

## AGENDA FOR THURSDAY, JULY 9, 2009

Y/ N/ NA

### APPOINTMENTS:

- 1. 9:30 a.m. - Pledge of Allegiance  
Approval of Minutes  
Approval of Purchase Orders  
Approval of Accounts Payable
- 2. 9:40 a.m. - Public Comment
- 3. 9:45 a.m. - Bonding and Activity Report
- 4. 10:00 a.m. - Terry Marcus - Jefferson County Development Authority - Request for Reimbursement of Moving Expenses for the New Executive Director
- 5. 10:15 a.m. - Parks and Recreation Commission Interviews
- 6. 10:30 a.m. - Health Department Interviews
- 7. 10:45 a.m. - Stephanie Grove - Legal Update and Report
- 8. 11:00 a.m. - Jennifer S. Maghan - County Clerk's Report
- 9. 12:00 p.m. - Ribbon Cutting at Leetown Park
- 10. 1:30 a.m. - County Commission Workshop - Representative from Blue Cross/Blue Shield - County Health Insurance Proposal Discussion

### OLD BUSINESS:

- 11. Legislative Issues
- 12. Zoning and Subdivision Ordinance Amendments Discussion
- 13. Report of Federal Stimulus Funds - Discussion
- 14. Organizational Planning - Discussion
- 15. Detailed Written Explanation of Causes of Deficiencies in County Procedures Regards Recent Audit Report and Specific Steps Taken to Correct

- 16. Letter to President Obama Inviting him to Speak here during Observance of John Brown Raid 150 Years Ago

**NEW BUSINESS:**

- 17. Appointments to the Parks and Recreation Commission
- 18. Appointment to the Board of Health
- 19. Appointment to the Summit Point Library Committee
- 20. Appointment to the Potomac Headwaters RC&D
- 21. Appointment to the Eastern Panhandle Regional Planning & Development Council
- 22. Revision of Fund 001 - General Fund, and Fund 002 - Coal Severance Fund for FY 2010
- 23. Office of Homeland Security and Emergency Management - Request for Funding for the Rapid Notification System
- 24. Approval of Amended Classification Plan to Include Assessor's Office - Discussion/Action
- 25. Approval of Assessor's Office Job Descriptions - Discussion/Action
- 26. Request to Modify FY 2009 CIP for the Joint Emergency Services Agency - Increase Approved Funding Amount for Line Item #2 - Purchase of New Ambulance, from Original Approved Amount of \$135,000.00 to \$137,105.22
- 27. Request for Approval of Agreement - Public Service Commission Case 06-0817 COBRA v. JUI (Mountain Water Complaint) - Discussion/Action
- 28. Jefferson County Spontaneous Volunteer Management Plan - Discussion/Action
- 29. Jefferson County Donations Management Plan - Discussion/Action
- 30. Approval of Contract Documents for the Victims of Crime Act Assistance Grant
- 31. Schedule Annual Performance Evaluations for those Department Heads Reviewed by County Commission (LW)
- 32. Confirm Previous Direction from County Commission to Include Background Reports/Staff Analysis as Part of the Agenda Packet for all Items Requiring Action (LW)

- 33. Review/Approve Job Descriptions for County Administrator Staff: Administrative Assistant, Executive Assistant, Receptionist/Operator (LW)
- 34. County Administrator Reports
- 35. County Commission Reports

**INFORMATION:**

- 36. Appointments of Alternate Members to be made to the Board of Zoning Appeals on July 23, 2009.
- 37. Appointment to be made to the Building Commission on July 30, 2009.
- 38. Information received from Jeffrey Polczynski concerning the appointment of Todd Fagan to the board for the West Virginia Association of Geospatial Professionals.
- 39. Memorandum received from the County Clerk concerning the annual financial statement.
- 40. Memorandum received from Jeffrey Polczynski concerning health insurance benefits.
- 41. Memorandum received from Pamela A. Dudash concerning health insurance benefits.
- 42. Memorandum received from William Schweitzer concerning health insurance benefits.
- 43. Memorandum received from Staci Hovermale concerning health insurance benefits.
- 44. Correspondence received from Todd Fagan concerning health insurance benefits.
- 45. Copy of correspondence sent to the West Virginia Human Rights Commission received from Kimberly A. Saladini concerning Middleway Volunteer Fire Company.
- 46. Correspondence received from Magistrate Court concerning the salary of the Worthless Check Deputy Clerk.
- 47. Correspondence received from the Public Service Commission concerning receipt of the letter of support for Case No. 09-0347-PSD-PC-CN.
- 48. Correspondence received from Region 9 concerning reappointing Neal Carpenter.
- 49. Information received from NACo concerning usage of the prescription drug discount

card program in Jefferson County.

- 50. Homeland Security Newsletter received from the County Commissioners' Association.
- 51. Harpers Ferry National Historical Park Community Bulletin received.
- 52. Information received on a Supervisor's Boot Camp class.
- 53. E-911 fees received from the Public Service District, AT&T, ACN Communications, and Comtel Telecom Assets LP.
- 54. Weekly settlement reports received from the West Virginia Lottery for the Charles Town Races.
- 55. Miscellaneous

**CORRESPONDENCE:**

- 56. Postcards received from the following concerning public library funding:

Alice Reynolds	Betty Ann Shipley	Snowdon Byron
Kelly L. Edwards	Josh Edwards	Kathy Lynn Johnson
Robert Masson	RK Hedrick	Marianne Howard
Rita Rudolf	Haydon Rudolf	Gail Kohlhorst
Brett Brennely	Matthew Tisler	Shirley A. Smith
Tammy Rowe	Kathleen M. Sibrell	Shari Reuschel
Susan Fischer	Lisa K. McCoy	Vanessa White
Christy Huddle	Denise Keith	
- 57. Correspondence received concerning the library funding postcards from Gil N. Garcia.

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

# Jefferson County Development Authority

P.O. BOX 237 • CHARLES TOWN, WV 25414 • (304) 728-3255 • FAX (304) 725-3133 • E-mail: info@jcda.net

#4

Jane K. Peters, CEcD  
Executive Director

## RECEIVED

June 26, 2009

JUN 29 2009

The Honorable Dale Manuel  
President  
Jefferson County Commission  
PO Box 250  
Charles Town, WV 25414

**Jefferson County Commission**

Dear Dale,

I am requesting that the Jefferson County Commission consider reimbursing Thomas Bayuzik, Jr., the new Executive Director of the Jefferson County Development Authority for his move to Shepherdstown from Pittsburgh. I have enclosed quotes from four moving companies that Mr. Bayuzik obtained.

Rockwell's Moving & Storage Kearneysville, WV	\$3,039.00
JET Transit, Inc Hagerstown, MD	\$3,563.00
Don Farr Moving & Storage West Mifflin, PA	\$4,115.92

Mr. Bayuzik is planning to use Rockwell's not only because it is the least expensive but also because it keeps money in the county. The JCDA Board and I sincerely appreciate your consideration for paying Mr. Bayuzik's moving expenses.

If you have any questions, please do not hesitate to contact Lane Donley or me.

Sincerely,



Terry L. Marcus  
President

Enclosures



APPT.

## ROCKWELLS MOVING & STORAGE COMPANY, INC.

2988 CHARLES TOWN RD.  
KEARNEYSVILLE, WV 25430  
OFFICE # 304-725-6683  
FAX # 304-263-6613  
ROCKWELLS01@AOL.COM  
"BEST MOVERS IN THE EAST"

June 10, 2009

Dear Thomas Bayuzick,

Thank you for giving Rockwell's Moving Company the opportunity to meet and speak with you about your upcoming move. We understand you are not just moving your home but your life as well. We would like to alleviate some of the stress of moving by being available to you answer any questions you may have as well as offering helpful suggestions to make your move a smooth transition for you. Enclosed is a copy of your move proposal. Please keep these copies for your records.

Please call our office if you would like to schedule your move. As we would like to accommodate you and your family, please give a few weeks notice for pickup and delivery dates. The estimate is based on weight and mileage if going across state lines or at hourly rate if moving locally. The price stated on the invoice is for the amount of weight is discussed at your walk through. The price reflects an estimate only but we do strive to be accurate. If there are any changes, please notify the office as soon as possible

We would once again like to thank you for choosing Rockwell's Moving Company, Inc. We look forward to hearing from you soon.

Sincerely,

Donnie Rockwell

VAN \_\_\_\_\_  
 CREW \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

COMBINED UNIFORM HOUSEHOLD GOODS CONTRACT AND FREIGHT BILL

**ROCKWELL'S MOVING & STORAGE CO., INC.**

MC # 223571  
 165 PHILIP AVENUE • CHARLES TOWN, WEST VIRGINIA 25414  
 (304) 725-6683 • (304) 263-6683 • 800-992-9805  
 CHARLES TOWN • MARTINSBURG

14313

RECEIVED, SUBJECT TO TARIFFS, RULES AND REGULATIONS, INCLUDING ALL TERMS AND CONDITIONS PRINTED OR STAMPED HEREON OR ON THE REVERSE SIDE HEREOF IN EFFECT ON THE DATE OF ISSUE OF THIS BILL OF LADING.

SHIPPER: <u>Thomas Bayuzick</u>	CONSIGNED TO: <u>Thomas Bayuzick</u>
ADDRESS: <u>516 Gfarnsworth St.</u>	ADDRESS: <u>206 Maddox Drive</u>
CITY: <u>Pittsburg, PA 15207</u>	CITY: <u>Shepherdstown, WV 25443</u>
TELEPHONE: HOME _____	TELEPHONE: HOME _____
WORK <u>3047283255</u>	WORK _____
PACKING DATE: _____	LOADING DATE: _____
DELIVERY DATE: _____	

- 1) NOT RESPONSIBLE FOR ANY ITEMS MADE OF PARTICLE BOARD - UNLESS DISMANTLED FIRST.
- 2) NOT RESPONSIBLE FOR ANY ITEMS THAT HAVE BEEN PREVIOUSLY BROKEN OR REPAIRED.
- 3) NOT RESPONSIBLE FOR ANY ITEMS OR GLASS PACKED BY SHIPPER, UNLESS THE BOX IS CRUSHED IN TRANSIT. **MUST BE NOTED AT TIME OF DELIVERY!**

TIME BASIS AND SERVICES			
MOVING RATE:	VANS	MEN @ \$	PER HOUR
TIME RECORD (WORKING TIME)			TOTAL WORKING HO
START _____	AM _____	PM _____	Shipper's Initials _____
FINISH _____	AM _____	PM _____	
TIME OFF _____	AM _____	PM _____	
MOVING _____	HOURS @ \$ _____	PER HOUR	
OVERTIME _____	HOURS @ \$ _____	PER HOUR	
TRAVEL TIME _____	HOURS @ \$ _____	PER HOUR	
SUBTOTAL			

SIGNATURE OF SHIPPER \_\_\_\_\_ DATE \_\_\_\_\_  
 I HAVE READ AND ACCEPT THE ABOVE TERMS.  
  
 Other valuation, if desired full coverage  
 value per pound or lump sum.  
  
Thomas Bayuzick 06/10/09  
 SHIPPER DATE

WEIGHT BASIS AND SERVICES			
NET <u>9,000</u>	MILES <u>200</u>	RATE	\$5138.00
WAREHOUSE HANDLING _____			
STORAGE FROM _____ TO _____			
PIANO OR ORGAN CARRY _____			
ELEVATOR OR STAIR CARRY _____			
EXCESSIVE DISTANCE _____			
FUEL SURCHARGE - LOCAL 10% _____			
FUEL SURCHARGE - LONG DISTANCE 18% _____			\$110.00
ADD'L LABOR: _____ MEN _____ MAN HOURS			
OTHER CHARGES: _____			
valuation <u>36,000</u>			\$360.00

SUPPLIES				CONTAINERS		
ITEM	QTY.	RATE	CHARGE	QTY.	RATE	CHARGE
TAPE				DRUM BARRELS		
PAPER				CARTONS 1.5		
PAPER PADS				CARTONS 3.0		
				CARTONS 4.5		
				CARTONS 9.0		
				WARDROBES		
				MATTRESS		
				MIRROR OR PICTURE		
TOTAL SUPPLIES				TOTAL CONTAINERS		

**BILLING INSTRUCTIONS**  
  
 Certified check or credit card for payment. 50% down on pickup and remaining 50% due upon delivery. Thank you.  
  
 Donnie Rockwell  
 \_\_\_\_\_  
 SIGNATURE OF CARRIER OR AUTHORIZED AGENT

50% Discount - \$2568.00  
 TOTAL PACKING CHARGES \_\_\_\_\_ none  
**TOTAL CHARGES** \$3039.00  
 DELIVERY ACKNOWLEDGMENT: SHIPMENT WAS RECEIVED IN GOOD CONDITION EXCEPT AS NOTED AND SERVICES ORDERED WERE PERFORMED.  
 \_\_\_\_\_  
 SIGNED \_\_\_\_\_ TO BE SIGNED BY SHIPPER AFTER SERVICES ARE COMPLETED

# JET Transit, Inc.

We offer  
Senior Citizens'  
Discounts  
Reasonable  
and  
Packing Supplies



mc509581C  
Hagerstown, MD 21740  
866-Jet-Move (538-6683)  
301-223-5768  
717-352-8050

Specializing  
in moving of...  
Household Furniture  
Offices  
Commercial  
Local & Long Distance

JET TRANSIT will not be responsible for the following:

1. Electronics, appliances, or their components which include hooking/unhooking items: Washer, hot tubs, etc.
2. Items made of particle board - unless dismantled first.
3. Not responsible for items that have been previously broken or repaired.
4. Not responsible for any items or glass packed by shipper; unless box is crushed in transit. Must be noted at time of delivery.

Customer has read! Customer Initial \_\_\_\_\_

From: 516 Farnsworth St.  
Street

Pittsburg, PA 15207  
City State Zip

To: 206 Maddox Drive  
Street

Shepherdstown, WV 25443  
City State Zip

I, Thomas Bayuzik agree to pay \$ 3563.00  
(Customer's Name)

per hour to Jet Transit for moving services upon completion of move. Hours shown below: (All moves subject to 2 hours minimum). \*Returned checks are subject to a \$35.00 fee. Collection fees, long distance fees, and court costs will be added to the total.

Directions: see attached

I, \_\_\_\_\_  
Signature Print Name  
am the owner of this property and give my permission for Jet Transit, Inc. trucks to go onto dirt, driveway, grass, sidewalk, etc.  
I will take full responsibility of any/and all damage.

Start \_\_\_\_\_ Fuel \$120.00  
Other Fees (insurance) \$360.00

Lunch \_\_\_\_\_ Boxes/Materials none

Finish \_\_\_\_\_ Storage \$5138.00  
none

Total Hours \_\_\_\_\_ 40% discount -\$2055.00  
Tractor Use \_\_\_\_\_

Total Price \$ 3563.00

Paid by: Cash \$ \_\_\_\_\_ Check # \_\_\_\_\_

Customer Signature

Signature \_\_\_\_\_  
Driver: \_\_\_\_\_  
Helper: \_\_\_\_\_  
Helper: \_\_\_\_\_  
Helper: \_\_\_\_\_

\* This includes 60¢ per pound insurance. Additional insurance is available for an additional price to the customer. I accept the included insurance and non additional. I take responsibility of damages. Customer Initial \_\_\_\_\_

**Estimate Prepared For: Thomas Bayuzik**

This proposal is governed by the rules and regulations as described in HHCB tariffs T-08 and 104 supplements and reissues thereof.

<b>Agent</b>	Don Farr Moving & Storage 4920 Buttermilk Hollow Road West Mifflin, PA 15122 412-469-9700  www.donfarrmoving.com Maxine Lukas	<b>Van Line</b>	Arpin Van Lines - M.C. 621 P.O. Box 1302 East Greenwich, RI 02818-0998 800-343-3500 401-821-7930  http://www.arpin.com/
	PA/PUC A-00107586		

Origin		Destination		Service Information	
<b>Shipper</b>	Thomas Bayuzik	<b>Consignee</b>	Thomas Bayuzik	Order Number:	max
<b>Address</b>	516 Farnsworth Street	<b>Address</b>	206 Maddex Drive	PO:	
<b>Address 2</b>	Greenfield	<b>Address</b>		Date:	6/24/2009
<b>City, State</b>	Pittsburgh, PA 15207	<b>City, State</b>	Shepherdstown, WV 25443	<b>Pack Dates:</b>	to
<b>County</b>	Allegheny	<b>County</b>	Jefferson	<b>Load Dates:</b>	7/12/2009 to 7/25/2009
<b>Phone (Home)</b>	304-995-3615	<b>Phone (Home)</b>		<b>Delivery Dates:</b>	to
<b>Phone (Work)</b>		<b>Phone (Work)</b>			
<b>E-Mail</b>	bayuzik@gmail.com				

Summary of Charges					
Tariff	Section	Effective Date	Minimum Weight	Estimated Weight	
T-08	3	6/24/2009	1,000	11,000	

Transportation Charges	Description	Weight	Rate	Gross Charges	Net Charges
	Transportation Cost (Linehaul)	11,000	\$8,012.12	\$8,012.12	\$2,964.48
	Origin Fees	11,000	\$7.42	\$816.20	\$301.99
	Destination Fees	11,000	\$3.61	\$397.10	\$146.93
	<b>Total Discount Applied</b>		\$5,812.02		
	<b>Total Transportation Charges</b>		<b>\$3,413.40</b>	<b>Sub Total</b>	<b>\$3,413.40</b>

Additional Charges	Description	Gross Charges	Net Charges
	3% Fuel Surcharge	\$240.36	\$88.93
	4% Ins Related Rev	\$320.48	\$118.58
	<b>Total Additional Charges</b>	\$207.51	<b>Sub Total</b>
			<b>\$207.51</b>

Valuation Charges	Description	Amount	Deductible	Net Charges
	Valuation	\$60,000.00	\$0.00	\$495.00

Discount %:	63 %
Total Charges Before Discount:	\$10,281.27
Total Discount Applied:	\$6,165.35
<b>Total Estimated Cost:</b>	<b>\$4,115.92</b>

Listed below are the Valuation Options that are offered and the total price for the move with each option.

Full Value Protection (FVP)	\$60,000.00	
Deductible	** Charge	Total
FVP, \$0 Deductible	\$495.00	\$4,115.92
FVP, \$250 Deductible	\$328.00	\$3,948.92
FVP, \$500 Deductible	\$232.00	\$3,852.92
\$.60 per pound per article	\$0	\$3,620.92

Thomas Bayuzik

**SPECIAL INSTRUCTIONS/COMMENTS:**

weigh & inventory, adjust accordingly, 2-5 day delivery

**Additional Services Price List**

(Potential Additional Charges, If Needed Or Requested By Customer)

**Arpin Van Lines - M.C. 621**  
 P.O. Box 1302  
 East Greenwich, RI 02818-0998  
 800-343-3500

Shipper Name: <u>Thomas Bayuzik</u>	Order Number: <u>max</u>
Origin Address: <u>516 Farnsworth Street, Greenfield</u>	Dest. Address: <u>206 Maddex Drive</u>
City,State,Zip: <u>Pittsburgh, PA, 15207</u>	City,State,Zip: <u>Shepherdstown, WV, 25443</u>

**IMPORTANT NOTICE TO SHIPPER:** Below is a list of en route and/or destination services and corresponding rates/charges, which you or your designated representative may request or that may be necessary to deliver your household goods shipment. We have reviewed these services with you and to the best of your knowledge no such services are required at this time. These potential services and their cost are based upon the tariff issued in accordance with the regulations of the Surface Transportation Board of the Department of Transportation.

The rates/charges for these en route and/or destination services (should you request them or if they are necessary to deliver your shipment) will be based on actual weight and/or per occurrence and are in addition to all other charges on the estimate you received at origin.

The carrier will not deliver or relinquish possession of property transported by it until the charges on the estimate given at origin i.e., (1) either the total binding estimate (Option "B" or Option "C") amount OR 110% of the non-binding estimate (Option "A") amount; plus (2) any charges applicable for service(s) requested by the shipper after the contract was executed that were not included in the estimate; plus (3) any charges for impracticable operations (such as shuttle service), that do not exceed fifteen (15%) percent of the total charges due at delivery, have been paid in cash, certified check, traveler's check, or bank check (one drawn by a bank on itself and signed by an officer of the bank).

