would reduce the protections that zoning provides to property owners. If the Objective were sufficiently narrowed it would be redundant with the other objectives of Goal 1.
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Thank you for considering these comments as you consider the new comprehensive plan.

Sincerely,

Sarah Burdick

--

Sarah Burdick
seburdick25@gmail.com

agenda

From: Sharon and Michael Helman-Harman <Nharmanshelman@gmail.com>
Sent: Wednesday, October 16, 2024 10:05 PM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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Dear Commissioners,

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- Please return the Future Land Use Guide to its previous name of Future Land Use Map. The new name of “Guide” down plays the importance of this element of the comprehensive plan. Those seeking a zoning map amendment may take advantage of this confusion. It should be returned to its original name.

I wholeheartedly endorse the recommendations stated in this letter but I feel I must add, once again, how dismayed and disappointed we are that this discussion continues in the way that it does. The public has been very clear about how they feel about these distortions to the comprehensive plan, and yet, the commissioners continue to ignore their constituents, appearing to favor non-resident business interest representatives instead, a tactic which will clearly energize local residents to vote the commissioners out.

Thank you for considering these comments as you consider the new comprehensive plan.

Sincerely,

--

Sharon and Michael Helman-Harman
Nharmanshelman@gmail.com

agenda

From: STEPHEN BERZINSKAS <sberzinkas@comcast.net>
Sent: Wednesday, October 16, 2024 6:09 PM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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Dear Commissioners,

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- Please return the Future Land Use Guide to its previous name of Future Land Use Map. The new name of “Guide” down plays the importance of this element of the comprehensive plan. Those seeking a zoning map amendment may take advantage of this confusion. It should be returned to its original name.

Thank you for considering these comments as you consider the new comprehensive plan.

Sincerely,

--
STEPHEN BERZINSKAS
sberzinkas@comcast.net

agenda

From: Susan Snyder <Susan@snyder.us>
Sent: Thursday, October 17, 2024 5:35 PM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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Dear Commissioners,

Please accept my comment on the draft Comprehensive Plan presented to the County Commission on October 17, 2024. There are several significant issues with the current comprehensive plan that undermine the protections that the comprehensive plan and zoning are intended to provide to property owners.

- Please remove Goal 1 Objective 4. This objective is so broad it would reduce the protections that zoning provides to property owners. If the Objective were sufficiently narrowed it would be redundant with the other objectives of Goal 1.
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- Please return the Future Land Use Guide to its previous name of Future Land Use Map. The new name of “Guide” down plays the importance of this element of the comprehensive plan. Those seeking a zoning map amendment may take advantage of this confusion. It should be returned to its original name.

Thank you for considering these comments as you consider the new comprehensive plan.

Sincerely,

--
Susan Snyder
Susan@snyder.us

agenda

From: Terry Tucker <terrytuckersunforest@gmail.com>
Sent: Wednesday, October 16, 2024 6:12 PM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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

Dear Commissioners,

Dear Jefferson County Commissioners and staff, Regarding the draft Comprehensive Plan presented to the County Commission on October 17, 2024. I see several significant issues with the current comprehensive plan that undermine the protections that the comprehensive plan and zoning are intended to provide to property owners. This current plan needs to be changed and here are my requests. r

- Please remove Goal 1 Objective 4. This objective is so broad it would reduce the protections that zoning provides to property owners. If the Objective were sufficiently narrowed it would be redundant with the other objectives of Goal 1.
- Please remove the second sentence of the first paragraph on page 18. "However, this should not infringe on the right of property owners to use and develop their land." This sentence prioritizes development rights over all other land rights, and thereby undermines Goal 1's intent to balance the rights of all property owner.
- Please return the "Future Land Use Guide" to its previous name of "Future Land Use Map". The new name of "Guide" down-plays the importance of this element of the comprehensive plan. It is a wussy name. Those seeking a zoning map amendment may take advantage of this confusion. It should be returned to its original, strong name.

Thank you, Best Wishes,

--

Terry Tucker
terrytuckersunforest@gmail.com

agenda

From: Theresa Stogner <theresastogner@gmail.com>
Sent: Wednesday, October 16, 2024 6:20 PM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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Dear Commissioners,

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Thank you for considering these comments as you consider the new comprehensive plan.

Sincerely,

--
Theresa Stogner
theresastogner@gmail.com

agenda

From: Toby Degenhardt <tobydegenhardt@hotmail.com>
Sent: Wednesday, October 16, 2024 8:36 PM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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Dear Commissioners,

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Thank you for considering these comments as you consider the new comprehensive plan.

Sincerely,

--
Toby Degenhardt
tobydegenhardt@hotmail.com

agenda

From: Valerie Smith <vs901@comcast.net>
Sent: Thursday, October 17, 2024 11:29 AM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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Dear Commissioners,

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Thank you for considering these comments as you consider the new comprehensive plan.

Sincerely, Val Cliff Smith

--

Valerie Smith
vs901@comcast.net

agenda

From: Windsong Bergman <windsongbergman@yahoo.com>
Sent: Wednesday, October 16, 2024 6:14 PM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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Dear Commissioners,

I am a resident of Jefferson County. I was born here. And I care very much about preserving our quality of life for myself and my neighbors.

Please accept my comment on the draft Comprehensive Plan presented to the County Commission on October 17, 2024. There are several significant issues with the current comprehensive plan that undermine the protections that the comprehensive plan and zoning are intended to provide to property owners.

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Thank you for considering these comments as you consider the new comprehensive plan.

Sincerely,

--

Windsong Bergman
windsongbergman@yahoo.com