Additional Services	Service Description	Rate	Estimated Charge
	Unpacking (Full Service Per Cwt)	\$12.21	\$496.95
	Shuttle Service (Flat Charge Weight-Based)	\$2,273.00	\$841.01
	Extra Stops (Per Stop)	\$128.55	\$47.56
	Waiting Time (Per Hour * Per Vehicle) & (Per Hour * Per Man)	\$62.69	\$23.20
	Extra Labor (Per Hour * Per Man)	\$62.69	\$23.20
	Overtime Unloading (Per Cwt)	\$8.54	\$347.58
	Advanced Charges (Per Third Party Invoice)	\$0.00	\$0.00
	1st Day Storage-In-Transit (Per CWT)	\$12.99	\$785.90
	Each Additional Day Storage-In-Transit (Per CWT * Per Day)	\$0.49	\$29.65
	Delivery Out of Storage-In-Transit (Flat Charge Weight-based)	\$4,077.00	\$2,242.35
	Self-Storage/Mini-Storage Delivery (Flat Charge Weight-Based)	\$398.00	\$147.26

**Must Be Signed & Dated @ Origin, Prior To Completion Of Loading**

Carrier's Representative: _____	Shipper's or Shipper's Representative Signature: _____
Print Name: _____	Print Name: _____
Date: _____	Date: _____

## Leslie D. Smith

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**From:** Leslie Smith [lesdsmith@hotmail.com]  
**Sent:** Thursday, June 18, 2009 8:08 AM  
**To:** Leslie D. Smith JC  
**Subject:** FW: Correction

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**Subject:** Correction  
**Date:** Wed, 17 Jun 2009 18:42:01 -0400  
**From:** [Lane@jcda.net](mailto:Lane@jcda.net)  
**To:** [lesdsmith@hotmail.com](mailto:lesdsmith@hotmail.com)

Leslie

I told you that Terry wanted to come to the July 2<sup>nd</sup> JCC meeting but in actuality he wants to be at the July 9<sup>th</sup> meeting regarding the relocation expenses for Tom. I still plan to have the paperwork in your hand by the middle of next week.

Sorry for the confusion.

Lane Donley  
Jefferson County Development Authority  
PO Box 237  
Charles Town, WV 25414  
304-728-3255/304-725-3133

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Hotmail® has ever-growing storage! Don't worry about storage limits. [Check it out.](#)

10:16

5

**Leslie D. Smith**

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**From:** Jane Peters [jane@jcda.net]  
**Sent:** Tuesday, June 02, 2009 12:09 PM  
**To:** Leslie D. Smith  
**Subject:** County Commission Appointment

Leslie-

Terry Marcus would like to request an appointment with the County Commission for Thursday, June 11, to request that the Commission provide moving expenses assistance for Thomas Bayuzik.

Thanks,

Jane

Jane K. Peters, CEcD  
Jefferson County Development Authority  
P.O. Box 237  
Charles Town, WV 25414

(304) 728-3255  
(304) 725-3133 (fax)

[jane@jcda.net](mailto:jane@jcda.net)  
[www.jcda.net](http://www.jcda.net)

#19



*Jefferson County Parks & Recreation Commission  
cordially invites you to a*

## *Ribbon Cutting Ceremony*

*Thursday, July 9, 2009*

*12:00 noon*

*Leetown Park, located on Jefferson Orchard Road  
Leetown, WV*

*Refreshments will be served.*

#10

### Proposed funding options for Jefferson County Commission

#### Projections based on Current Employees and Family Enrollment

	County Share of	Blue Cross Proposed		County Share of Premium 100% /50%	Savings Over Guardian						
		Monthly Premium	Annual Premium								
Employees	153	\$822.59	\$1,510,275	\$1,510,275	\$474,826						
Dependent	19	\$1,154.70	\$21,939	\$263,272	\$131,636	\$788.56	\$14,983	\$179,792	\$89,896	\$41,740	\$516,566
Family Cost		\$1,977.29				\$1,352.53					\$183.07
Employees Portion		\$577.35				\$394.28					Per Month

#### Projections based on increased Family enrollment

Employees	153	\$822.59	\$125,856	\$1,510,275	\$1,510,275	\$563.97	\$86,287	\$1,035,449	\$1,035,449	\$474,826
Dependent	25	\$1,154.70	\$28,868	\$346,410	\$173,205	\$788.56	\$19,714	\$236,568	\$118,284	\$54,921
Family Cost		\$1,977.29	\$154,724	\$1,856,685	\$1,683,480	\$1,352.53	\$106,001	\$1,272,017	\$1,153,733	\$529,747
Employees	153	\$822.59	\$125,856	\$1,510,275	\$1,510,275	\$563.97	\$86,287	\$1,035,449	\$1,035,449	\$474,826
Dependent	31	\$1,154.70	\$35,796	\$429,548	\$214,774	\$788.56	\$24,445	\$293,344	\$146,672	\$68,102
Family Cost		\$1,977.29	\$161,652	\$1,939,824	\$1,725,049	\$1,352.53	\$110,733	\$1,328,793	\$1,182,121	\$542,928

## Projected Cost Comparison Between Guardian and Blue Cross

Assumptions :Guardian renewals at 12% each year

Blue Cross at 200% above last five year average renewal rates (11.2%X2) 22.4%

Blue Cross renewals years 3 & 4 at 125% above the 2009 average renewal rates (7.9%X1.25) 9.8%

### Second Year Renewal Projections

				County				County		Savings
				Share of	Blue Cross	Monthly	Annual	Premium 100%	Over	
				100%/50%	Proposed	Premium	Premium	/50%	Guardian	
										Per Month
Guardian	112%									
Blue Cross	122.40%									
Employees	153	\$921.30	\$140,959	\$1,691,508	\$1,691,508	\$690.30	\$105,616	\$1,267,389	\$424,119	
Dependent	19	\$1,293.26	<u>\$24,572</u>	<u>\$294,864</u>	<u>\$147,432</u>	<u>\$965.20</u>	<u>\$18,339</u>	<u>\$220,065</u>	<u>\$110,033</u>	<u>\$37,400</u>
Family Cost		\$2,214.56	\$165,531	\$1,986,372	\$1,838,940	\$1,655.50	\$123,955	\$1,487,454	\$461,518	
Employees Portion		\$646.63				\$482.60				\$164.03

### Third Year Renewal Projections

Guardian	112%									
Blue Cross	109.80%									
Employees	153	\$1,031.86	\$157,874	\$1,894,489	\$1,894,489	\$757.95	\$115,966	\$1,391,594	\$502,896	
Dependent	19	\$1,420.00	<u>\$26,980</u>	<u>\$323,761</u>	<u>\$161,880</u>	<u>\$1,059.79</u>	<u>\$20,136</u>	<u>\$241,631</u>	<u>\$120,816</u>	<u>\$41,065</u>
Family Cost		\$2,451.86	\$184,854	\$2,218,250	\$2,056,370	\$1,817.74	\$136,102	\$1,633,225	\$543,960	
Employees Portion		\$710.00				\$529.89				\$180.11





#16

# Corporation of Harpers Ferry

1000 WASHINGTON STREET

P.O. BOX 217

Harpers Ferry, West Virginia 25425

(304) 535-2206

FAX (304) 535-6520

James Arthur Addy

MAYOR

COUNCIL MEMBERS

CHARLOTTE THOMPSON  
DAN RISS  
BRENDAN SOENNECKEN  
ROBERT JOHNSON  
JOE ANDERSON

RECORDER  
BETSY BAINBRIDGE

TREASURER  
SHERRY CAIN

TOWN CLERK  
BRENDA SMITH

April 1, 2009

President Barack Obama  
The White House  
1600 Pennsylvania Ave, Northwest  
Washington, D.C. 20500

Dear President Obama,

The Town of Harpers Ferry, the Harpers Ferry Historic Town Foundation and the Jefferson County NAACP is celebrating the sesquicentennial of John Brown's Raid on the Harpers Ferry Federal Armory and Arsenal during the week of October 12, 2009. Specifically we invite you to attend ceremonies commemorating the event tentatively scheduled for October 16 or 17, 2009 depending on your schedule and of course your availability.

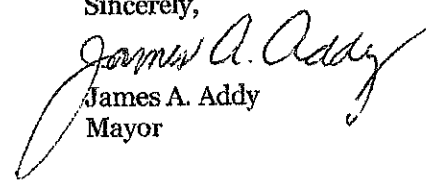
We believe that your presidential presence would be the capstone of the struggle from slavery to freedom in the great redoubt of human freedom – Harpers Ferry. Here the Brown Raid ignited the spark that eventually consumed the evil of slavery. Then in 1906 the first American meeting of the Niagara movement provided the impetus for the civil rights movement that doomed de jure segregation in the United States.

We know that many demands are made on your time, but the significance of your life was the dream of so many who gave their lives and fortunes so that this nation could fulfill its creed of liberty and justice for all.

If you can attend please be advised that you can contact the Mayor's office by telephone at 304-535-2206, fax at 304-535-6520 or Ms. Betsy Bainbridge, Executive Director of the Town Foundation, at 304-535-2030.

Thank you for your consideration of this request.

Sincerely,



James A. Addy  
Mayor

Historic District  
Where The Shenandoah Meets The Potomac

Old Business

Dear President Obama:

The County Commission of Jefferson, West Virginia, will be observing the 150<sup>th</sup> year from the raid on the Harpers Ferry Arsenal by John Brown and his cohorts. We humbly request your presidential presence during the week of October 12, 2009.

This Commission is reminded weekly of this momentous, albeit murderous, blow for freedom because we continue to meet in the very courtroom where Mr. Brown and ~~five~~ <sup>six</sup> of his fellow raiders were tried by a jury and hanged for their actions.

Your understanding of our country's constitutional underpinnings would certainly have great relevance during this occasion.

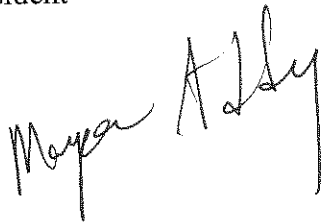
We would rejoice in sharing with you this most beautiful and arguably most historic, rural County in America. Besides the John Brown raid, over a hundred armed conflicts were fought here during the subsequent Civil War. A churchyard in Charles Town is where seventy-two members of the Washington family, the nation's First Family, are buried. Almost an open-air museum, Jefferson County has preserved its heritage carefully. For every five hundred or so residents of some 52,000, there is a structure listed on the National Historic Register. Most of the downtowns of Charles Town and Shepherdstown are formally designated National Historic Districts. The town of Harpers Ferry, of course, is a National Historic Park

If you can attend please be advised that you can contact the County Commission office by phone 304-728-3284, fax 304-725-7916.

Thank you for your consideration of this request.

Sincerely

Dale Manuel,  
President

A handwritten signature in cursive script, appearing to read "Mayor Ashley".

## NOTICE OF INTENT TO APPOINT

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, July 2, 2009, or as soon thereafter as the Commission may decide:

**Jefferson County Parks and Recreation Commission - Four 3 year terms ending June 30, 2012**

**Jefferson County Board of Health - One 5 year term ending June 30, 2014**

**Summit Point Library Committee - One 5 year term ending June 30, 2014**

**Eastern Panhandle Regional Planning and Development Council - Region 9 - One 1 year term ending June 30, 2010**

**Potomac Headwaters RC&D Council - One 2 year term ending July 1, 2011**

Persons who may be interested in the above listed agency should submit a letter of interest and a resume or statement of qualifications to the Jefferson County Commission, P.O. Box 250, Charles Town, WV 25414, prior to the proposed date of appointment.

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

## PARKS AND RECREATION COMMISSION

Toni Milbourne  
P.O. Box 586  
Harpers Ferry, WV 25425  
h: 535-6851 w: 725-2046  
3 years 6/30/2009

Lou Tiano  
1127 Willowdale Drive  
Shepherdstown, WV 25443  
h: 876-6836 cell: 268-3703  
ltiano@frontiernet.net  
3 years 6/30/2009

Bobby Shirley  
567 Hidden Hallow Drive  
Kearneysville, WV 25430  
h: 724-5876  
3 years 6/30/2009

George F. Nichols  
P.O. Box 69  
Shenandoah Junction, WV 25442  
h: 725-7106  
3 years 6/30/2009

Matthew Knott  
200 River Rock Run  
Harpers Ferry, WV 25425  
[matt@riverriders.com](mailto:matt@riverriders.com)  
304-671-7199  
3 years 6/30/2010

Cheryl D. L. Roberts  
P.O. Box 217  
Shepherdstown, WV 25443  
3 years 6/30/2010

## PARKS AND RECREATION COMMISSION

Shawna Molina  
1815 Shenandoah River Drive  
Harpers Ferry, WV 25425  
728-2777 (w) 703-390-6157  
[shawna\\_hughes@yahoo.com](mailto:shawna_hughes@yahoo.com)  
3 years 6/30/2010

Paul Marshall  
409 Oakwood Drive  
Shepherdstown, WV 25443  
876-0551 cell-443-871-2574  
[pmarshall@ecologyservices.com](mailto:pmarshall@ecologyservices.com)  
3 years 6/30/2010

Mike Jacobs  
1141 Steamboat Road  
Shepherdstown, WV 25443  
h: 876-6196  
3 years 6/30/2011

William R. Hoak  
761 Jefferson Orchard Road  
Kearneysville, WV 25430  
h: 725-3327  
3 years 6/30/2011

Daniel W. McVicar  
28 Sunlite Drive  
Charles Town, WV 25414  
728-0675  
[dwmcvicar@frontiernet.net](mailto:dwmcvicar@frontiernet.net)  
3 years 6/30/2011

Tim Barr, Director  
Parks and Recreation Commission  
235 Sam Michaels Lane  
Shenandoah Junction, WV 25442  
304-728-3207  
728-9746 fax  
[JCPR@frontiernet.net](mailto:JCPR@frontiernet.net)

RECEIVED

June 2, 2009

JUN 02 2009

The County Commission of Jefferson County  
P.O. Box 250  
Charles Town, WV 25414

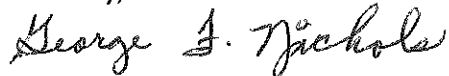
JEFFERSON COUNTY COMMISSION

Dear Madam and Sirs,

I would like to request to be considered for re-appointment to the Jefferson County Parks and Recreation Commission. Over the past 6 years, I have been a loyal supporter of the Parks & Recreation Department and want to be a part of their plans to offer more to the community in the future. Over my tenure, I have volunteered and assisted with events that the Department has held which include the Independence Day Celebration, Gospel Festival and Senior Picnic. If given the opportunity, I will continue to be a loyal member of the Commission and will consider it an honor. I hope that you would consider my request to do so.

Thank you in advance for your consideration and I look forward to your reply.

Sincerely,



George Nichols

**RECEIVED**

May 23, 2009

JUN 03 2009

Leslie D. Smith  
PO Box 250  
124 East Washington Street  
Charles Town, WV 25414

**Jefferson County Commission**

Dear Ms. Smith:

I am interested in seeking another term on the Jefferson County Parks and Recreation Commission. I have attached a copy of my resume if needed.

If you have any questions, you may contact me at 304-876-6836.



Lou Tiano

# Lou Tiano

---

**Education:** Bachelor of Arts, Shepherd College, May 1972

Master of Arts, West Virginia University, August 1977

**Experience:** 1997-2005 Loudoun County Schools Leesburg, Va.

**Athletics, Health & Physical Education Supervisor**

▪ Developed & Maintained Financial Accounts for Athletics, Health, Physical Education and Driver Education.

\*Responsible for interviewing and hiring candidates for employment.

\*Responsible for coordinating the athletic trainer program.

\*Coordinated district meetings with the athletic directors and assistant athletic directors.

\*Scheduled and coordinated the adapted physical education program.

\*Assisted in the placement of student teachers for physical education.

\* Worked with new school construction for athletic and physical education facilities.

1995-1997 Loudoun County Schools Leesburg, Va.

**Principal, Hillsboro School; Supervisor of Athletics, Health, Physical Education and Driver Education**

- Maintained Student /Coaches Athletic Handbook
- Maintained various financial accounts for health, physical education and athletics.
- Interview and hire teachers, coaches and athletic directors.
- Worked with new school construction for athletic and physical education facilities.

1991-1994 Loudoun County Schools Leesburg, Va.

**Principal, Aldie School; Supervisor Athletics, Health Physical Education and Driver Education**

- Developed Student/Coaches Athletic Handbook
- Maintained financial accounts for the athletics, health and physical education programs
- Interviewed, hired and placed teachers and coaches.

**LOU TIANO (CON'T)**

**PAGE 2.**

1986-1990 Loudoun County Schools Leesburg, Va.  
**Principal, Arcola Elementary**

1983-1985 Loudoun County Schools Leesburg, Va.  
**Principal, Lovettsville Elementary School**

1980-1983 Loudoun County Schools Leesburg, Va.  
**Principal, Waterford Elementary School**

1979-1980 Loudoun County Schools Leesburg, Va.

**Assistant Principal, Sterling Middle School**

1977-1979 Loudoun County Schools Leesburg, Va.  
**Assistant Principal, Guilford Elementary School**

1972 – 1976 Loudoun County Schools Leesburg, Va.  
**Teacher, Elementary Physical Education**

**Volunteer Activities:**

**2005-07 – Jefferson HS, Soccer Program, Statistician**

**2005-07 – Jefferson HS Baseball, Treasurer, Statistician**

**2005- Present, Current Board of Directors, Shepherd College Alumni Association**

**2005-2008-Cress Creek, Men's Golf Association Board of Directors**

**2005-2007– Shepherdstown Men's Club, Board of Directors**

**2008 – Present, Caregivers Golf Tournament**

**2007 – Present, Current member of the Jefferson County Parks and Recreation Board of Directors**

**2007 –Present, House Committee Chair, Cress Creek Country Club**

June 15, 2009

Jefferson County Commission  
P.O. Box 250  
Charles Town, WV 25414

RECEIVED

JUN 16 2009

JEFFERSON COUNTY COMMISSION

Jefferson County Commissioners:

I am writing to request that my appointment to the Jefferson County Parks and Recreation Commission be renewed for another three year term. I have served the Commission for the past six years and have worked hard to determine the needs of the county, via a survey; organize events (i.e., fireworks celebration) and develop new recreation avenues for the citizens of Jefferson County.

Currently I serve as secretary for the Parks and Recreation as well as chair of the Fundraising and Grants committee and member of the Finance Committee. I am heading the effort to attain 501(3)(c) status for our agency so that we may receive United Way funding as well as seeking out any number of avenues for revenue to maintain the department's efforts to serve the county as well as to increase those services.

I look forward to answering any questions you may have regarding my service on the Parks and Recreation Commission as well as continuing to serve as your commissioner.

Sincerely,



Toni Milbourne

Robert E. Shirley  
567 Hidden Hallow Drive  
Kearneysville, WV 25430

June 17, 2009

The County Commission of Jefferson County  
P.O. Box 250  
Charles Town, WV 25414

RECEIVED  
JUN 17 2009  
JEFFERSON COUNTY COMMISSION

Dear Madam and Sirs,

I would like to request to be considered for re-appointment to the Jefferson County Parks and Recreation Commission. I have always been a strong supporter of the Parks & Recreation Department and want to be a part of their plans to offer more to the community in the future. If given the opportunity, I will continue to be a loyal member of the Commission and would consider it an honor to be able to serve and hope that you would consider my request to do so.

Thank you in advance for your consideration and I look forward to your reply.

Sincerely,

Robert E. Shirley

## Leslie D. Smith

---

**From:** Jennifer Myers [jmyers@jcprc.org]  
**Sent:** Wednesday, June 17, 2009 11:52 AM  
**To:** Leslie Smith  
**Cc:** tbarr@jcprc.org; 'Diehl, Tom'; Dale Manuel; lynwidmyer@gmail.com  
**Subject:** Tom Diehl Appt. Letter  
**Attachments:** Tom Diehl Letter.pdf

Leslie,

I was asked to forward this request for appointment to the Parks & Recreation Commission to you. If you need a hard copy please let me know and I can print one off and bring it in.

Thanks,

Jennifer L. Myers  
Assistant Director  
Jefferson County Parks & Recreation Commission  
[jmyers@jcprc.org](mailto:jmyers@jcprc.org)  
(304) 728-3207

The information is intended to be for the use of the individual or entity named above. If you are not the intended recipient, be aware that any disclosure, copying, distribution, or use of the contents of this message is prohibited. If you have received this electronic transmission in error, please notify me by telephone at (304) 728-3207 immediately.

Leslie Smith  
Jefferson County Commission  
PO Box 250  
Charles Town, WV 25414

Dear Madam & Sirs:

I am writing to request appointment to the Parks & Recreation Commission. I was a loyal member of the Commission for nine years, and I feel that my expertise as a Certified Public Accountant and my knowledge and passion for Parks & Recreation is an invaluable resource to the Commission.

Throughout my tenure as a Commissioner, there have been dramatic changes within the Department. The past few years have been a very exciting time of growth and development and I look forward to continuing to help the Commission set and reach its goals and objectives. I was raised in Jefferson County and now am raising two young children of my own. I have seen firsthand the importance of recreation and the benefits it has to offer.

I feel that my dedication and support over the last nine years shows how important Parks and Recreation is to me, and I hope that you will give my request for appointment serious consideration. I would like the opportunity to continue to help and support the Commission and be a positive influence within my community and the county.

I look forward to hearing from you soon.

Sincerely,

A handwritten signature in cursive script that reads "Thomas Diehl". The signature is written in dark ink and is positioned above the printed name.

Thomas Diehl

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

## BOARD OF HEALTH

Rosamond A. Rutledge-Burns  
307 Wildlife Way  
Harpers Ferry, WV 25425  
h: 304-728-1160 w: 301-975-5819  
5 years 06/30/2009

Mark A. Shields  
82 Foster Circle  
Shenandoah Junction, WV 25442  
w: 301-827-6173  
5 years 06/30/2010

Joseph V. Osterman  
98 Locust Knoll Drive  
Charles Town, WV 25414  
725-1874  
[josterman@citlink.net](mailto:josterman@citlink.net)  
5 years 06/30/2011

Robert Johnson  
P.O. Box 689  
Harpers Ferry, WV 25425  
h: 535-2203 w: 301-791-3253  
5 years 06/30/2012

Willis E. Nowell, Jr.  
389 Shenandoah River Drive  
Harpers Ferry, WV 25425-604  
h: 304-725-2440  
[willis-nowell@shamondale.org](mailto:willis-nowell@shamondale.org)  
5 years 06/30/2013

Jim Surkamp - Commission Liaison

§16-2-7

# Jefferson County Health Department

ROBERT E. JONES, M.D.  
HEALTH OFFICER



1948 WILTSHIRE ROAD, SUITE 1  
KEARNEYSVILLE, WV 25430  
ENVIRONMENTAL: (304) 728-8415  
FAX: (304) 728-3314  
MEDICAL: (304) 728-8416  
FAX: (304) 728-3319


To the members of the Jefferson County Commission:

I have worked with Rosamond Burns for over a year during her term as a member of the Jefferson County Board of Health. She has demonstrated a wonderful initiative and a positive attitude toward accomplishment. Both qualities that have made her a valuable member of our board. It is with pride that I recommend her for another term as a board of health member.

Ms. Burns has attended more than 90% of the meetings during her term and has added valuable knowledge to the issues pertaining to the Board of Health. Her presents and wisdom complements the other board members and strengthens the board as a whole. She is a self directed person with effective communication skills, both written and verbal. I find myself uniquely qualified to support Ms. Burns' candidacy as I have observed her in a number of situations which have allowed me to witness first hand her dedication to helping the community in her role as a member of the board of health. Mrs. Burn possesses characteristics which lend me to believe you will be hard-pressed to find a more qualified candidate for this position.

I find Mrs. Burns abilities as excellent. I strongly recommend her for another term as a member of the Jefferson County Board of Health.

Sincerely,

  
\_\_\_\_\_  
Dr. Robert Johnson, Chairman Board of Health

**RECEIVED**

JUN 03 2009

Jefferson County Commission

**Leslie D. Smith**

---

**From:** wvrep2@aol.com  
**Sent:** Monday, May 18, 2009 11:47 AM  
**To:** ldsmith@jeffersoncountywv.org  
**Subject:** Fwd: Consideration for Reappointment to the Board of Health

Dear Leslie,

I had your e-mail address wrong, sorry.

Ros Burns

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

**From:** wvrep2@aol.com  
**To:** ldsmith@jeffersoncounty.org; dmanuel@frontiernet.net; surkamp@frontiernet.net  
**Cc:** amybjones@wvdhhr.org; Wvrep2@aol.com  
**Sent:** Mon, 18 May 2009 11:35 am  
**Subject:** Consideration for Reappointment to the Board of Health

Dear Ms. Smith, Commissioner Manuel and Commissioner Surkamp,

My appointment to the Jefferson County Board of Health expires June 30, 2009. I wish to be considered for reappointment to this position.

Please let me know if I need to supply you with my current resume, any additional information, or recommendations from the other Board members.

I enjoy serving Jefferson County on the Board of Health and would appreciate consideration for this important position.

Best Regards,

Ros Burns (Rosamond Rutledge-Burns)

304-728-1160 home  
301-497-5515 cell

307 Wildlife Way  
Harpers Ferry, WV 25425

---

We found the real 'Hotel California' and the 'Seinfeld' diner. What will you find? [Explore WhereltsAt.com](http://WhereltsAt.com).

---

We found the real 'Hotel California' and the 'Seinfeld' diner. What will you find? [Explore WhereltsAt.com](http://WhereltsAt.com).

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**Summit Point Library Committee - One 5 year term ending June 30, 2014**

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**Potomac Headwaters RC&D Council - One 2 year term ending July 1, 2011**

Persons who may be interested in the above listed agency should submit a letter of interest and a resume or statement of qualifications to the Jefferson County Commission, P.O. Box 250, Charles Town, WV 25414, prior to the proposed date of appointment.

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

## SUMMIT POINT LIBRARY COMMITTEE

Carol Del Colle  
Route I, Box 93B  
Summit Point, WV 25446  
h: 725-5842  
5 years 6/30/2009

Catherine Burke  
1055 Summit Point Road  
Summit Point, WV 25446  
h: 725-4231  
5 years 6/30/2010

Curt Mason  
3735 Summit Point Road  
Charles Town, WV 25414  
h: 724-7008  
5 years 6/30/2011

Don Ranelli  
895 Summit Point Road  
Summit Point, WV 25446  
h: 725-8344  
5 years 6/30/2012

Linia Overly  
712 Brucetown Road  
Kearneysville, WV 25430  
h: 725-3268  
5 years 6/30/2013

6/8/09

To Whom it May Concern,

I am responding to a letter I have received informing me that my term on the Summit Point Library Committee will expire on June 30.

I would like to let the County Commission know that I am interested in serving for another term. As a resident of Summit Point, I have enjoyed serving as part of the library board and would like to continue to do so.

Thank you for your attention to this matter,

Carol A. DeColle

Carol A. DeColle

3045 Lecturer Road

Summit Point Wv

35446

**RECEIVED**

JUN 11 2009

Jefferson County Commission

# South Jefferson Public Library



49 Church Street  
P. O. Box 17  
Summit Point, West Virginia 25446  
phone: 304-725-6227 fax: 304-728-2586

*Board of Trustees*

June 12, 2009

**RECEIVED**

JUN 16 2009

The County Commission of Jefferson County  
PO Box 250  
Charles Town WV 25414

**Jefferson County Commission**

RE: Summit Point Library Commission Appointment

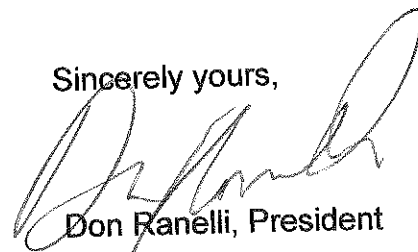
Dear Commissioners,

This letter is to convey our unanimous recommendation for the reappointment of Carol Del Colle to a new term on our Library Board effective 1 July 2009.

Carol has served tirelessly as our Recording Secretary since her service on the board began more than 19 years ago and continues to discharge those duties in an exemplary fashion. In addition, she has been an avid supporter of our library project since its inception. Her dedication to the community is very much appreciated and we would very much like her to continue.

For the Summit Point Library Commission I am

Sincerely yours,



Don Ranelli, President

Cc: Carol Del Colle

# Summit Point Library Committee

## Members Currently serving as of June 2009

Name	Address	Phone	Expiration
Carol Del Colle	2045 Leetown Road Summit Point, WV 25446	304-725-5842	6/30/2009
Catherine Burke	1055 Summit Point Road Summit Point, WV 25466	304-725-4231	6/30/2010
Curt Mason	3735 Summit Point Road Charles Town, WV 25414	304-724-7008	6/30/2011
Don Ranelli	895 Summit Point Road Summit Point, WV 25466	304-725-8344	6/30/2012
Linia Overly	712 Brucetown Road Kearneysville, WV 25430	304-725-3268	6/30/2013

## Interested Applicants effective June 2009

Name	Address	Phone	Expiration
Carol Del Colle	2045 Leetown Road Summit Point, WV 25446	304-725-5842	6/30/2009

# Jefferson County Board of Health

## Members Currently serving as of June 2009

Name	Address	Phone	Expiration
Rosamond A. Rutledge-Burns	307 Wildlife Way Harpers Ferry, WV 25425	304-728-1160 301-497-5515	6/30/2009
Mark A. Shields	82 Foster Circle	301-827-6173	6/30/2010
Joseph Osterman	98 Locust Knoll Drive Charles Town, WV 25414	304-725-1874	6/30/2011
Robert Johnson	PO Box 689 Harpers Ferry, WV 25425	304-535-2203	6/30/2012
Willis E. Nowell, Jr.	389 Shenandoah River Drive Harpers Ferry, WV 25425	304-725-2440	6/30/2013

## Interested Applicants effective June 2009

Name	Address	Phone	Expiration
Rosamond A. Rutledge-Burns	307 Wildlife Way	304-728-1160 301-975-5819	6/30/2009

# Jefferson County Parks & Recreation Commission

## Members Currently serving as of June 2009

Name	Address	Phone	Expiration
Toni Milbourne	PO Box 586 Harpers Ferry, WV 25425	304-535-6851 304-725-2046	6/30/2009
Lou Tiano	1127 Willowdale Drive Shepherdstown, WV 25443	304-876-6836 304-268-3703	6/30/2009
Bobby Shirley	567 Hidden Hallow Drive Kearneysville, WV 25430	304-724-5876	6/30/2009
George F. Nichols	PO Box 69 Shenandoah Junction, WV 25442	304-725-7106	6/30/2009
Matthew Knott	200 River Rock Run Harpers Ferry, WV 25425	304-671-7199	6/30/2010
Cheryl D. L. Roberts	PO Box 217 Shepherdstown, WV 25443		6/30/2010
Shawwna Molina	1815 Shenandoah River Drive Harpers Ferry, WV 25425	304-728-2777 703-390-6157	6/30/2010
Paul Marshall	409 Oakwood Drive Shepherdstown, WV 25443	304-876-0551 443-871-2574	6/30/2010
Mike Jacobs	1141 Steamboat Road Shepherdstown, WV 25443	304-876-6196	6/30/2011
William R. Hoak	761 Jefferson Orchard Road Kearneysville, WV 25430	304-725-3327	6/30/2011
Daniel McVicer	28 Sunlite Drive Charles Town, WV 25414	304-728-0675	6/30/2011

## Interested Applicants effective June 2009

Name	Address	Phone	Expiration
George F. Nichols	PO Box 69 Shenandoah Junction, WV 25442	304-725-7106	6/30/2009
Lou Tiano	1127 Willowdale Drive Shepherdstown, WV 25443	304-876-6836 304-268-3703	6/30/2009
Toni Milbourne	PO Box 586 Harpers Ferry, WV 25425	304-535-6851 304-725-2046	6/30/2009
Bobby Shirley	567 Hidden Hallow Drive Kearneysville, WV 25430	304-724-5876	6/30/2009
Thomas Diehl	502 Eastland Drive Charles Town, WV 25414	304-728-1000	

#30

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POTOMAC HEADWATERS RC&D COUNCIL

Marian Buckner  
104 Wildflower Lane  
Shepherdstown, WV 25443  
876-0690  
2 years July 1, 2009

## NOTICE OF INTENT TO APPOINT

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**Potomac Headwaters RC&D Council - One 2 year term ending July 1, 2011**

Persons who may be interested in the above listed agency should submit a letter of interest and a resume or statement of qualifications to the Jefferson County Commission, P.O. Box 250, Charles Town, WV 25414, prior to the proposed date of appointment.

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

EASTERN PANHANDLE REGIONAL PLANNING AND DEVELOPMENT COUNCIL  
Region 9

Neil D. Carpenter  
P.O. Box 40  
Shenandoah Junction, WV 25442  
876-2874  
1 year term 6/30/2009

# 32

**JEFFERSON COUNTY, WEST VIRGINIA**  
**Department of Capital Planning and Management**  
114 East Washington Street  
Charles Town, West Virginia 25414

F. Mark Schiavone  
Director  
Impact Fee Coordinator

Phone: (304) 728-3331  
Fax: (304) 724-2178  
[mschiavone@jeffersoncountywv.org](mailto:mschiavone@jeffersoncountywv.org)

**MEMORANDUM**

TO: Leslie Smith  
FROM: F Mark Schiavone *fmj*  
DATE: Wednesday, July 01, 2009  
SUBJECT: Agenda request for 9 July 2009 Regular Session

Leslie,

Please place this item on the agenda for the Thursday, 9 July 2009 Regular Session:

- Revision of Fund 001 – General Fund, and Fund 002 – Coal Severance Fund for FY 2010.

**RECEIVED**

JUL 02 2009

Jefferson County Commission



# 23

Jefferson County Office of Homeland Security and Emergency Management  
28 Industrial Blvd., Suite 101  
Kearneysville, WV 25430

Jefferson County Commissioners:

- Dale Manuel, President**
- James Sarkamp, Vice President**
- Frances Morgan**
- Patsy Noland**
- Lyn Wydmyer**
- Jefferson County Office of Homeland Security and Emergency Management Steering Committee:
- John Sherwood, Chair**
- Bill Lingenfelter, Vice Chair-Eastern Panhandle Chapter, American Red Cross**
- Katherine Dunbar, Good Shepherd Inter-Faith Caregivers**
- Mason Carter, Jefferson County Department of Engineering**
- Jeffrey A. Polczynski, EPN, Jefferson County Emergency Communications Center**
- Dale Manuel, County Commission Representative**
- Kelly Parsons, Nichols, DeHaven & Associates**
- Jay Watson, Jefferson County Fire Association**
- Bobby Shirley, Jefferson County Sheriff**
- Sue Lawton, Jefferson County PSD**
- Jana Peters, Jefferson County Development Authority**
- Pamela Holstels-Wallace, Region 3 Homeland Security Planner**
- Holly Morgan-Frye, Shepherd University Service Learning Program**
- Amy Jones, Jefferson County Department of Health**

Staff:

- Barbara J. Miller, CFM**  
Director  
304-728-3290-Office  
304-283-4227-Mobile  
bmiller@jeffersoncountywv.org
- Terri Mehling, Planner/Program Manager/Deputy Director**  
304-728-3329-Office  
304-279-8233-Mobile  
tmehling@jeffersoncountywv.org
- Jennifer D. Maggio, Administrative Assistant, Public Information Officer and Volunteer Coordinator**  
304-724-8914-Office  
304-279-8135-Mobile  
jmaggio@jeffersoncountywv.org

Fax: 304-728-3320

June 30, 2009

RECEIVED

JUN 30 2009

County Commission of Jefferson County  
P.O. Box 250  
Charles Town, WV 25414

JEFFERSON COUNTY COMMISSION

Commissioners:

The Jefferson County Homeland Security and Emergency Management Steering Committee voted at a meeting on June 30, 2009 to respectfully request that if residual funds are left at the end of the FY-09 budget year that you reinstate \$1,800 back into JCHSEM's line item number 001-711-02-222-000-PS-000 for the Rapid Notification System that was cut during this year's budget process.

The Rapid Notification System is the technological method by which the Emergency Manager notifies needed staff to come to the Emergency Operations Center when it needs to be activated. Additionally, it is used to notify specific groups of volunteers when they are needed for an assignment. Prior to using this system, a telephone call down was manually done by staff, calling each individual that is needed to come in. With the rapid notification system, one message is typed in to an on-line system, a send button is pushed and all of the calls go out at once, saving precious time during an emergency.

Thank you for your consideration of this request.

Sincerely,

John Sherwood, Steering Committee Chairman

# 24  
+ 25

**Jefferson County, West Virginia  
Draft Job Description**

<b>Position Title:</b>	Senior Appraiser (Appraisal Coordinator)	<b>Grade Level:</b>	
<b>Department</b>	Assessor/Appraisal	<b>Date:</b>	
<b>Reports to:</b>	County Assessor	<b>FLSA Status</b>	

**Statement of Duties:** The employee is responsible for administering and coordinating the process to determine the value of commercial and residential real estate for tax purposes and to adjust land and building values and mapping for both residential and commercial properties. Employee is required to perform all similar or related duties.

**Supervision Required:** Under the general direction of the County Assessor, the employee is required to plan and carry out the regular work in accordance with standard practices and previous training, with substantial responsibility for determining the sequence and timing of actions and substantial independence in planning and organizing the work activities, including determining the work methods. The employee is expected to solve through experienced judgment most problems of detail or unusual situations by adapting methods or interpreting instructions to resolve the particular problem. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor, but ordinarily the employee plans the work, lays it out and carries it through to completion independently. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not usually reviewed in detail.

**Supervisory Responsibility:** Employee is accountable for the quality and quantity of work done by subordinates and assures the accomplishment of the assigned work in the prescribed manner. Plans, schedules and coordinates work operations to meet schedules, deadlines and priorities; revises work schedules to meet changes in workload or availability of manpower.

The employee is responsible for the direct supervision of four (4) full-time employees who work at the same location and the same work shift. Work operations may be subject to substantial cyclical or seasonal fluctuations, or substantial changes in work procedures, volume, or products, which are (or can be) reasonably anticipated and planned for in advance, e.g., tax billing, or fiscal year end. The number of employees supervised remains relatively stable throughout the year.

**Confidentiality:** Employee has access to confidential information obtained during performance of regular position responsibilities in accordance with the State Public Records Law such as official personnel files, client and/or department records.

**Accountability:** Duties include division level responsibility for technical processes, service delivery, and contribution to department wide plans and objectives and fiscal responsibility for the appraisal of property. Consequences of errors, missed deadlines or poor judgment may include adverse customer relations, monetary loss, and missed deadlines.

**Judgment:** Work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies,

Assessor's Department  
(Appraisal Coordinator) Senior Appraiser  
6/30/2009

**Jefferson County, West Virginia**  
**Draft Job Description**

practices, and precedents which may be complex or conflicting, at times. Judgment is used to analyze specific situations in order to determine appropriate actions.

**Complexity:** Work consists of the practical application of a variety of concepts, practices, and specialized techniques relating to an administrative or professional field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work.

**Work Environment:** The work environment involves everyday discomforts found in an office setting with frequent disruptions and exposure to outside weather conditions when required to conduct field inspections. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. Employee may be required to work beyond normal business hours to attend evening meetings.

**Nature and Purpose of Public Contact:** The employee has constant interaction with co-workers, the public, groups, and/or individuals such as peers from other municipalities or state officials. The employee serves as the recognized authority of the department and is required to discuss controversial matters where tact is required to avoid friction and to obtain cooperation.

**Occupational Risk:** Duties generally do not present occupational risk to the employee. Personal injury could occur, however, through employee failure to properly follow safety precautions or procedures. Examples of injury include bruises from falls, cuts or burns, or muscular strains from lifting or carrying heavy equipment or materials.

**Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

1. Conducts the appraisal analysis necessary to produce new assessed values for all types of real and personal property on a fair cash value basis for tax purposes; implement a cyclical property re-inspection program and prepare triennial certification of property values.
2. Adjusts appraisals based on mapping changes.
3. Examines deeds, maps, building plans, permits and market data in order to obtain real estate market data and to locate all taxable and tax exempt property.
4. Conducts inspections of property as necessary and appropriate.
5. Performs general clerical duties in support of department operations as necessary.
6. Appears before the County Commission and the Board of Review and Equalization to represent the values assigned to properties.
7. Performs field inspections in order to determine changes in property valuation in accordance with established department guidelines.
8. Provides support documentation as necessary to the County Prosecuting Attorney in support of the recommended property appraisal.

Assessor's Department  
(Appraisal Coordinator) Senior Appraiser  
6/30/2009

**Jefferson County, West Virginia  
Draft Job Description**

**Recommended Minimum Qualifications:**

**Education and Experience:** College Degree with five to seven (5-7) years related work experience within the field of assessing and/or property appraisal; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

**Special Requirements:** Valid Motor Vehicle Class D motor vehicle driver's license.

**Knowledge, Abilities and Skill**

**Knowledge:** Comprehensive knowledge of real estate appraisal principals and practices with an emphasis on assessing related mass appraisal; working knowledge of applicable State and County laws, regulations and procedures related to municipal finance, assessing and related assessing department programs; familiarity with real estate building styles, materials and methods of construction.

**Abilities:** Ability to interact with the public in a tactful manner. Ability to manage multiple tasks in a detailed and organized manner.

**Skills:** Proficient personal computer keyboarding and software application skills, mathematical skills, recordkeeping, written and oral communication skills. Effective organizational skills.

**Physical and Mental Requirements**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

**Physical Demands:** Little or no physical demands are required to perform the essential functions of the position.

**Motor Skills:** Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination. Examples include operating a motor vehicle, or using a personal computer.

**Visual Demands:** Visual demands require the employee to constantly read documents for general understanding and/or analytical purposes.

**Jefferson County, West Virginia  
Draft Job Description**

<b>Position Title:</b>	Chief Deputy Clerk	<b>Grade Level:</b>	
<b>Department</b>	Assessors Office/Property Assessment	<b>Date:</b>	
<b>Reports to:</b>	County Assessor	<b>FLSA Status</b>	

**Statement of Duties:** The Chief Deputy Clerk is responsible for maintaining accurate and up-to-date personal property and real estate records of the County and associated records dealing with abatements and exemptions. Employee is required to perform all similar or related duties.

**Supervision Required:** Works under the general direction of the County Assessor. The employee plans, prioritizes, and carries out the regular work in accordance with standard practices and previous training. The employee interprets instructions and/or adapts methods to resolve particular problems. Instructions for new assignments usually consist of statements of desired objectives, deadlines, and priorities. Technical and policy problems or changes in procedures are discussed with supervisor. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy, or other requirements.

**Supervisory Responsibility:** Employee is accountable for the quality and quantity of work done by subordinates and assures the accomplishment of the assigned work in the prescribed manner. Plans, schedules and coordinates work operations to meet schedules, deadlines and priorities; revises work schedules to meet changes in workload or availability of manpower.

The employee is responsible for the direct supervision of six (6) full-time employees who work at the same location and the same work shift. Work operations may be subject to substantial cyclic or seasonal fluctuations, or substantial changes in work procedures, volume, or products, which are (or can be) reasonably anticipated and planned for in advance, e.g., tax billing, or fiscal year end. The number of employees supervised remains relatively stable throughout the year.

**Confidentiality:** Employee has access to confidential information obtained during performance of regular position responsibilities in accordance with the State Public Records Law such as applications for abatements and/or exemptions.

**Accountability:** Duties include division level responsibility for technical processes, service delivery, and contribution to department wide plans and objectives and fiscal responsibility for the assessment of property. Consequences of errors, missed deadlines or poor judgment may include adverse customer relations, missed deadlines, monetary loss and legal repercussions to the County.

**Judgment:** Work requires the employee to examine, analyze, and evaluate facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices, and precedents which may be conflicting, at times. Independent judgment is used in analyzing specific situations to determine appropriate actions..

**Complexity:** Work consists of a variety of duties that generally follow standardized practices, procedures, regulations, or guidelines. The sequence of work and/or the procedures followed vary

Assessors Office  
Chief Deputy Clerk  
6/30/2009

**Jefferson County, West Virginia**  
**Draft Job Description**

according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

**Work Environment:** The work environment involves everyday discomforts found in an office setting with frequent work interruptions. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant.

**Nature and Purpose of Public Contact:**

Employee has constant interaction with co-workers, the public, groups, and/or individuals such as civic leaders, peers from other municipalities, representatives of professional groups, and the news media. The employee serves as a recognized authority of the municipality in matters of considerable importance, including departmental practices, procedures, regulations, or guidelines. Employee is required to discuss controversial matters where tact is required to avoid friction and to obtain cooperation.

**Occupational Risk:** Duties generally do not present occupational risks to the employee.

**Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

1. Interacts with taxpayers at a counter or over the telephone and responds to questions from the public for information pertaining to the County tax system and how it works for the appraisal of real and personal property values for residential and commercial properties.
2. Interacts with other municipal departments to research and gather pertinent information for land records and conducts research for supplements and proof reading.
3. Enters taxpayer information such as new owners of properties in to the department's software system and accesses information upon request.
4. Performs a range of clerical duties including but not limited to the preparation of outgoing correspondence, filing, copying documents and the running reports etc.
5. Determine the eligibility for new resident affidavits.
6. Locate and track new mobile homes and owners.
7. Issues County dog tags in accordance with department guidelines.
8. Receives, deposits, and reconciles cash payments and posts animal and tax receipts in accordance with department guidelines.
9. Provides support to other office staff as needed.
10. Maintains an inventory of office supplies, dog tags and receipt books as well as purchase orders for these items.
11. Call and schedules appointments for applicants and conducts interviews on the Assessor's behalf as necessary.

**Recommended Minimum Qualifications:**

**Education and Experience:** College Degree with five to seven (5-7) years prior work

Assessors Office  
Chief Deputy Clerk  
6/30/2009

**Jefferson County, West Virginia  
Draft Job Description**

experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

**Special Requirements:** None

**Knowledge, Abilities and Skill**

**Knowledge:** Common policies, practices and procedures of the State tax and assessment laws and regulations and office software including word processing and spread sheet applications pertinent to position functions; working knowledge property mapping system in order to identify properties within the County. Knowledge of the geography of Jefferson County.

**Abilities:** Ability to interact effectively and appropriately with the public and other County personnel, perform multiple tasks in a detailed and accurate manner. Ability to accurately proof read documents. Ability to use a personal computer and enter data from forms in an accurate and timely manner.

**Skills:** Proficient keyboarding skills, mathematical skills, recordkeeping, and clerical skills, written and oral communication skills.

**Physical and Mental Requirements**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

**Physical Demands:** Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. The employee is required to occasionally lift objects such as books, office equipment, and computer paper.

**Motor Skills:** Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination necessary to operate a personal computer or other department office equipment.

**Visual Demands:** Visual demands require the employee to constantly read documents for general understanding.

**Jefferson County, West Virginia  
Draft Job Description**

<b>Position Title:</b>	Clerk	<b>Grade Level:</b>	
<b>Department</b>	Assessors Office/Property Assessment	<b>Date:</b>	
<b>Reports to:</b>	Chief Deputy Clerk	<b>FLSA Status</b>	Non-Exempt

**Statement of Duties:** The Clerk is responsible for maintaining accurate and up to date personal property and real estate records of the County and associated records dealing with abatements and exemptions. Employee is required to perform all similar or related duties.

**Supervision Required:** Under the direct supervision of the Chief Deputy Clerk, clear, detailed, and specific instructions govern the work or are explained with each assignment. Questionable situations are referred to the supervisor. The supervisor reviews the work in progress or upon completion as necessary.

**Supervisory Responsibility:** The employee is not required to regularly supervise any County employees.

**Confidentiality:** The employee has access to confidential information obtained during performance of regular position responsibilities in accordance with the State Public Records Law such as applications for abatements and/or exemptions.

**Accountability:** Consequences of errors, missed deadlines or poor judgment may include adverse customer relations, missed deadlines, monetary loss and legal repercussions to the County.

**Judgment:** Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.

**Complexity:** The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

**Work Environment:** The work environment involves everyday discomforts found in an office setting with frequent work interruptions. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant.

**Nature and Purpose of Public Contact:** Relationships with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations such as vendors, banks and/or property owners. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons. Employee may furnish news media with routine information such as meeting agendas or departmental procedures.

Assessors Office  
Clerk  
6/30/2009

**Jefferson County, West Virginia  
Draft Job Description**

**Occupational Risk:** Duties generally do not present occupational risks to the employee.

**Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

1. Interacts with taxpayers by mail, at a counter or over the telephone and responds to questions from the public for information pertaining to the County tax system and how it works for the appraisal of real and personal property values for residential and commercial properties.
2. Interacts with other municipal departments to research and gather pertinent information for land records and conducts research for supplements and proof reading.
3. Accesses tax payer account information as necessary.
4. Performs a range of clerical duties including but not limited to the preparation of outgoing correspondence, filing, copying documents and the running reports etc.
5. Determine the eligibility for new resident affidavits.
6. Issues County dog tags in accordance with department guidelines.
7. Receives, tax receipts in accordance with department guidelines.
8. Provides support to other office staff as needed.
9. Processes commercial business property returns.

**Recommended Minimum Qualifications:**

**Education and Experience:** High School diploma or equivalent with one to three (1-3) years prior work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

**Special Requirements:** None

**Knowledge, Abilities and Skill**

**Knowledge:** Common policies, practices and procedures of the State tax and assessment laws and regulations and office software including word processing and spread sheet applications pertinent to position functions; working knowledge of the Department's property mapping system in order to identify properties within the County. Knowledge of the geography of Jefferson County.

**Abilities:** Ability to interact effectively and appropriately with the public and other County personnel, perform multiple tasks in a detailed and accurate manner. Ability to accurately proof read documents. Ability to use a personal computer and enter data from forms in an accurate and timely manner.

**Skills:** Proficient keyboarding skills, mathematical skills, recordkeeping, and clerical skills, written and oral communication skills.

Assessors Office  
Clerk  
6/30/2009

**Jefferson County, West Virginia  
Draft Job Description**

**Physical and Mental Requirements**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

**Physical Demands:** Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. The employee is required to occasionally lift objects such as books, office equipment, and computer paper.

**Motor Skills:** Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination necessary to operate a personal computer or other department office equipment.

**Visual Demands:** Visual demands require the employee to constantly read documents for general understanding.

**Jefferson County, West Virginia  
Draft Job Description**

<b>Position Title:</b>	Mapper	<b>Grade Level:</b>	
<b>Department</b>	Assessors Office/Mapping	<b>Date:</b>	
<b>Reports to:</b>	County Assessor	<b>FLSA Status</b>	Non-Exempt

**Statement of Duties:** The Clerk is responsible for the interpretation of conveyances of land form deeds and maps and to enter data by parcel identification in to the department's data base system. Employee is required to perform all similar or related duties.

**Supervision Required:** Works under the general direction of the County Assessor. The employee plans, prioritizes, and carries out the regular work in accordance with standard practices and previous training. The employee interprets instructions and/or adapts methods to resolve particular problems. Instructions for new assignments usually consist of statements of desired objectives, deadlines, and priorities. Technical and policy problems or changes in procedures are discussed with supervisor. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy, or other requirements.

**Supervisory Responsibility:** The employee is not required to regularly supervise any County employees.

**Confidentiality:** Employee does not have regular, on-going access to confidential information obtained during performance of regular position responsibilities in accordance with the State Public Records Law.

**Accountability:** Consequences of errors, missed deadlines or poor judgment may include adverse customer relations, missed deadlines, monetary loss, labor and materials cost, and legal repercussions to the County.

**Judgment:** Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.

**Complexity:** The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

**Work Environment:** The work environment involves everyday discomforts found in an office setting with frequent work interruptions. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant.

**Nature and Purpose of Public Contact:** Relationships with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations such as vendors, banks and/or property owners. More than ordinary courtesy, tact,

Assessors Office  
Mapper  
6/30/2009

**Jefferson County, West Virginia  
Draft Job Description**

and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons. Employee may furnish news media with routine information such as meeting agendas or departmental procedures.

**Occupational Risk:** Duties generally do not present occupational risks to the employee.

**Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

1. Interacts with taxpayers at a counter or over the telephone and responds to questions from the public for information pertaining to the County mapping system and how it works to locate and identify residential and commercial properties.
2. Enters property information in to the department's data base system using CAD and/or GIS software.
3. Reads and interprets deeds and plots of land.
4. Assists department staff with software issues as well as the reconciliation of cash receipts as needed.
5. Recommends the updating of department software in support of department operations.

**Recommended Minimum Qualifications:**

**Education and Experience:** College degree with five to seven (5-7) years prior work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

**Special Requirements:** None

**Knowledge, Abilities and Skill**

**Knowledge:** Common policies, practices and procedures of the State tax and assessment laws and regulations and office, CAD or GIS software including word processing, spread sheet and database management applications pertinent to position functions; working knowledge property mapping system in order to identify properties within the County. Knowledge of the geography of Jefferson County.

**Abilities:** Ability to interact effectively and appropriately with the public and other County personnel, perform multiple tasks in a detailed and accurate manner. Ability to accurately read and interpret documents such as property deeds. Ability to use specialized software such as CAD or GIS in support of department operations and to manage databases.

**Skills:** Proficient keyboarding skills, mathematical skills, recordkeeping, and clerical skills, written and oral communication skills.

**Jefferson County, West Virginia  
Draft Job Description**

**Physical and Mental Requirements**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

**Physical Demands:** Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. The employee is required to occasionally lift objects such as books, office equipment, and computer paper.

**Motor Skills:** Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination necessary to operate a personal computer or other department office equipment.

**Visual Demands:** Visual demands require the employee to constantly read documents for general understanding.

**Jefferson County, West Virginia  
Draft Job Description**

<b>Position Title:</b>	Clerk (Administrative Assistant)	<b>Grade Level:</b>	
<b>Department</b>	Assessor	<b>Date:</b>	
<b>Reports to:</b>	Chief Deputy Clerk	<b>FLSA Status</b>	Non-Exempt

**Statement of Duties:** The Personnel Assistant is responsible for maintaining accurate and up to date personal property and real estate records of the County and associated records dealing with abatements and exemptions. Employee is required to perform all similar or related duties.

**Supervision Required:** Under general supervision of the Chief Deputy Clerk , the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice and further instructions. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, and to insure that completed work and methods used are technically accurate and that instructions are being followed. In many cases, the work is self checking, for example, requiring accounts to balance before proceeding.

**Supervisory Responsibility:** Employee, as a regular part of the job, is required to lead five (5) full-time employees to assist them in completing their assigned work. Employee also performs non-supervisory work that is of the same kind and level as is done by the employee(s) being supervised. The employee is not responsible for taking any disciplinary action nor is the employee involved in the hiring process.

The number of employees supervised is relatively stable throughout the year. Employees supervised work the same work shift and the same location.

**Confidentiality:** Employee has access to confidential information obtained during performance of regular position responsibilities in accordance with the State Public Records Law such as applications for abatements and/or exemptions.

**Accountability:** Consequences of errors, missed deadlines or poor judgment may include adverse customer relations, missed deadlines, monetary loss and legal repercussions to the County.

**Judgment:** Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.

**Complexity:** The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

**Work Environment:** The work environment involves everyday discomforts found in an office

Assessors Office  
Personnel Assistant  
6/30/2009

**Jefferson County, West Virginia**  
**Draft Job Description**

setting with frequent work interruptions. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant.

**Nature and Purpose of Public Contact:** Relationships with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations such as vendors, banks and/or property owners. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons. Employee may furnish news media with routine information such as meeting agendas or departmental procedures.

**Occupational Risk:** Duties generally do not present occupational risks to the employee.

**Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

1. Interacts with taxpayers at a counter or over the telephone and responds to questions from the public for information pertaining to the County tax system and how it works for the appraisal of real and personal property values for residential and commercial properties.
2. Monitors employee leave accrual and processes employee time sheets to pay employees.
3. Interacts with other municipal departments to research and gather pertinent information for land records and conducts research for supplements and proof reading.
4. Enters taxpayer information such as new owners of properties in to the department's software system and accesses information upon request.
5. Performs a range of clerical duties including but not limited to the preparation of outgoing correspondence, filing, copying documents and the running reports etc.
6. Determine the eligibility for new resident affidavits.
7. Locate and track new mobile homes and owners.
8. Issues County dog tags in accordance with department guidelines.
9. Receives, deposits, and reconciles cash payments and posts animal and tax receipts in accordance with department guidelines.
10. Provides support to other office staff as needed.
11. Maintains an inventory of office supplies, dog tags and receipt books as well as purchase orders for these items.
12. Call and schedules appointments for applicants and conducts interviews on the Assessor's behalf as necessary.

**Recommended Minimum Qualifications:**

**Education and Experience:** High School diploma or equivalent with three to five (3-5) years prior work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

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Personnel Assistant  
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**Jefferson County, West Virginia  
Draft Job Description**

**Special Requirements:** None

**Knowledge, Abilities and Skill**

**Knowledge:** Common policies, practices and procedures of the State tax and assessment laws and regulations and office software including word processing and spread sheet applications pertinent to position functions; working knowledge of the property mapping system in order to identify properties within the County. Knowledge of the geography of Jefferson County.

**Abilities:** Ability to interact effectively and appropriately with the public and other County personnel, perform multiple tasks in a detailed and accurate manner. Ability to accurately proof read documents. Ability to use a personal computer and enter data from forms in an accurate and timely manner.

**Skills:** Proficient keyboarding skills, mathematical skills, recordkeeping, and clerical skills, written and oral communication skills.

**Physical and Mental Requirements**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

**Physical Demands:** Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. The employee is required to occasionally lift objects such as books, office equipment, and computer paper.

**Motor Skills:** Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination necessary to operate a personal computer or other department office equipment.

**Visual Demands:** Visual demands require the employee to constantly read documents for general understanding.

**Jefferson County, West Virginia  
Draft Job Description**

<b>Position Title:</b>	Tax Appraiser (Senior Tax Appraiser)	<b>Grade Level:</b>	
<b>Department</b>	Assessor	<b>Date:</b>	
<b>Reports to:</b>	County Assessor	<b>FLSA Status</b>	

**Statement of Duties:** The Senior Appraiser is responsible for determining the value of real estate for tax purposes and to adjust land and building values and mapping for both residential and commercial properties. Employee is required to perform all similar or related duties.

**Supervision Required:** Under general direction of the County Assessor, the employee plans and carries out the regular work in accordance with standard practices and previous training, with substantial responsibility for determining the sequence and timing of action and substantial independence in planning and organizing the work activities, including determining the work methods. The employee is expected to solve through experienced judgment most problems of detail or unusual situations by adapting methods or interpreting instructions to resolve the particular problem. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor, but ordinarily the employee plans the work, lays it out and carries it through to completion independently. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not usually reviewed in detail.

**Supervisory Responsibility:** Employee, as a regular part of the job, is required to lead other employees to assist them in completing their assigned work. Employee also performs non-supervisory work that is of the same kind and level as is done by the employee(s) being supervised. The employee is not responsible for taking any disciplinary action nor is the employee involved in the hiring process.

The employee is responsible for the supervision of three (3) full-time employees who work at the same location and the same work schedule. Work operations may be subject to substantial cyclic or seasonal fluctuations which can be reasonably anticipated and planned for in advance.

**Confidentiality:** Employee has access to confidential information obtained during performance of regular position responsibilities in accordance with the State Public Records Law such as client and/or department records.

**Accountability:** Consequences of errors, missed deadlines or poor judgment may include adverse customer relations, monetary loss, and missed deadlines.

**Judgment:** Work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices, and precedents which may be complex or conflicting, at times. Judgment is used to analyze specific situations in order to determine appropriate actions.

**Complexity:** Work consists of the practical application of a variety of concepts, practices, and

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Senior Appraiser  
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specialized techniques relating to an administrative field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work.

**Work Environment:** The work environment involves everyday discomforts found in an office setting with frequent disruptions and exposure to outside weather conditions when conducting field inspections. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. Employee may be required to work beyond normal business hours to attend evening meetings.

**Nature and Purpose of Public Contact:** The employee has constant interaction with co-workers, the public, groups, and/or individuals such as peers from other municipalities or state officials. The employee serves as the recognized authority of the department and is required to discuss controversial matters where tact is required to avoid friction and to obtain cooperation.

**Occupational Risk:** Duties generally do not present occupational risk to the employee. Personal injury could occur, however, through employee failure to properly follow safety precautions or procedures. Examples of injury include bruises from falls, cuts or burns, or muscular strains from lifting or carrying heavy equipment or materials.

**Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

1. Conducts the appraisal analysis necessary to produce new assessed values for all types of real and personal property on a fair cash value basis for tax purposes; implement a cyclical property re-inspection program and prepare triennial certification of property values.
2. Adjusts appraisals based on mapping changes.
3. Examines deeds, maps, building plans, permits and market data in order to obtain real estate market data and to locate all taxable and tax exempt property.
4. Conducts inspections of property as necessary and appropriate.
5. Performs general clerical duties in support of department operations.
6. Appears before the County Commission and the Board of Review and Equalization to represent the values assigned to properties.

**Recommended Minimum Qualifications:**

**Education and Experience:** Associate's Degree with five to seven (5-7) years related work experience within the field of assessing and/or property appraisal; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

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Senior Appraiser  
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**Special Requirements:** Motor Vehicle Class D driver's license.

**Knowledge, Abilities and Skill**

**Knowledge:** Comprehensive knowledge of real estate appraisal principals and practices with an emphasis on assessing related mass appraisal; working knowledge of applicable State and County laws, regulations and procedures related to municipal finance, assessing and related assessing department programs; familiarity with real estate building styles, materials and methods of construction.

**Abilities:** Ability to interact with the public in a tactful manner. Ability to manage multiple tasks in a detailed and organized manner.

**Skills:** Proficient personal computer keyboarding and software application skills, mathematical skills, recordkeeping, written and oral communication skills. Effective organizational skills.

**Physical and Mental Requirements**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

**Physical Demands:** Little or no physical demands are required to perform the essential functions of the position.

**Motor Skills:** Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination. Examples include operating a motor vehicle or using a personal computer.

**Visual Demands:** Visual demands require the employee to constantly read documents for general understanding and/or analytical purposes.

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Draft Job Description**

<b>Position Title:</b>	Clerk (Senior Clerk)	<b>Grade Level:</b>	
<b>Department</b>	Assessors Office/Property Assessment	<b>Date:</b>	
<b>Reports to:</b>	Chief Deputy Clerk	<b>FLSA Status</b>	Non-Exempt

**Statement of Duties:** The Clerk is responsible for maintaining accurate and up to date personal property and real estate records of the County and associated records dealing with abatements and exemptions. Employee is required to perform all similar or related duties.

**Supervision Required:** Under the general supervision of the Chief Deputy Clerk, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice and further instructions. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, and to insure that completed work and methods used are technically accurate and that instructions are being followed. In many cases, the work is self checking, for example, requiring accounts to balance before proceeding.

**Supervisory Responsibility:** Employee, as a regular part of the job, is required to lead two (2) full-time employees to assist them in completing their assigned work. Employee also performs non-supervisory work that is of the same kind and level as is done by the employee(s) being supervised. The employee is not responsible for taking any disciplinary action nor is the employee involved in the hiring process. The number of employees supervised is relatively stable throughout the year. Employees supervised work the same work shift and the same location.

**Confidentiality:** The employee has access to confidential information obtained during performance of regular position responsibilities in accordance with the State Public Records Law such as applications for abatements and/or exemptions.

**Accountability:** Consequences of errors, missed deadlines or poor judgment may include adverse customer relations, missed deadlines, monetary loss and legal repercussions to the County.

**Judgment:** Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.

**Complexity:** The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

**Work Environment:** The work environment involves everyday discomforts found in an office setting with frequent work interruptions. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant.

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**Nature and Purpose of Public Contact:** Relationships with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations such as vendors, banks and/or property owners. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons. Employee may furnish news media with routine information such as meeting agendas or departmental procedures.

**Occupational Risk:** Duties generally do not present occupational risks to the employee.

**Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

1. Interacts with taxpayers by mail, at a counter or over the telephone and responds to questions from the public for information pertaining to the County tax system and how it works for the appraisal of real and personal property values for residential and commercial properties.
2. Interacts with other municipal departments to research and gather pertinent information for land records and conducts research for supplements and proof reading.
3. Accesses tax payer account information as necessary.
4. Performs a range of clerical duties including but not limited to the preparation of outgoing correspondence, filing, copying documents and the running reports etc.
5. Determine the eligibility for new resident affidavits.
6. Issues County dog tags in accordance with department guidelines.
7. Receives, tax receipts in accordance with department guidelines.
8. Provides support to other office staff as needed.
9. Processes commercial business property returns.

**Recommended Minimum Qualifications:**

**Education and Experience:** High School diploma or equivalent with three to five (3-5) years prior work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

**Special Requirements:** None

**Knowledge, Abilities and Skill**

**Knowledge:** Common policies, practices and procedures of the State tax and assessment laws and regulations and office software including word processing and spread sheet applications pertinent to position functions; working knowledge of the Department's

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Draft Job Description**

property mapping system in order to identify properties within the County. Knowledge of the geography of Jefferson County.

**Abilities:** Ability to interact effectively and appropriately with the public and other County personnel, perform multiple tasks in a detailed and accurate manner. Ability to accurately proof read documents. Ability to use a personal computer and enter data from forms in an accurate and timely manner.

**Skills:** Proficient keyboarding skills, mathematical skills, recordkeeping, and clerical skills, written and oral communication skills.

**Physical and Mental Requirements**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

**Physical Demands:** Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. The employee is required to occasionally lift objects such as books, office equipment, and computer paper.

**Motor Skills:** Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination necessary to operate a personal computer or other department office equipment.

**Visual Demands:** Visual demands require the employee to constantly read documents for general understanding.

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Draft Job Description**

<b>Position Title:</b>	Senior Tax Appraiser	<b>Grade Level:</b>	
<b>Department</b>	Assessing/Appraisal	<b>Date:</b>	
<b>Reports to:</b>	Appraisal Coordinator	<b>FLSA Status</b>	Non-Exempt

**Statement of Duties:** The Senior Tax Appraiser is responsible for determining and maintaining assessments which establish the valuation of commercial and residential real estate and personal property in accordance with guidelines from the State Tax Department. The employee is required to perform all similar or related duties.

**Supervision Required:** Under the general supervision of the Appraisal Coordinator, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice and further instructions. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, and to insure that completed work and methods used are technically accurate and that instructions are being followed. In many cases, the work is self checking, for example, requiring accounts to balance before proceeding.

**Confidentiality:** Employee has regular access to confidential information in accordance with the state public records law, including law suits, client, construction cost modifier, and department records.

**Supervisory Responsibility:** Employee, as a regular part of the job, is required to lead two (2) full-time employees to assist them in completing their assigned work. Employee also performs non-supervisory work that is of the same kind and level as is done by the employee(s) being supervised. The employee is not responsible for taking any disciplinary action nor is the employee involved in the hiring process. The number of employees supervised is relatively stable throughout the year. Employees supervised work the same work shift and the same location.

**Judgment:** Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.

**Complexity:** The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction, ~~and/or the information involved~~, or sought, in a particular situation.

**Work Environment:** The work environment involves everyday discomforts typical of offices, with frequent ~~occasional~~ exposure to outside elements when required ~~to~~ conducting field

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inspections. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant.

**Nature and Purpose of Personal Contacts:** Employee interacts with co-workers and the public in order to explain or interpret procedures or guidelines, plan or coordinate work, or resolve problems. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with uncooperative persons.

**Accountability:** Consequences of errors, missed deadlines or poor judgment could severely jeopardize department operations or have extensive financial and legal repercussions to the County as well as personal injury.

**Occupational Risk:** Duties of the job present little potential for injury to the employee. Employee must exercise caution when conducting field inspections to avoid personal injury.

**Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

1. Responsible for the collection and analysis of data for all classes of real estate and a limited amount of personal property to produce an annual list of property values for taxation purposes; views all classes of property and new construction performing field measurements and inspections as necessary to maintain uniform, full market value of all real and personal property.
2. Analyzes real estate and personal property sales and market conditions to determine trends and changes in the market place; Performs regularly timed studies to ascertain the level of assessment and to determine reassessment parameters.
3. Assists department staff with the verification and collection of data pertaining to establishing the current valuation of property including mobile homes.
4. Lists and identifies all taxable/exempt properties including mobile homes and parks; inputs data in to the department's data base to update the County's tax map and record of property owner records.
5. Participates in the processing of all abatement and exemption applications. Testifies on behalf of the County as required at hearings and court proceedings; presents documentation and substantiating assessment s before the County Commission or State agencies. Prepares related support documentation.
6. Participates in the maintenance and disposition of office records in accordance with

Assessor Department  
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applicable State laws and regulations.

76. Provides information to property owners and the public relevant to the department's assessment policies and procedures. Meets with taxpayers to answer questions, or respond to complaints and requests for information. Provides public disclosure informing taxpayers of market trends, sales analysis and new valuations.

87. Attends professional meetings, training programs and seminars in order to stay apprised of changes and trends in the assessing field and applicable State General Laws.

9. Establishes an annual County Modifier in order to determine the retail cost or value of various types of construction in a uniform manner.

**Recommended Minimum Qualifications:**

**Education and Experience:** High School degree or equivalent with ~~one to three~~ to five (3-5+) years prior work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

**Special Requirements:** Valid Motor Vehicle Driver's License

**Knowledge, Abilities and Skill**

**Knowledge:** Thorough knowledge of West Virginia and County property assessment statutes, rules and regulations; working knowledge of theories, principles and practices of property evaluation and assessment practices; working knowledge of basic accounting and auditing practices relative to property appraisal principles and practices; considerable knowledge of building, zoning and construction codes. Familiarity with all methodologies and formulas used to determine the assessment value of the various classes of property. Detailed knowledge of various computer programs and software used in the assessment field. Working knowledge of surveying terminology. Knowledge of State guidelines to determine an accurate retail County Modifier.

**Abilities:** Ability to operate a personal computer and office and assessment-related software. Ability to maintain, manage, and organize records. Ability to deal appropriately with department staff, County officials and disgruntled members of the public. Ability to communicate in oral and written forms in a clear and concise manner and to read and interpret blue prints and land records/deeds.

**Skill:** Excellent organizational and personnel management skills. Proficient data processing skill in the use of personal computers and office software including word processing, data base and spreadsheet applications. Good listening skills.

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**Physical and Mental Requirements**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

**Physical Skills**

Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. Work requires some agility such as moving in or about construction sites or over rough terrain when conducting field inspections. The employee is occasionally required to lift objects such as office equipment or photocopy paper.

**Motor Skills:** Duties are largely mental rather than physical, but the job may occasionally require the application of basic motor skills for activities such as moving objects, operating a telephone system, driving a motor vehicle, personal computer and/or most other office equipment, typing and/or word processing, filing, and sorting of papers.

**Visual Skills:** Visual demands require the employee to constantly read documents for general understanding and analytical purposes.

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<b>Position Title:</b>	Tax Appraiser	<b>Grade Level:</b>	
<b>Department</b>	Assessing	<b>Date:</b>	
<b>Reports to:</b>	Appraisal Coordinator	<b>FLSA Status</b>	Non-Exempt

**Statement of Duties:** The Tax Appraiser is responsible for determining and maintaining assessments which establish the valuation of real estate and personal property in accordance with guidelines from the State Tax Department. The employee is required to perform all similar or related duties.

**Supervision Required:** Under the general supervision of the Appraisal Coordinator, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice and further instructions. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, and to insure that completed work and methods used are technically accurate and that instructions are being followed. In many cases, the work is self checking, for example, requiring accounts to balance before proceeding.

**Confidentiality:** Employee has regular access to confidential information in accordance with the state public records law, client and department records.

**Supervisory Responsibility:** Employee, as a regular and continuing part of the job is not required to supervise other department employees.

**Judgment:** Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.

**Complexity:** The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

**Work Environment:** The work environment involves everyday discomforts typical of offices, with occasional exposure to outside elements when conducting field inspections. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant.

**Nature and Purpose of Personal Contacts:** Employee interacts with co-workers and the public in order to explain or interpret procedures or guidelines, plan or coordinate work, or resolve problems. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with uncooperative persons.

Assessor Department  
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**Accountability:** Consequences of errors, missed deadlines or poor judgment could severely jeopardize department operations, have extensive financial, and legal repercussions to the County.

**Occupational Risk:** Duties of the job present little potential for injury to the employee. Employee must exercise caution when conducting field inspections in order to avoid personal injury.

**Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

1. Responsible for the collection and analysis of data for all classes of real estate property to produce an annual list of property values for taxation purposes; views all classes of property and new construction performing field measurements and inspections as necessary to maintain uniform, full market value of all real estate .
2. Analyzes real estate and occasionally personal property sales and market conditions to determine trends and changes in the market; Performs regularly timed studies to ascertain the level of assessment and to determine reassessment parameters.
3. Lists and identifies all taxable/exempt properties including mobile homes and parks; inputs data in to the department's data base to update the County's tax map and record of property owner records.
4. Participates in the processing of all abatement and exemption applications. Testifies on behalf of the County as required at hearings and court proceedings; presents documentation and substantiating assessment s before the County Commission or State agencies. Prepares related support documentation.
5. Participates in the maintenance and disposition of office records in accordance with applicable State laws and regulations.
6. Provides information to property owners and the public relevant to the department's assessment policies and procedures. Meets with taxpayers to answer questions, or respond to complaints and requests for information. Provides public disclosure informing taxpayers of market trends, sales analysis and new valuations.
7. Attends professional meetings, training programs and seminars in order to stay apprised of changes and trends in the assessing field and applicable State General Laws.

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6/30/09

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**Recommended Minimum Qualifications:**

**Education and Experience:** High School degree or equivalent with one to three (1-3) years prior work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

**Special Requirements:** Valid Motor Vehicle Driver's License

**Knowledge, Abilities and Skill**

**Knowledge:** Thorough knowledge of West Virginia and County property assessment statutes, rules and regulations; working knowledge of theories, principles and practices of property evaluation and assessment practices; working knowledge of basic accounting and auditing practices relative to property appraisal principles and practices; considerable knowledge of building, zoning and construction codes. Familiarity with all methodologies and formulas used to determine the assessment value of the various classes of property. Detailed knowledge of various computer programs and software used in the assessment field. Working knowledge of surveying terminology.

**Abilities:** Ability to operate a personal computer and office and assessment-related software. Ability to maintain, manage, and organize records. Ability to deal appropriately with department staff, County officials and disgruntled members of the public. Ability to communicate in oral and written forms in a clear and concise manner and to read and interpret blue prints and land records/deeds.

**Skill:** Excellent organizational and personnel management skills. Proficient data processing skill in the use of personal computers and office software including word processing, data base and spreadsheet applications. Good listening skills.

**Physical and Mental Requirements**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

**Physical Skills**

Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. Work requires some agility such as moving in or about construction sites or over rough terrain when conducting field inspections. The employee is occasionally required to lift objects such as office equipment or photocopy paper.

**Motor Skills:** Duties are largely mental rather than physical, but the job may occasionally

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require the application of basic motor skills to perform a range of activities including but not limited to pushing, pulling, or lifting department equipment, operating a telephone system, driving a motor vehicle, personal computer, department files, keyboarding, filing, and sorting of papers.

**Visual Skills:** Visual demands require the employee to constantly read documents for general understanding and analytical purposes.

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**JEFFERSON COUNTY, WEST VIRGINIA**  
**Department of Capital Planning and Management**  
114 East Washington Street  
Charles Town, West Virginia 25414

F. Mark Schiavone  
Director  
Impact Fee Coordinator

Phone: (304) 728-3331  
Fax: (304) 724-2178  
mschiavone@jeffersoncountywv.org

**MEMORANDUM**

TO: Leslie Smith  
FROM: F. Mark Schiavone *AMS*  
DATE: Wednesday, July 01, 2009  
SUBJECT: Agenda request – 9 July 2009 Regular Session

RECEIVED

JUL 01 2009

JEFFERSON COUNTY COMMISSION

Leslie,

Please place the following item on the agenda for the upcoming 9 July Regular Session as New Business:

- Request to modify FY 2009 CIP for the Joint Emergency Services Agency. Increase approved funding amount for line item #2 – purchase of new ambulance, from original approved amount of \$135,000.00 to \$137,105.22 (an increase of \$2,105.22).

Background

The original purchase price for the new ambulance was estimated to be \$135,000. This estimate was generated in December of 2007 for inclusion in the FY 2009 Capital Improvement Plan. This purchase was approved by the County Commission on 3 April 2008 with the cost being covered by funds from the Fire & EMS impact fee account. The ambulance delivery price will come to \$137,105.22. This represents an increase over the original estimate of \$2,105.22

RALPH A. LORENZETTI, JR.  
PROSECUTING ATTORNEY

CHARLES B. HOWARD  
ASSISTANT PROSECUTING ATTORNEY

STEPHEN V. GROH  
ASSISTANT PROSECUTING ATTORNEY

BRANDON C.H. SIMS  
ASSISTANT PROSECUTING ATTORNEY



**OFFICE of THE  
PROSECUTING ATTORNEY**  
of  
**JEFFERSON COUNTY, WEST VIRGINIA**

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# 57  
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ASSISTANT PROSECUTING ATTORNEY

HASSAN RASHEED  
ASSISTANT PROSECUTING ATTORNEY

**CIVIL DIVISION**

(304) 728-3346  
fax: (304) 728-3353

STEPHANIE F. GROVE  
ASSISTANT PROSECUTING ATTORNEY

JAMES CASIMIRO III  
ASSISTANT PROSECUTING ATTORNEY

**To:** County Commission of Jefferson County  
**From:** James Casimiro, Assistant Prosecuting Attorney  
**Date:** June 30, 2009  
**Re:** PSC Case 06-0817 – COBRA v. JUI (Mountain Water Complaint Case)

Dear Commissioners:

As you know, a hearing in the above matter was scheduled for June 29<sup>th</sup> through July 1<sup>st</sup>. However, COBRA, the individual citizen complainants, and Jefferson Utilities, Inc. were able to reach a settlement agreement which resolved the case. Attached is a copy of the settlement agreement.

The following are highlights of the agreement:

1. JUI will install meters for all mountain customers within four years provided that the \$12 surcharge is approved in Case No. 08-0544. The Complainants reserve the right to file an action should the surcharge not be approved or Phase I of the JUI-PSD Partnership not proceed.
2. JUI will report on water loss for each mountain system on a semi-annual basis.
3. JUI will maintain detailed records of all customer complaints.
4. JUI will implement a water sampling plan regarding pressure, bacteria, and clarity.
5. COBRA will support, in writing to the WV Infrastructure and Jobs Council, the JUI-PSD Partnership.

6. For five years, JUI will report to the PSC semi-annually on the status of the Partnership project and on all capitalized improvements to the mountain systems.

The settlement agreement was signed by COBRA, the individual complainants, and JUI. However, three parties have not yet signed the agreement because they are public boards which require the matter to be placed on the agenda for a vote. These parties include the Jefferson County Public Service District, the Public Service Commission, and the County Commission of Jefferson County. Signatures of each intervener are required to finalize the settlement. Accordingly, I have asked Leslie Smith to place the matter on your agenda for a vote on July 9, 2009.

The citizens involved in the case feel that this settlement is a positive step toward repairing the mountain water systems, and they are hopeful that the JUI-PSD partnership continues that progress. They feel, and I agree, that the settlement agreement constitutes a positive outcome for this case, and they have asked that we endorse the settlement agreement.

I look forward to discussing this matter with you in the very near future. Please do not hesitate to contact me if you have any questions or concerns regarding this matter.

Sincerely,



James Casimiro III

Encl.

**PUBLIC SERVICE COMMISSION  
OF WEST VIRGINIA  
CHARLESTON**

CASE NO. 06-0817-W-C

CITIZENS OF THE BLUE RIDGE ACT (COBRA), KAY MOORE, SCOTT TATINA and SARAH ROOD, Complainants,  
vs.  
JEFFERSON UTILITIES, INC., Defendant

**JOINT STIPULATION AND  
AGREEMENT FOR SETTLEMENT**

Pursuant to *West Virginia Code* § 24-1-9 and Rules 11 and 13.4 of the Commission's *Rules of Practice and Procedure*, Citizens of the Blue Ridge Act (COBRA), Kay Moore, Scott Tatina and Sarah Rood, Complainants, and Jefferson Utilities, Inc. (Jefferson Utilities) (together, the Settling Parties) join in this Joint Stipulation and Agreement for Settlement, and, in support thereof, respectfully represent as follows:

**I. PROCEDURAL BACKGROUND**

1. The Complainants filed their original complaint on June 22, 2006 and their amended complaint on December 23, 2008. The Defendant filed answers July 6, 2006 and March 5, 2009. The parties have engaged in extensive discovery.

**II. SETTLEMENT PROVISIONS**

2. The Settling Parties have conferred and agree to resolve their differences as follows.

a. Without admitting that it has violated them in any way, Jefferson Utilities will comply with all Bureau of Public Health rules and regulations regarding the testing and monitoring of the water supplied by Jefferson Utilities to the three Mountain Water Systems, and maintain all such data at its premises for public inspections upon reasonable request;

b. JUI will complete installation of meters on all active residences for the three Mountain Water Systems no later than four (48) months after this Stipulation is approved, PROVIDED THAT the \$12.00 per month per customer surcharge proposal in Jefferson Utilities' current rate case, Case No. 08-0544-W-42A, is approved, and PROVIDED FURTHER that the PSC approves a change in the Work Plan for expenditure of surcharge monies for such metering in that case. Should Phase I not proceed, or should the surcharge not be approved, then Complainants reserve the right to file an action seeking an order by the PSC requiring installation of meters. Staff agrees to recommend that the installation of meters be included in the scope of any Mountain Systems water project which may be recommended for approval by the Staff.

c. Jefferson Utilities will report on a semi-annual basis the "unaccounted for water" loss for each of the three Mountain Water Systems;

d. Without admitting that it has violated it in any way, Jefferson Utilities will comply fully with W. Va. Code R. 150 CSR 7 §4.5 by keeping a record of all complaints received, including the names and address of the complainant, the date and character of the complaint, and the adjustment or disposal made thereof, and such records of complaints shall not be destroyed until a summary has been prepared for permanent record, showing the character of complaints made, the number of each type received in each month, and the disposition of the complaints;

e. Jefferson Utilities, will immediately provide notice to customers of all three Mountain Water Systems owned and operated by Jefferson Utilities, of the procedures for adjustment of customer bills where the bill reflects unusual usage as defined and described in W. Va. Code R. §150 CSR 7 §4.4.c;

f. Jefferson Utilities will develop a proposed sampling and analysis plan ("Sampling Plan") for the monitoring and reporting, of pressure, bacteria and clarity at selected locations of the three Mountain Water Systems. The Sampling Plan will be distributed to representatives of the Jefferson County Public Service District (JCPSD), WV Bureau of Public Health (Jefferson Co. Office); COBRA, and the PSC, by no later than October 1, 2009, for comments no later than December 1, 2009. Upon receipt of such comments, JUI will consider the comments in its final Sampling Plan, which it will then implement beginning no later than January 1, 2010. Any dispute arising under this provision shall be resolved in consultation with the staff of the PSC. This obligation expires on the sooner of four (4) years from the date hereof or the in service date of the Public Private Partnership project.

g. COBRA will support, in writing to the West Virginia Infrastructure and Jobs Development Council, the Public Private Partnership Agreement between Jefferson Utilities and the JCPSD for rebuilding the Mountain Systems.

h. For a period of five (5) years, JCPSD and Jefferson Utilities will report to the PSC semi-annually on the status of the Public Private Partnership Agreement project. For a period of five (5) years, JUI will report annually to the PSC on all "capitalized" improvements to the three Mountain Systems.

i. This case will be dismissed, without prejudice.

j. COBRA will withdraw its complaint at PSC Case No. 09-0111-W-C.

**III. CONCLUSION**

WHEREFORE, on the basis of the foregoing, the Settling Parties respectfully request that the Commission make appropriate findings of fact and conclusions of law adopting and approving this Joint Stipulation and Agreement for Settlement,

Respectfully submitted this \_\_\_ day of June, 2009.

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Counsel for Citizens of Blue Ridge Act, Kay  
Moore, Scott Tatina and Sarah Rood

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John Maxey, Chair, COBRA, Complainant

---

Kay Moore, Complainant

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Scott Tatina, Complainant

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Sarah Rood, Complainant

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James V. Kelsh, Esq. WWSB #  
Counsel, Jefferson County Public Service  
District

---

James Casamiro, Esq. WWSB #  
Counsel, Jefferson County Commission

---

Ronald R. Robertson, Esq. WWSB # 6458  
Public Service Commission  
P. O. Box 812  
Charleston, West Virginia 25323-0812

Counsel for Commission Staff

# 38

**Leslie D. Smith**

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**From:** Barbara Miller [bmiller@jeffersoncountywv.org]  
**Sent:** Wednesday, July 01, 2009 9:03 AM  
**To:** 'Leslie D. Smith'  
**Subject:** SV Plan  
**Attachments:** image001.jpg; 2009 SVP.pdf

Leslie: Attached is the Jefferson County Spontaneous Volunteer Plan that was developed as a part of our WV Commission for National and Community Service Grant project. It needs to be approved by the County Commission and there is a signature page for the CC President to sign once it is approved. I will have a hard copy of the plan delivered to your office. Please put this on the County Commission agenda. I am awaiting the final of Donations Management Plan which will need the same approval. I will forward it to you before the end of the week. Thank you.



Barbara J. Miller, CFM  
Director,  
Jefferson County Homeland Security and Emergency Management  
28 Industrial Blvd., Suite 101  
Kearneysville, WV 25430  
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**2009**



**JEFFERSON  
COUNTY**

**SPONTANEOUS  
VOLUNTEER  
MANAGEMENT  
PLAN**



**Stantec**

**PROMULGATION STATEMENT – RESOLUTION**

**WHEREAS** the changing threat environment and recent emergencies, including localized natural disasters, technological emergencies and military or terrorist attack-related incidents, have shifted awareness to the need for spontaneous volunteer capabilities that will enable Jefferson County to become more self sufficient during and following emergencies.

**WHEREAS** it is the policy of Jefferson County to have in place a comprehensive and effective Spontaneous Volunteer Management Program to ensure effective utilization of all available resources.

**AND WHEREAS** the planning for spontaneous volunteer response must be a cooperative effort to avert or minimize the effects of natural, technological, and/or man-made disasters, protect lives and property, and restore the stricken area to its pre-disaster status with a minimum of social and economic disruption.

**NOW THEREFORE IT IS RESOLVED, ORDERED AND DETERMINED**, that the County Commission of Jefferson County does hereby approve and adopt the *Jefferson County Spontaneous Volunteer Management Plan*, which is filed in the Office of the Jefferson County Clerk at the Courthouse, Office of the County Commission of Jefferson County and the Jefferson County Homeland Security and Emergency Management in Kearneysville, West Virginia, and which is incorporated herein by this reference.

**PASSED AND ADOPTED** by the County Commission of Jefferson County, State of West Virginia, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**SIGNATURES**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commission President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jefferson County HSEM Director

**JEFFERSON COUNTY SPONTANEOUS VOLUNTEER MANAGEMENT PLAN  
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## DISTRIBUTION LIST

The following agencies and organizations are scheduled to be the recipients of the completed Jefferson County Spontaneous Volunteer Management Plan. When revisions are made, the JCHSEM Director will use this list in distributing revised pages. A record of changes form, along with the revised pages, should be sent for the receiver to sign and return to the JCHSEM Director to acknowledge that the revisions were received.

Agency/Organization	No. of Copies
West Virginia Division of Homeland Security and Emergency Management	1
County Commission of Jefferson County	1
Jefferson County Homeland Security & Emergency Management	1
Jefferson County Emergency Communications Center	1
Jefferson County Sheriff	1
Jefferson County CERT	1
Jefferson County Citizens Corps	1
Jefferson County Community Ministries	1
Good Shepherd Inter-Faith Caregivers	1
Community Lutheran Partners	1
United Way of the Eastern Panhandle	1
Eastern Panhandle Medical Reserve Corps	1
American Red Cross (Eastern Panhandle Chapter)	1
Salvation Army	1
<b>Total</b>	<b>14</b>

## **RECORD OF CHANGES**

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A master copy of all parts of the Spontaneous Volunteer Management Plan (SVMP) will be maintained electronically and in hard copy formats at Jefferson County Homeland Security and Emergency Management (JCHSEM) and County Commission of Jefferson County. Both electronic and hard copy backups will be maintained off-site in a secure location.

The master copy and its backup will be kept updated with all major revisions to any part of the plan. It is at the discretion of the Director of the JCHSEM and County Commission to distribute changes to the plan to those agencies on the distribution list. The JCHSEM or Commission has no responsibility to maintain revisions to copies of the SVMP not on the distribution list. Any major revision should be documented. Minor revisions such as correcting typographical errors do not need to be documented.

A Record of Changes page will be inserted into this document upon its first revision. The page is not included in page counts. To create the page, copy the information from the final page of this document and paste it into the document being revised, or paste it into a new document which will be an attachment to the document being revised.

Fill in the document title in the table at the top of the page, next to the words "**Document Title**".

**"Brief Description of Change"** column:

Provide a brief description of the change.

Example: Changed responsibility from Spontaneous Volunteer Manager to Volunteer Coordinator.

**"Date of Change"** column:

Enter the date the document was changed.

Example: 1/2010

**"Page(s) Affected"** column:

Enter the pages that were changed.

Example: 1, 3, 5-7, and 12

**"Change Made By"** column:

Enter the name of the person or organization that made the change. If applicable, the person's title may also be listed here. The person or organization making the change can initial the hard copy or master copy kept at the JCHSEM or Commission.

Example: Barb Miller, Director of Jefferson County HS&EM.

The above examples would produce a page similar to what is shown below. The document page may also have the appropriate header and footer.

**Record of Changes**

<b>Document Title</b>	<b>Jefferson County SVM Plan</b>
-----------------------	----------------------------------

Brief Description of Change	Date of Change	Page(s) Affected	Change Made By
Changed responsibility from Spontaneous Volunteer Manager to Volunteer Coordinator.	1/2010	1, 3, 5-7, and 12	Barb Miller, Director Jefferson County HS&EM



**JEFFERSON COUNTY SPONTANEOUS VOLUNTEER MANAGEMENT PLAN**

<b>Primary Agencies:</b>	County Commission of Jefferson County Jefferson County Homeland Security & Emergency Management
<b>Support Agencies:</b>	Jefferson County Emergency Communications Center Jefferson County Community Emergency Response Team Jefferson County Citizens Corps Jefferson County Community Ministries Good Shepherd Inter-Faith Caregivers Community Lutheran Partners Mennonite Disaster Services United Way of the Eastern Panhandle Eastern Panhandle Medical Reserve Corps West Virginia Voluntary Organizations Active in Disaster (WVVOAD) West Virginia Search Dog Association American Red Cross (Eastern Panhandle Chapter) Salvation Army
<b>Supporting Plans:</b>	Jefferson County NIMS EOP, Jefferson County Multi-Jurisdictional Hazard Mitigation Plan, Jefferson County Donations Management Plan, Jefferson County Project Impact, Jefferson County Resource Manual, Jefferson County Continuity of Operations Plan
<b>Related Federal ESFs:</b>	ESF #5 – Emergency Management ESF #7 – Resource Support ESF #14 – Long-Term Community Recovery and Mitigation Volunteer and Donations Management Support Annex
<b>West Virginia Code:</b>	§ 5-26A-4 – West Virginia Commission for National & Community Service §15-5-4 – West Virginia Disaster Recovery Board § 23-2-1 – Workers' Compensation § 55-7C-2 – Immunity from Civil Liability § 55-7D – Good Samaritan Food Donation Act West Virginia Legislature House Bill 2018, March 3, 1982. West Virginia Executive Order 20-04, Office of the Governor of West Virginia, NIMS Implementation, Dec. 23, 2004.

**I. INTRODUCTION**

The following Spontaneous Volunteer Management Plan (SVMP) has been developed in an effort to better prepare Jefferson County's emergency response both during and following large-scale disasters, and to more effectively coordinate, manage, and utilize unaffiliated volunteer response and disaster relief donations. This SVMP plan has been developed as a result of the events of September 11, 2001, when over 40,000 unsolicited volunteers arrived at Ground Zero and there was no plan in place to coordinate the volunteers who appeared on the scene. This plan will be included as Annex P to the Jefferson County Emergency Operations Plan (EOP).

**A. PURPOSE**

This SVMP plan describes and defines the structure and capabilities of private, nonprofit, and unaffiliated volunteer relief organizations during response to, and recovery from, disaster situations in Jefferson County, West Virginia. The SVMP plan has been

developed to assist the volunteer organizations in coordination with Jefferson County Homeland Security and Emergency Management (JCHSEM) in executing a Community Spontaneous Volunteer Program. This plan complies with the West Virginia Emergency Operations Plan (WVEOP) and several sections reflect the National Incident Management System (NIMS) and the National Response Framework (NRF).

B. SCOPE & APPLICABILITY

1. Provides assistance to communities and Jefferson County Homeland Security and Emergency Management (JCHSEM) in developing and executing a Community Spontaneous Volunteer Program.
2. Defines the roles of volunteer organizations during and following a disaster event in Jefferson County that are not already involved in disaster response.
3. Defines where inquiries from spontaneous volunteers will be directed in the event of a disaster, and identifies a location where volunteers can receive supplies.
4. Defines how and when community volunteer organizations will participate during and following a disaster.

C. AUTHORITIES

1. Local

- a. Jefferson County Commissioner's Resolution for Emergency Operations.
- b. Jefferson County Commissioner's Resolution authorizing NIMS Implementation.

2. State

- a. West Virginia Code Chapter 5, Article 26a, Section 4 – West Virginia Commission for National & Community Service
- b. West Virginia Code Chapter 15, Article 5, Section 4 – West Virginia Disaster Recovery Board
- c. West Virginia Code Chapter 23, Article 2, Section 1 – Workers' Compensation
- d. West Virginia Code Chapter 55, Article 7C, Section 2 – Immunity from Civil Liability
- e. West Virginia Code Chapter 55, Article 7D – Good Samaritan Food Donation Act
- f. West Virginia Legislature House Bill 2018, March 3, 1982.
- g. West Virginia Executive Order 20-04, Office of the Governor of West Virginia, NIMS Implementation, Dec. 23, 2004.

3. Federal

- a. Volunteer Protection Act of 1997, (S.543, June 18, 1997).

- b. The Homeland Security Act of 2002 (Public Law 107-296), November 25, 2002.
- c. Executive Order 13286, Establishing Office of Homeland Security, February 28, 2003.
- d. Executive Order 12656, Assignment of Emergency Preparedness Responsibilities November 18, 1988, as amended.
- e. Homeland Security Presidential Directive (HSPD)-1: Organization and Operation of the Homeland Security Council.
- f. HSPD-5: Management of Domestic Incidents.
- g. HSPD-8: National Preparedness.
- h. National Response Framework, January, 2008.
- i. Emergency Management and Assistance, 44 CFR 2.1.

D. REFERENCES

- 1. The Disaster Relief Act of 1974 (Public Law 93-288)
- 2. Act of Congress (Act of January 5, 1905, 33 Stat. 599) as amended (36 U.S. Code, Section 1); Disaster Relief Act of 1974, (Public Law 92-288; Executive Order 11795)
- 3. Ministry of Civil Defense & Emergency Management, "Spontaneous Volunteer Management Best Practice Guide", June, 2006
- 4. Guidance for Local Government and Operational Areas, "Spontaneous Volunteer Management Plan", November 15, 2004
- 5. West Virginia Emergency Operations Plan, "Annex L – Volunteer Relief Organizations" February, 2008

## II. PLANNING ASSUMPTIONS AND CONSIDERATIONS

---

A. ASSUMPTIONS

- 1. Unaffiliated volunteers will congregate at city halls, fire stations, community centers, incident sites and other places throughout the county where they believe there may be opportunities to volunteer. While well intentioned, these volunteers can often hinder the efforts of first responders.
- 2. The efforts of spontaneous volunteer groups will greatly reduce the actual cost and time of disaster response and cleanup.
- 3. There will be traditional response agencies that do not want to use, or require the assistance from spontaneous volunteers.
- 4. This plan has been developed utilizing an "all-hazards" approach to voluntary support. It will be used for any type of situation or disaster, whether it be natural, technological or man-made, and is for any magnitude of incident (minor, major or catastrophic).

5. Many of the hazards that exist in or around Jefferson County have the potential for causing disasters of such magnitude as to make response from a core group of volunteer agencies and organizations desirable.
6. All response and recovery assignments will be coordinated with a core group of volunteer agencies and organizations to avoid duplication of services and resource allocation.

### **III. CONCEPT OF OPERATIONS**

---

#### **A. GENERAL**

1. It is the responsibility of Jefferson County's government to protect life and property from the effects of hazardous events before, during, and following an emergency. When the emergency exceeds the county's capability to respond including the exhaustion of unaffiliated volunteer and non-profit organizations assistance will be requested by the Jefferson County Homeland Security and Emergency Management (JCHSEM) Director from state and/or federal government or other external sources using the resource typing system as described by the National Incident Management System (NIMS) Integration Center.
2. The JCHSEM Director will appoint a Spontaneous Volunteer Manager (SVM) once an incident escalates to the point that one is deemed necessary, to serve as the liaison with the local core group of volunteer organizations for coordinating their activities. There will be more than one (1) person trained for the position of SVM to ensure continuity of the position. Coordination will include the following:
  - a. The distribution of resources to local volunteer agencies through the Volunteer Mobilization Center (VMC), (see appendix 3).
  - b. Minimizing duplication and maximizing services by pre-registering volunteers, coordinating assignments and resources allocations.
  - c. Assess shortfalls in services to determine mutual aid requirements.
3. All inquiries from spontaneous volunteer organizations will be directed to the designated SVM, who will coordinate with the Volunteer Coordinator in the Jefferson County Emergency Operations Center (EOC). The SVM will manage all spontaneous volunteer disaster response activities from the Jefferson County Volunteer Mobilization Center (VMC).
4. The Jefferson County VMC will be at a location that is deemed suitable with regards to the location of the incident by the JCHSEM Director, and will serve as the facility where all spontaneous volunteer operations are coordinated, including the pre-registering of volunteers. The JCHSEM Director will inform the Volunteer Coordinator

as to the location of the VMC at the time of the incident, and the Volunteer Coordinator will relay this information to the SVM. The VMC will be managed by the SVM appointed by the JCHSEM Director. See Appendix 4 (Volunteer Mobilization Center Supplies & Equipment Checklist), for a list of items that are necessary for the proper functioning of the VMC. See Appendix 3 (Volunteer Mobilization Center Floor Plan) for an illustration of how the VMC will be set up.

5. Potential volunteers who contact the VMC will be asked about their skills, experience and availability by the SVM as part of the placement process. The Universal Volunteer Application (see Appendix 2) will be utilized to complete the placement process. The SVM will encourage individuals age 18 and older interested in volunteering services to affiliate with a recognized private volunteer organization or other organized group of their choice to facilitate relief activities.
6. Certification and credentials will be required of some volunteers such as doctors, nurses and certain other specialists to ensure volunteers chosen are qualified to provide the services they offer. The receiving agency will be responsible for verifying and credentialing each volunteer and providing them with workers compensation and/or insurance. The receiving agency will be responsible for the volunteer and the volunteer's actions.
7. The SVM will dispatch the appropriate Volunteers to the Staging Area at the scene based on the needs requested. Volunteers will report to the Liaison Officer at the incident staging area. Volunteers will work assigned shifts in assigned locations. Volunteers must sign in and out for each shift.
8. The location of the VMC will be relayed to volunteer organizations by the SVM.

**B. LOCAL RESPONSE**

1. The Jefferson County Volunteer Coordinator, or the Emergency Manager, will coordinate annually with the SVM, and members of the core group of volunteer agencies and organizations to discuss information-sharing, training, joint planning, problem-solving and other activities designed to ensure high levels of coordination and effectiveness at the time of disaster.
2. The core group of volunteer agencies and organizations will develop Memoranda of Understanding (MOUs) with the traditional disaster response agencies of Jefferson County.
3. The core group of volunteer agencies and organizations will develop job descriptions for the key leadership positions in times of disaster.

C. ESCALATING TO STATE RESPONSE

1. If multiple jurisdictions are impacted, or if the incident exceeds the capability of the local mutual aid, the Director of the West Virginia Division of Homeland Security and Emergency Management (WVDHSEM), or another individual designated by the Governor, coordinates volunteer organizations at the state level to channel the most appropriate resources to the local jurisdictions with the need.
2. The Director of the WVDHSEM, or other appropriate designee, may appoint a State Volunteer Coordinator.

D. ESCALATING TO FEDERAL RESPONSE

1. In the event of a Presidential-declared disaster, the Federal Coordinating Officer (FCO) may directly, or through a designated individual, coordinate with volunteer relief organizations on a national level.
2. The person with federal authority to coordinate with volunteer relief organizations serves as the liaison to the West Virginia-designated State Volunteer Coordinator.
3. Federal volunteer efforts identify available resources and coordinate their response through the WVDHSEM structure to the local jurisdictions. The local jurisdictions have the authority and responsibility to coordinate utilization of the volunteer relief organizations for disaster response and recovery operations.

E. RECOVERY

1. During the response phase of the disaster, local, state, and federal officials may establish a Long Term Recovery Board to manage the longer-term recovery needs of the communities affected. This board functions as long as needed in the local jurisdiction and coordinates individual/family, business, and public entity recovery. The same volunteer organizations that were involved in the disaster response may continue as partners in disaster recovery.

**IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

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A. ORGANIZATION

1. Spontaneous volunteer planning is a total team effort. Responsibility belongs not to a single agency or organization.
2. The Spontaneous Volunteer Manager (SVM) designated by the JCHSEM Director, will serve as the Point-of-Contact for the core group of volunteer agencies and organizations.
3. During Spontaneous Volunteer Management Plan (SVMP) activation, operations will be conducted in accordance with the Incident Command System (ICS) as outlined in

the National Incident Management System (NIMS). The SVM will serve as the Incident Commander (IC) for spontaneous volunteer response and will direct and control all spontaneous volunteer activities, the Jefferson County Public Information Officer (PIO) will serve as the PIO to disseminate spontaneous volunteer information, and will be appointed by the Emergency Manager. These three (3) people will comprise the command staff of Spontaneous Volunteer Management.

4. Prior to, or in the absence of, a Presidentially-declared disaster or emergency declaration, the Director of the WVDHSEM or another individual named by the Governor to coordinate emergency operations, works with volunteer relief organizations to ensure the best use of their resources to meet the human needs arising from the emergency. The State Individual Assistance Officer will serve as a liaison with all volunteer relief organizations helping with response and recovery efforts. The WVDHSEM Director may appoint a State Volunteer Coordinator to work with these organizations.
5. The Administrator of the Federal Emergency Management Agency (FEMA) is authorized by Public Law 93-288, Section 312, to enter into agreements with volunteer relief or disaster assistance organizations under which the activities of these organizations may be coordinated by the Federal Coordinating Officer (FCO). Whenever such organizations are engaged in providing assistance during or after an emergency or major disaster, current agreements are to include provisions ensuring that the use of federal facilities, supplies, and services will comply with regulations prohibiting duplication of benefits. Such regulations include provisions for ensuring that the distribution of supplies, the processing of applications, and other relief and assistance activities to be accomplished in an equitable and impartial manner, without discrimination on the grounds of race, color, religion, nationality, sex, age, or economic status.

#### B. ROLES & RESPONSIBILITIES

1. Spontaneous Volunteer Manager (SVM)
  - a. Activate and provide overall management of the Volunteer Mobilization Center (VMC) at the designated facility.
  - b. Serve as the core volunteer group contact person.
  - c. Coordinate with participating agencies to determine the training and experience levels of needed volunteers and document opportunities.
  - d. Process and oversee the fulfillment of volunteer requests by coordinating with the Volunteer Coordinator at the Emergency Operations Center (EOC).

- e. Establish and clearly communicate job assignment rule and volunteer code of conduct.
  - f. Consult with and act as a technical resource to volunteer supervisors regarding potential personnel problems.
2. State Volunteer Coordinator
- a. Provide liaison with statewide and/or national volunteer organizations.
  - b. Identify and assess needs between multiple requesting communities and allocate resources among them.
  - c. Assess services to minimize duplication of effort and resources while maximizing utilization of resources.
  - d. Identify shortfalls and seek solutions.
  - e. Provide liaison to federal representatives during Presidential-declared disasters.
3. Jefferson County Emergency Communication Center
- a. Staff, equip, and operate the Jefferson County Emergency Communications Center (JCECC), which will serve as the center of all volunteer response communications activities.
  - b. Ensure that all volunteer organizations have set up communications on the frequency Incident Command has already established or use the local amateur radio repeater or, if requested, any VHF or UHF frequency.
4. Eastern Panhandle Medical Reserve Corps
- a. The Medical Reserve Corps is a national network of volunteers dedicated to ensuring homeland security through prepared and healthy communities.
  - b. Medical Reserve Corps units are community based and comprised of medical and non-medical individuals who donate their time, expertise and skills to promote healthier living.
  - c. Recruit volunteers to assist with a variety of needs related to meeting the health and social services needs during a disaster.
  - d. Medical Reserve Corps volunteers prepare for and respond to emergencies, disasters, and health events supporting existing local emergency, medical and public health resources.
5. Jefferson County Citizens Corps
- a. Bring together leaders from the relevant sectors of the community to help make the community safer and better prepared.

- b. Manage existing volunteer resources, and leverage mutually supportive endeavors among the represented groups.
  - c. Direct overall local plans for implementing Citizen Corps in the community.
6. Jefferson County Community Emergency Response Team (CERT)
- a. Offer training to citizens of Jefferson County on fire safety, disaster preparedness, disaster medical operations, light search and rescue, disaster mental health and other skills.
7. Jefferson County Community Ministries (JCCM)
- a. Provide assistance on a limited scale for short-term emergencies in an effort to enable people to work out permanent solutions for meeting their own needs.
  - b. Provide assistance with food, clothing, and limited financial aid aimed toward meeting essential expenses including rent, utilities, medicine, heating fuel, and gasoline.
  - c. Refer those persons who qualify to appropriate agencies, providing resources donated or purchased for this purpose such as food and clothing, and through arrangements with local vendors who accept checks or credit vouchers.
8. Good Shepherd Inter-Faith Caregivers
- a. Provides for non-medical, volunteer care-giving to home-based older adults and/or disabled Jefferson County residents, to promote independence, security and well-being.
  - b. Provide assistance with household chores for special needs population (i.e., raking leaves, shoveling snow, mowing grass, etc.).
  - c. Provide transportation to medical appointments for special needs population.
  - d. Organization of vital person records.
  - e. Provide medical equipment loans.
9. Community Lutheran Partners
- a. Community Lutheran Partners works with Lutheran Disaster Response to provide for a variety of needs in Jefferson County. Community Lutheran Partners can provide the following:
    - i. Congregational Preparedness Training.
    - ii. One+Plus Kits (household incidentals provided to victims of disaster).
    - iii. S.T.U.F.F. (Sheets, towels, utensils for families).
    - iv. Recovery work crews to affected areas.

- v. Development of a Lutheran response network in the eastern panhandle region.

10. American Red Cross (ARC – Eastern Panhandle Chapter)

- a. Will conduct damage assessment for determining the extent of disasters in Jefferson County. This is not the damage assessment used by either local emergency management or FEMA.
- b. Responsible for maintaining a list of suitable shelter facilities, providing shelters, registering evacuees, feeding evacuees, and providing behavioral health services in Jefferson County.
- c. Can provide mobile and fixed-feeding sites for victims and emergency workers in Jefferson County.
- d. Provides casework services and financial assistance for emergency needs including food, clothing, rent, bedding, household furnishings, medical needs, transportation, temporary home repair and occupation supplies.
- e. Can provide medical and nursing aid, as well as blood and blood products.
- f. The ARC is authorized by an Act of Congress to utilize its system of national and international relief to prevent and mitigate the suffering caused by natural or human-caused disasters.
- g. The ARC Congressional Charter requires the organization to undertake relief activities for mitigating the suffering caused by disaster and obligates the ARC to develop and carry out measures that prevent the suffering of victims of the disaster.
- h. ARC policy stresses that it is to serve as an advocate to help disaster victims in obtaining available government assistance and other recovery aid.

11. Salvation Army

- a. The Salvation Army is a religious and charitable organization and, by tradition, serves to alleviate human suffering during the emergency/response phase of a disaster. The Salvation Army Disaster Services is an authorized organization to assist state and local governments and, as such, is permitted to operate in a disaster.
- b. Will provide mobile and congregate feeding of hot meals in existing Salvation Army facilities or temporary facilities and/or snacks and light meals from mobile kitchens for disaster victims and emergency workers.
- c. Provides disaster counseling including spiritual counseling, family counseling and casework services.

- d. Collects and distributes donated goods including food, clothing, furniture, medical supplies, building materials, cleaning supplies, bedding, utensils, and tools.
- e. Registers and identifies victims and missing persons. Locate individuals and answer inquiries from concerned relatives and families outside the disaster impact area.
- f. Provide long-term recovery assistance on a disaster-by-disaster basis.

12. United Way of the Eastern Panhandle

- a. Assist families in acquiring the resources to meet their housing, health, and other basic needs.
- b. Address critical needs and help to improve community conditions before, during and following disasters.
- c. Invest monetary gifts into local programs that improve lives and strengthen the communities of Jefferson County.
- d. Work to identify service opportunities in the community and match those opportunities with volunteer's interests, time and talent.

13. Mennonite Disaster Service

- a. The Mennonite Disaster Service is recognized by the Disaster Relief Act of 1974. The Mennonite Disaster Service is a voluntary, religious and charitable organization, which by tradition, acts to relieve human suffering and assist individuals and families in the recovery from the effects of a natural disaster. The organization has four (4) regions covering the United States with 45 teams. West Virginia is in Region I with 16 teams.
- b. Assist with the clean up of homes and personal property following a natural disaster.
- c. Make temporary and permanent home repairs for the elderly and uninsured.
- d. Rebuild and reconstruct homes for low income, disadvantaged, minorities, and families with special needs.

14. West Virginia Search Dog Association

- a. Is a volunteer organization whose purpose is to provide qualified search and rescue dogs and handlers that assist requesting agencies in searching for individuals who are lost, victims of flash floods, tornadoes, and other natural disaster's.

- b. West Virginia Search Dog volunteers will look for lost or missing persons, and can assist in searches for deceased persons, drowning victims, victims of collapsed structures, and article search.
- c. Since the handlers and canines are not law enforcement trained, they will not respond to a search for a felony suspect or for an individual known to be armed and dangerous, they will not search for bombs or drugs.
- d. It is important that search dog teams be notified early. Search dogs can be utilized well as a hasty response because they can often cover more area than many ground searchers.
- e. West Virginia Search Dog teams will set up communications on the frequency Incident Command has already established or use the local amateur radio repeater or, if requested, any VHF or UHF frequency.

## **V. DIRECTION AND CONTROL**

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### **A. PLAN ACTIVATION**

- 1. The SVM Plan will be activated by the JCHSEM Director or his/her designee. The SVM will obtain disaster information from the Incident Commander (IC) on scene through the JCHSEM and the Volunteer Coordinator at the Emergency Operations Center (EOC). If a response from the core group of volunteer agencies and organizations is necessary and requested by the JCHSEM, this plan and the Volunteer Mobilization Center (VMC) will be activated.

### **B. DECISION PROCESS**

- 1. The JCHSEM Director in conjunction with the Incident Commander (IC), Volunteer Coordinator, and Liaison Office at the staging area will make the determination based on the disaster situation and available resource supply when to activate the SVMP plan.

### **C. ALERT & NOTIFICATION**

- 1. Once a decision has been made to activate the SVMP plan, the SVM will be contacted by the JCHSEM and informed of the location of the Volunteer Mobilization Center (VMC).
- 2. The SVM will coordinate with the JCHSEM, Volunteer Coordinator and the Liaison Officer at the scene to determine what type of volunteer response is needed.

D. RELATIONSHIP BETWEEN VMC & JEFFERSON COUNTY EOC

1. The Jefferson County Emergency Operations Center (EOC) will be the Point of Contact for establishing and activating the Volunteer Mobilization Center (VMC). The Spontaneous Volunteer Manager (SVM) will work to obtain needed supplies, communications, and other disaster response resources.
2. The SVM operating from the VMC will be the source of information concerning what types of volunteers are needed, as well as how many are needed. Requests from the field will be coming into the Volunteer Coordinator at the Jefferson County EOC. The Volunteer Coordinator will relay this information to the SVM.

E. VOLUNTEER MOBILIZATION CENTER (VMC) STAFF ASSIGNMENTS

1. VMC Director / Spontaneous Volunteer Manager
  - a. Oversee the operation of the VMC.
  - b. Clearly designate one entrance and one exit.
  - c. Set up the room for efficient flow of volunteers and information.
  - d. Brief and assign tasks to staff and volunteers of the center.
  - e. Monitor the operation and make staffing changes when necessary.
  - f. Maintain all records of safety and job training provided to volunteers, and hours worked in the VMC by employees and volunteers.
  - g. Thank all volunteers who help in the VMC and instruct them to sign in and out on the volunteer Sign-in / Sign-out Record daily.
2. VMC Greeters (Station #1 Registration)
  - a. Orient volunteers inside and outside the volunteer entrance. Greet incoming people with a friendly and firm demeanor. Determine the purpose of their visit and direct them accordingly.
  - b. Thank incoming volunteers and give them a "Volunteer Instructions" sheet and ask them to fill out a registration form. When the form is completed, direct them to the next available interviewer at Station #2. If they are media personnel, direct them to the Public Information Officer (PIO). See Appendix 3 (Volunteer Mobilization Center Floor Plan).
  - c. If they are disaster survivors, refer them to the appropriate relief organization.
  - d. If they are bringing cleaning supplies, nonperishable food, etc., to donate, refer them to an agency that is accepting donated goods.
  - e. If there is a long wait, some volunteers may not understand the reason and may become impatient. Please thank everyone for volunteering, briefly explain the process and ask everyone to be patient or, if they prefer, to come back later.

3. VMC Interviewers (Station #2 Interviews)
  - a. Conduct a quick interview of the prospective volunteer and refer him/her to a job at an agency appropriate to his/her abilities and interests.
  - b. Requests for volunteers will be posted on a board in front of you (behind the volunteers being interviewed) and will be erased as the needs are filled.
  - c. When a new volunteer approaches, ask for his/her registration form. Verify its completeness and accuracy in the presence of the volunteer, and use it as a guide from which to inquire more about the person's skills. At the conclusion of the interview, keep his/her registration form. When the volunteer accepts an assignment, complete a Referral form, filling in all information requested. Give it to the volunteer and instruct him/her to report to Data/Agency Coordination (Station #3).
  - d. Before you signal the Greeter that you are ready for another interview, take a minute to jot down in the "notes" section anything about the volunteer you feel is important and that the volunteer did not include on his/her registration form (a special skill, an obvious physical limitation, etc.). Forward this information to Station #3.
  - e. Key points to remember:
    - i. Disaster registration differs from a "normal" volunteer intake where there is less time to try to fit each volunteer into an ideal assignment.
    - ii. Refer the volunteer on the spot if possible – it may be impossible to contact him/her later. If the volunteer has special training or unusual skills that you think might be needed soon, ask him/her to wait in the sitting area and to check the volunteer request board for new requests for their specialized skills.
    - iii. Be sure to watch for volunteers who would work well in the Volunteer Mobilization Center (VMC). It may seem self-serving, but if the VMC has sufficient staff and works effectively, the community will benefit.
    - iv. It is likely that some volunteers will exhibit the stress of the disaster – they may be victims themselves. An extra measure of patience and understanding is needed.
    - v. You may be called upon to train new volunteers to assist with the interviewing.
4. VMC Data/Agency Coordinator (Station #3 Data/Agency Coordination)
  - a. When a volunteer brings you his/her Referral form, pull the corresponding request for Volunteers form from the file. Enter his/her name and the date of the

referral on the bottom of the Request form. Place your initials in the appropriate box on his/her Referral form.

- b. As you have time, call the agency contact to let him/her know who or how many volunteers have been referred. Confirm with the agency contact whether you should continue referring volunteers or close out the Request.
  - c. When a Request has been filled, raise your flag or put on the hat to call a runner and ask him to confirm that the request has been removed from the board.
  - d. Enter the date and reason the request was closed (completed, no longer needed, etc.) at the bottom of the Request form. If your Requests for Volunteers have been entered into a computer database, be sure to enter the date and reason the Request was closed as soon as possible. Place open Requests in one file and closed Requests in the other, alphabetically by agency.
  - e. You may have to call an agency contact to clarify the agency's Request. When you speak with an agency contact, record the information on the Request form in the section called "Follow-up Contacts with Requesting Agency."
5. VMC Phone Bank
- a. You will be handling two (2) types of calls, those from agencies requesting volunteers and those from people wanting to volunteer. The information you record about each call must be complete and in sufficient detail to facilitate matching volunteers to the needs.
  - b. Take control of each call immediately, as it is much more efficient to ask the questions in the order in which they appear on the form.
  - c. When an agency calls to request volunteers fill out a Request for Volunteers form while you are speaking with the agency caller. If there is a computer available for entering the request into a database, Data Entry staff should enter the need as soon as possible, or you could enter the data directly while speaking to the caller.
  - d. Next, call a runner by raising the flag at your station. Ask the Runner to post the volunteer request on the board in view of the Interviewers (Station #2) and then to give the Request for Volunteers form to the Data/Agency Coordinator (Station #3).
  - e. When people call to volunteer thank them and give them the following registration options:
    - i. They may register in person at the VMC, and will be given instructions when they arrive.
    - ii. They may register on-line, and will be e-mailed regarding possible assignments and given further instructions. If the caller represents a group that wishes to volunteer together, ask him/her to be patient while you

determine where they can be of most help. It might take one (1) day or several to match a volunteer with a need, especially if he/she is coming from out of town.

- iii. When a match is found for that volunteer, e-mail or call them back. Ask them to print the registration form they completed on-line and schedule a time for them to come to the VMC to turn in their signed registration form and complete the registration process.

6. VMC Data Entry

- a. Enter the information from the Volunteer Application and Request for Volunteers Forms into the database so that an accurate record can be maintained of who participated in the recovery effort, what kinds of work they did and when it was performed.
- b. After the initial influx of volunteers has subsided, you may have time to begin entering the referrals recorded on the Request for Volunteers Forms and to close out the completed requests. As needed by VMC staff, print updated lists of the unfilled requests and ask a Runner to distribute copies to Phone Bank Staff, Data/Agency Coordination, Interviewers and, if requested, the VMC Director.
- c. Even if you are familiar with the software being used by the VMC, please ask for a brief orientation before beginning your first shift. Accuracy is more important than speed. The information you enter will be used to document the number of agencies and volunteers participating in the relief effort and the number of hours served.

7. VMC Safety Trainers (Station #4 Safety Briefing)

- a. Brief all new volunteers on what to expect at their job sites, how to be safe while volunteering and how to take good care of themselves after their experience. When a small group has gathered, thank the volunteers for offering to help. Pass around a clipboard with an attendance sheet and check to be sure that all participants have signed it.
- b. Read the entire Safety Training sheet slowly, emphasizing the importance of following supervisors' instructions at the worksite. Encourage everyone to attend a debriefing, if available, at the end of their shift. Ask if there are any questions. If a question arises to which you do not know the answer, put on the hat or raise your flag to summon a runner. Ask the runner to summon the VMC Director or other VMC staff to answer the question. At the conclusion of the debriefing, direct volunteers to Station #5 Volunteer ID.
- c. Attach a copy of the safety briefing script/handout to the attendance sheet for each class, file them in the folder and turn them in to the VMC Director daily.

- d. Maintenance of these records is important to help protect the VMC, voluntary agencies and emergency management officials from liability, should a volunteer be injured on the job.
8. VMC Volunteer ID Staff (Station #5 Volunteer ID)
    - a. Thank all volunteers for coming out and ask to see their Referral forms. Clearly write on an ID wristband the name of the volunteer, dates he/she will be working, and the name of the agency to which the volunteer was referred, as shown on their Referral form. Place the ID wristband securely on the volunteer's wrist.
    - b. Explain to the volunteers that the ID will be "good" only for the date(s) written on the band. Authorities may not permit them to enter any of the disaster impacted areas on any other day, without a current ID wristband. If volunteers plan to work more than one (1) day, you may write the beginning and ending dates of their service.
    - c. Some volunteers will be required to take additional training for their particular work. When your briefing is concluded, direct those volunteers to where job training is being provided (Station 6: Specific Job Training). Direct all others to the exit or to transportation to their work sites.
  9. VMC Runners
    - a. Carry information from one station to another within the VMC. When a station needs you to pick up forms, restock their supplies or escort a volunteer from one place to another, they will signal you by raising a flag or putting on a hat at their station.
    - b. Watch carefully for this signal and respond promptly, in order to keep the information and volunteers moving smoothly through the registration and referral process.
    - c. One (1) Runner should be stationed at the board on which Requests for Volunteers are posted. As a volunteer is referred, place a tally mark or otherwise indicate next to that request the number of volunteers referred. This prevents referring too many volunteers to a request.
    - d. Runners posting new Requests for Volunteers on the board should use only the markers provided and write neatly and large enough so that the interviewers can see the request clearly. After posting the request on the board, give the Request form to the Data/Agency Coordinator (Station #3).

## VI. ADMINISTRATION AND LOGISTICS

A. The following are the items needed for each VMC Staff member.

VMC Staff Position	Items Needed
VMC Director / SVM	<ul style="list-style-type: none"> <li>• ID badge</li> <li>• "Go Box" containing office supplies &amp; forms to stock VMC for first 2-3 days</li> <li>• Tables &amp; chairs</li> <li>• Items on the Supplies and Equipment List (see appendix 4)</li> </ul>
Greeters	<ul style="list-style-type: none"> <li>• ID badge</li> <li>• Sign (Station #1 Registration/Orientation)</li> <li>• Supply of Disaster Volunteer Registration Forms</li> <li>• Ink pens</li> <li>• Table/clipboards &amp; chairs for volunteers to use to fill out their forms</li> <li>• Supply of "Volunteer Instructions" handouts</li> <li>• Flag/hat to summon runners</li> </ul>
Interviewers	<ul style="list-style-type: none"> <li>• An ID badge for each interviewer</li> <li>• 2-3 tables &amp; 8-12 chairs</li> <li>• Sign (Station #2 Interviews)</li> <li>• Supply of Referral forms</li> <li>• Flag/hat to summon runners</li> <li>• Ink pens</li> <li>• File for maintaining Volunteer registration forms in alphabetical order</li> </ul>
Data/Agency Coordinator	<ul style="list-style-type: none"> <li>• An ID badge for each staff member</li> <li>• Ink pens</li> <li>• 2 tables &amp; 4 chairs</li> <li>• Computer, if available, networked to the computers at the Phone Bank station</li> <li>• 2 sets of files – 1 for open Requests for Volunteers and 1 for closed out requests</li> <li>• Sign (Station #3 Agency/Data Coordination)</li> <li>• Phone</li> <li>• Flag/hat to summon runners</li> </ul>
Phone Bank Staff	<ul style="list-style-type: none"> <li>• An ID badge for each staff member</li> <li>• Sign (Phone Bank)</li> <li>• Phones</li> <li>• 2 tables &amp; 4 chairs</li> <li>• Ink pens</li> <li>• Supply for Request for Volunteers forms</li> <li>• Flag/hat to summon runner</li> </ul>
Data Entry Staff	<ul style="list-style-type: none"> <li>• ID badge</li> <li>• 1 table &amp; 2 chairs</li> <li>• Printer</li> <li>• Ink pens</li> <li>• Flag</li> <li>• One or more networked computers</li> </ul>
Safety Trainers	<ul style="list-style-type: none"> <li>• ID badge</li> <li>• Sign (Station #4 Safety Briefing)</li> <li>• 10 or more chairs, preferably in a semi-circle</li> <li>• Clipboard with attendance sheets</li> <li>• Flag/hat to summon runners</li> <li>• Ink pens &amp; stapler</li> <li>• List of additional training required by specific worksites, training locations and instructors</li> <li>• A supply of safety training handouts</li> </ul>
Volunteer ID Staff	<ul style="list-style-type: none"> <li>• ID badge</li> <li>• 2 tables &amp; 4 chairs</li> <li>• Sign (Station #4 Volunteer ID)</li> <li>• Supply of volunteer ID wristbands</li> <li>• Fine point indelible markers</li> <li>• Scissors</li> <li>• Flag/hat to summon runner</li> </ul>
Runners	<ul style="list-style-type: none"> <li>• ID badge</li> <li>• Dry erase marker</li> <li>• Dry eraser or damp sponge</li> </ul>

B. The JCHSEM, in coordination with the Volunteer Coordinator and SVM will work to develop a campaign to encourage citizens to affiliate with traditional disaster agencies as well as volunteer agencies in the community.

- C. The State Volunteer Coordinator may meet regularly with local jurisdictions and agencies to coordinate volunteers, particularly spontaneous volunteers.
- D. Arrangements for feeding of volunteers and staff will be made when necessary. Mass feeding may be available through a volunteer agency with a mobile kitchen. The Salvation Army or the American Red Cross (Eastern Panhandle Chapter) may be designated to feed volunteers, (see Annex E to Jefferson County EOP).
- E. The following are related statutes regarding protections for volunteers
  1. 42 U.S.C. 14501 et seq. (Volunteer Protection Act of 1997) – Preempts state laws to limit the liability of persons serving as volunteers for governmental and non-profit organizations.
  2. WVC 5-26A-4 West Virginia Commission for National and Community Service – Coordinating with existing programs for service and volunteerism in order to prevent unnecessary competition for private sources of funding.
  3. WVC 15-5-15a Paid Leave for Disaster Service Volunteers – Any state employee who is a certified disaster service volunteer of the American Red Cross may be granted leave from his or her state employment with pay, for not more than fifteen work days each year, to participate in specialized disaster relief services for the American Red Cross. Leave shall be granted without loss of pay, annual leave, sick leave, earned overtime compensation, seniority, or compensatory time.
  4. WVC 23-2-1 Workers Compensation – Volunteer organizations created or sponsored by government entities, political subdivisions, or area or regional emergency medical services boards are not required to subscribe to or pay premium taxes into the Workers' Compensation Fund.
  5. WVC 19-30-4 Good Samaritan Food Donation Act – Any good faith donation of prepared or perishable food appearing fit for human consumption at the time of donation is not liable for damages in any civil action for any injury or death due to the condition of the food unless the injury or death is a direct result of gross negligence, recklessness, or intentional misconduct of the donor.
  6. Good Samaritan Statute – Protect healthcare providers and other rescuers from being sued when giving emergency help to victims, provided the person uses reasonable, prudent guidelines for care using the resources they have available at the time of the accident.
- F. The National Voluntary Organizations Active in Disasters (NVOAD) coordinates planning efforts by many voluntary organizations responding to disaster. Once disasters occur, NVOAD or an affiliated state VOAD encourages members and other voluntary agencies to convene on site. This cooperative effort has proven to be the most effective way for a

wide variety of volunteers and organizations to work together in a crisis. West Virginia VOAD is a member of the NVOAD organization. West Virginia VOAD is responsible for the coordination of volunteer organizations to avoid duplication of services and resource allocation.

## **VII. PLAN DEVELOPMENT, MAINTENANCE, AND TRAINING**

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*The effectiveness of this SVM plan will depend on how well volunteer agencies and personnel know and use it. To ensure that Jefferson County develops the capability to continue a strong community spontaneous volunteer program, this SVM plan will be updated, and all volunteer organizations and personnel will be trained and exercised as outlined below.*

- A. Any and all sections of this plan can be updated at any time. Many changes are required because of changing information and situations.
- B. The Jefferson County Homeland Security and Emergency Management (JCHSEM) Director, in conjunction with the Volunteer Coordinator, SVM, and core group of volunteer agencies and organizations, is responsible for ensuring that necessary additions and revisions to this plan are prepared, coordinated, published, and distributed.
- C. The State maintains a Volunteer Management Plan to include training of volunteers and ways to manage and coordinate with spontaneous volunteers.
- D. It is assumed this plan contains deficiencies that will not become apparent until the plan is activated or exercised. Anyone noting deficiencies should forward them to the JCHSEM immediately so that the necessary changes or modifications can be incorporated immediately.

## **VIII. LIST OF APPENDICES**

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- Appendix 1 – Community Participation Diagram
- Appendix 2 – Universal Volunteer Application
- Appendix 3 – Agency Request & Volunteer Referral
- Appendix 4 – Volunteer Mobilization Center (VMC) Floor Plan & Signage
- Appendix 5 – VMC Supplies & Equipment Checklist
- Appendix 6 – VMC Staff Sign-in / Sign-out Record
- Appendix 7 – Expenses Incurred by VMC Coordinating Agency in Response to Disaster
- Appendix 8 – Spontaneous Volunteer Interview Example
- Appendix 9 – Volunteer Health & Safety Fact Sheet
- Appendix 10 – Volunteer Debriefing Checklist
- Appendix 11 – Sample Press Release
- Appendix 12 – Sample Memorandum of Understanding
- Appendix 13 – Definition of Terms & Acronyms

**IX. AUTHENTICATION**

This Spontaneous Volunteer Management Plan (SVMP) was prepared by the Jefferson County Homeland Security & Emergency Management (JCHSEM) in cooperation with a contractor to develop, implement, and maintain a viable community spontaneous volunteer program. This SVM plan complies with applicable internal agency policy, local & state regulations, and supports recommendations provided in the National Response Framework (NRF) and the National Incident Management System (NIMS). This SVM plan will be distributed internally amongst the various Jefferson County response agencies and with external volunteer and/or non-profit organization that may be affected by its implementation.

***Signatures***

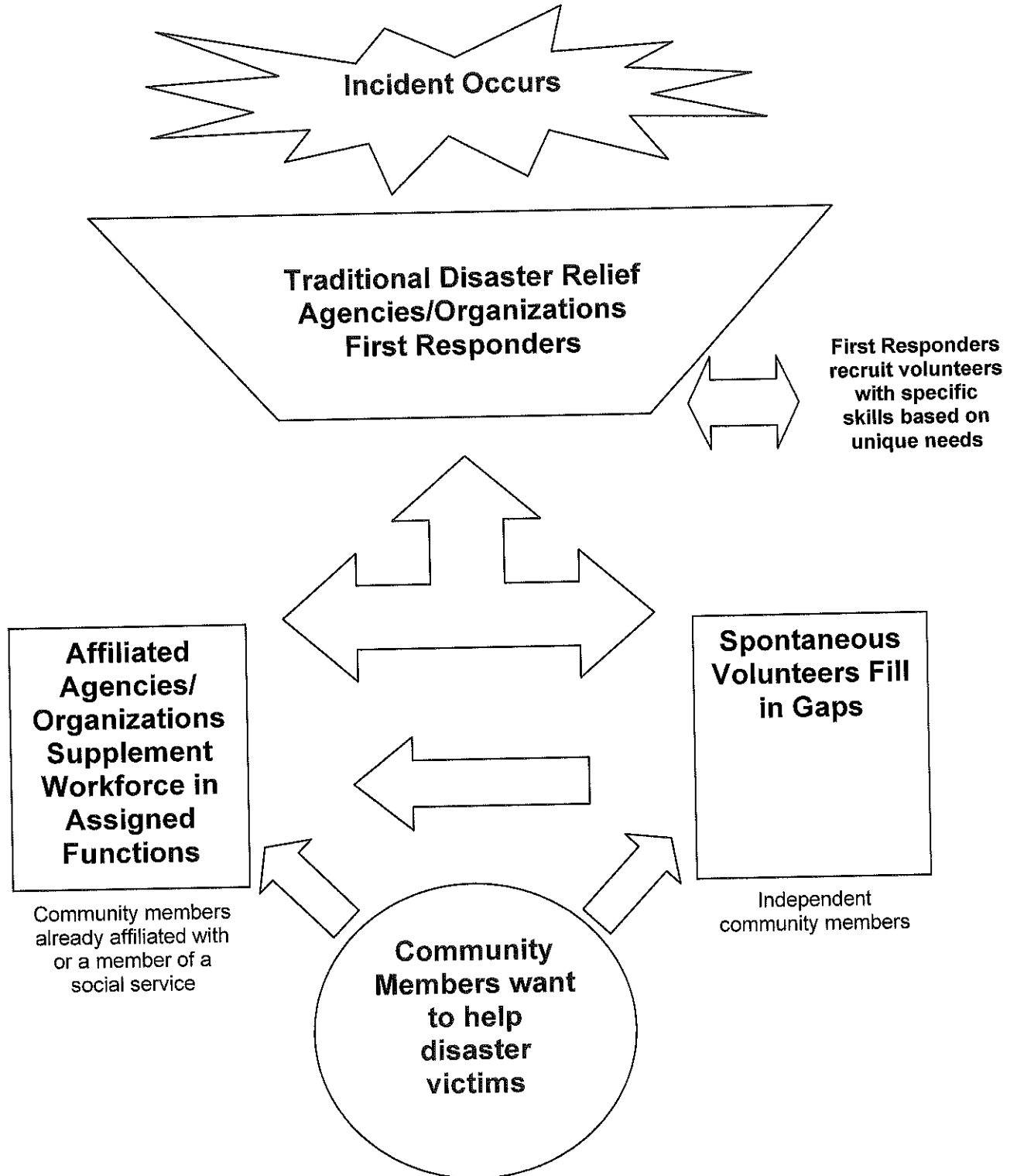
\_\_\_\_\_  
Date

\_\_\_\_\_  
County Commission of Jefferson County, President

\_\_\_\_\_  
Date

\_\_\_\_\_  
JCHSEM Director

JEFFERSON COUNTY SPONTANEOUS VOLUNTEER MANAGEMENT PLAN  
APPENDIX 1  
COMMUNITY PARTICIPATION DIAGRAM



**JEFFERSON COUNTY SPONTANEOUS VOLUNTEER MANAGEMENT PLAN  
APPENDIX 2  
UNIVERSAL VOLUNTEER APPLICATION**

**UNIVERSAL VOLUNTEER APPLICATION**

**Personal Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Numbers: \_\_\_\_\_

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

Employment Information (Title, Place of Employment): \_\_\_\_\_

\_\_\_\_\_

Emergency Contact Information (Name, Phone Number): \_\_\_\_\_

\_\_\_\_\_

Describe any restrictions on your activities (physical, medical, mental): \_\_\_\_\_

\_\_\_\_\_

Date of last tetanus shot: \_\_\_\_\_

Are you currently charged with or have you ever been convicted of a felony?  Yes  No  
If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

**General Availability**

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
AM							
PM							

Do you have personal transportation? \_\_\_\_\_

Geographic Preference: \_\_\_\_\_

Are you willing/able to do manual labor?  Yes  No

**Skills & Qualifications**

Fluency in Language(s) other than English: \_\_\_\_\_

Licenses/Professional Certifications: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Professional Background: \_\_\_\_\_

\_\_\_\_\_

Education Background: \_\_\_\_\_

Computer Skills: \_\_\_\_\_

Prior or Current Volunteer Experience: \_\_\_\_\_

Prior Disaster Relief Experience: \_\_\_\_\_

Other Skills:

- |  |   |
|--|---|
| <input type="checkbox"/> Administrative/Secretarial                | <input type="checkbox"/> Human Resources (interviewing, recruiting) |
| <input type="checkbox"/> Accounting/Finance/Bookkeeping            | <input type="checkbox"/> Mental Health Counselor/Social Worker      |
| <input type="checkbox"/> Civil Servant (Police, Firefighter, etc)  | <input type="checkbox"/> Management                                 |
| <input type="checkbox"/> Child Care                                | <input type="checkbox"/> Technical (IT professional, etc.)          |
| <input type="checkbox"/> Customer Service                          | <input type="checkbox"/> Trade: _____                               |
| <input type="checkbox"/> Food Service (help prepare & serve meals) | <input type="checkbox"/> Transportation (Truck/Bus Driver)          |
| <input type="checkbox"/> Health Services (Doctor, Nurse, EMT)      | <input type="checkbox"/> Other: _____                               |

**Volunteer Agreement**

1. The information provided is complete and true. If information given on this application is incomplete or untrue, I understand my assignment may be terminated.
2. I have disclosed any felony convictions. I agree to a background check, verification of the statements contained herein and additional screening procedures.
3. I understand that my own insurance will be used as coverage for illnesses and injuries and that I am ultimately responsible for any costs incurred.
4. I agree to respect the rights, property and confidentiality of emergency worker and individuals affected by disaster.
5. I agree to adhere to the rules/instruction of my job assignment(s) so as not to jeopardize relief operations or procedures.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

JEFFERSON COUNTY SPONTANEOUS VOLUNTEER MANAGEMENT PLAN

APPENDIX 3

AGENCY REQUEST & VOLUNTEER REFERRAL

For Office Use Only			
<b>Volunteer Name:</b> _____	<b>Phone #</b> Primary: _____ Cell: _____	<b>ID #</b> _____	<b>PRINT INITIALS</b> ____ Interviewer/Recorder ____ Volunteer Briefer ____ I.D. Bracelet

Agency Request and Volunteer Referral

Agency Name: \_\_\_\_\_ Agency Contact: \_\_\_\_\_  
 Agency Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Ext. \_\_\_\_\_  
 Assignment: \_\_\_\_\_  
 Duties: \_\_\_\_\_

Volunteers must be physically able to: \_\_\_\_\_  
 Number Needed: \_\_\_\_\_ Dates/Hrs Needed: \_\_\_\_\_ Minimum Age: \_\_\_\_\_  
 Work Site Location: \_\_\_\_\_ Work Site Phone: \_\_\_\_\_  
 Work Site Contact: \_\_\_\_\_  
 Work Site Preferred Mode of Contact:  Phone site  go to site  other \_\_\_\_\_

Skills Needed: Please select from skills listed below

Job Skill #	Description

**SKILLS**

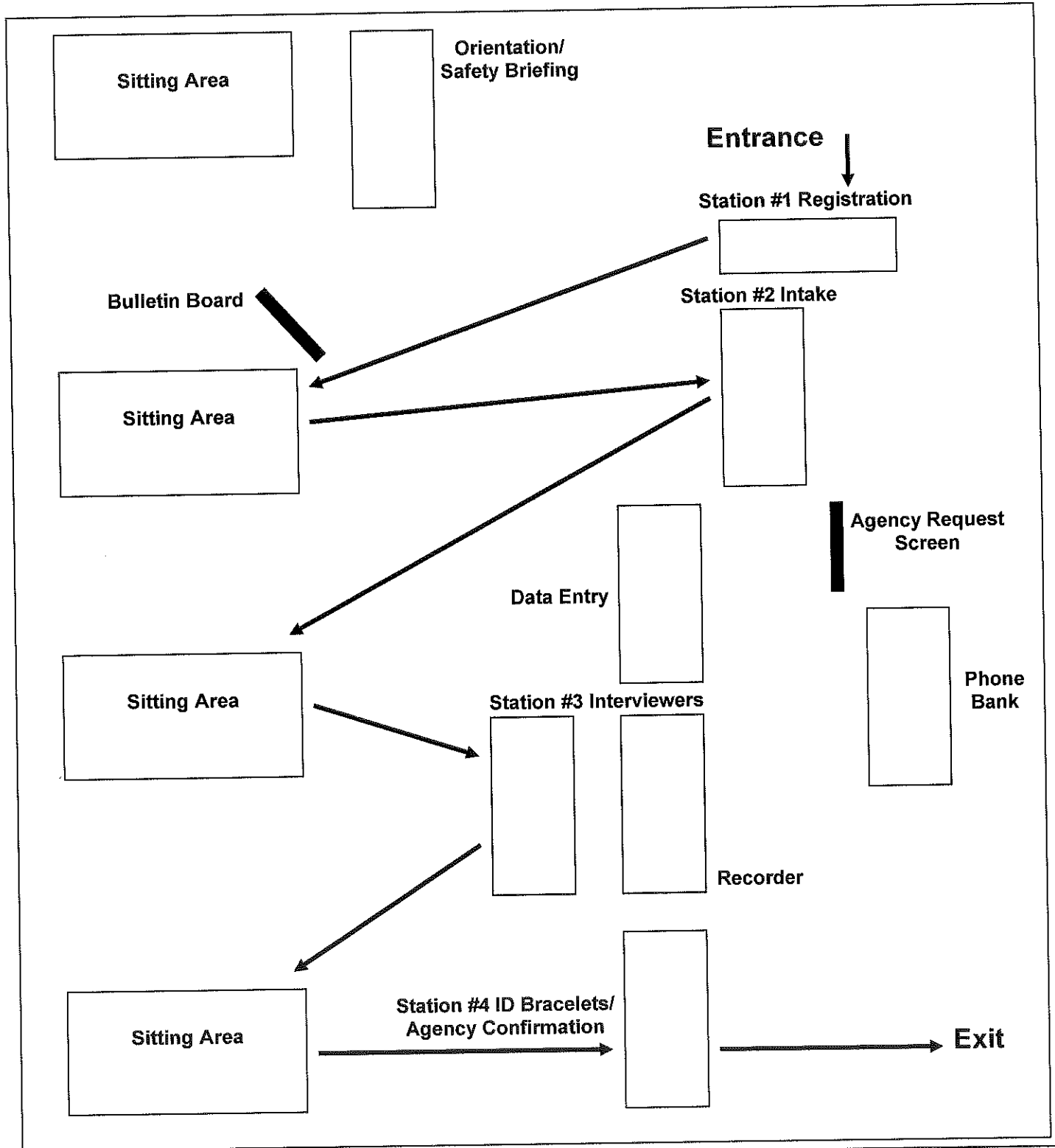
<p><b>MEDICAL</b></p> <p>____ 110 Doctor Specialty:                  ____ 120 Nurse Specialty:                  ____ 130 Emerg. Medical cert.                  ____ 140 Mental health counsel.                  ____ 150 Veterinarian                  ____ 160 Veterinary technician                  ____ 170 First Aid/CPR                  ____ 180 Other _____</p> <p><b>COMMUNICATIONS</b></p> <p>____ 210 CB or ham operator                  ____ 220 Hotline Operator                  ____ 230 Own a cell phone # _____                  ____ 240 Own a skyphone # _____                  ____ 250 Public relations                  ____ 260 Web page design                  ____ 270 Trainers                  ____ 280 Tele/Cable Repair</p> <p><b>Language Other than English</b></p> <p>____ 261 Spanish                  ____ 262 Korean                  ____ 263 Chinese Mandarin                  ____ 264 Chinese Cantonese                  ____ 265 Sign Language                  ____ 266 _____                  ____ 267 _____</p>	<p><b>OFFICE SUPPORT</b></p> <p>____ 310 Clerical – filing, copying                  ____ 320 Data entry Software:                  _____                  ____ 330 Phone receptionist                  ____ 340 Program Management</p> <p><b>SERVICES</b></p> <p>____ 410 Food                  ____ 415 Elderly/disabled asst.                  ____ 420 Child care                  ____ 425 Spiritual counseling                  ____ 430 Social work                  ____ 435 Search and rescue                  ____ 440 Auto repair/towing                  ____ 445 Traffic control                  ____ 450 Crime watch                  ____ 460 Animal rescue                  ____ 465 Runner</p> <p><b>STRUCTURAL</b></p> <p>____ 510 Damage assessment                  ____ 520 Metal construction                  ____ 530 Wood construction                  ____ 540 Block construction                  Cert. # _____                  ____ 550 Plumbing Cert. # _____                  ____ 560 Electrical Cert. # _____                  ____ 570 Roofing Cert. # _____</p>	<p><b>TRANSPORTATION</b></p> <p>____ 610 Car                  ____ 615 Station wagon/mini van                  ____ 620 Maxi-van, capacity _____                  ____ 625 ATV                  ____ 630 Own off-road vehicle 4wd                  ____ 635 Own truck, description _____</p> <p>____ 640 Own boat, capacity _____                  type _____                  ____ 650 Commercial driver                  Class &amp; License # _____                  ____ 660 Camper/RV, capacity &amp;                  type _____</p> <p><b>LABOR</b></p> <p>____ 710 Loading/shipping                  ____ 720 Sorting/packing                  ____ 730 Clean-up                  ____ 740 Operate equipment                  types _____</p> <p>____ 750 Have experience                  supervising others</p> <p><b>EQUIPMENT</b></p> <p>____ 810 Backhoe                  ____ 820 Chainsaw                  ____ 830 Generator                  ____ 840 Snow blower/plow                  ____ 850 Other _____</p>
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JEFFERSON COUNTY SPONTANEOUS VOLUNTEER MANAGEMENT PLAN

APPENDIX 4

VOLUNTEER MOBILIZATION CENTER FLOOR PLAN & SIGNAGE

Volunteer Mobilization Center Floor Plan



## Signage for Volunteer Mobilization Center

You will need one (1) sign, unless otherwise specified, for each of the stations or directional signs shown in the left column. All signs should be large enough to be read from across a large room.

<b>Signs Needed</b>	<b>Where to Post</b>
<b>Volunteer Mobilization Center (2)</b>	On street visible from either direction
<b>Orientation</b>	Posted outside VMC Entrance
<b>Station #1 Registration</b>	Registration Area
<b>Enter</b>	Volunteer Entrance to VMC
<b>Station #2 Intake/Forms Checkers</b>	Intake Area visible from Volunteer Entry
<b>Station #3 Interviews Interviews – Medical Reserve Corps</b>	Interview Area visible from Volunteer Sitting Area
<b>Data Agency Coordinator</b>	Visible from Interview Station
<b>Station #4 Volunteer ID Area</b>	ID Area visible from Station #4
<b>Exit</b>	Exit visible from Station #4
<b>Phone Bank</b>	Agency Coordination area
<b>Staff Only (2+ as needed)</b>	Staff rest area, supply area, etc.
<b>Current Needs</b>	Dry erase board near Interview area
<b>Agency Name</b>	On table with Agency Request Forms
<b>Public Information Officer</b>	Public Information Officer's Table

**JEFFERSON COUNTY SPONTANEOUS VOLUNTEER MANAGEMENT PLAN  
APPENDIX 5  
VOLUNTEER MOBILIZATION CENTER SUPPLIES & EQUIPMENT CHECKLIST**

Number	Item	Checklist
1	Evolis On-The-Go Photo ID System & Software: IDMaker Pro	
1	100 Plastic PVC Cards for Photo ID System	
1	Cloth Backdrop for ID System	
1	Desktop Tripod for ID System	
1	Watchport/V2 USD Camera for ID System	
1	Travel Case for ID System	
1	Punch for ID System Cards	
100	Lanyards for ID Cards (yellow)	
25	Position Identification Vests & Position Inserts (white with yellow stripes)	
5	Staplers	
5	Staple Removers	
15	Boxes of Standard Staples	
5 boxes	Medium Blue Ink Pens	
6 pair	Scissors	
1 pkg.	Jumbo Rubber Bands	
2 pkgs.	Assorted Rubber Bands	
9	Clipboards	
10 pkgs.	Paperclips	
1 box	10 X 13 Large Envelopes	
8 rolls	Scotch Tape	
1	White Board, Makers and Eraser	
4 boxes	File Folder Labels	
5	Bells	
3 rolls	Masking and Duct Tape	
1	First Aid Kit	
1	Can Opener	
1	Printer / Copier	
5	County Phone Book	
5	County Government Phone Book	
4 boxes	Hanging File Folders	
4 pairs	Midland Radios-Walkie Talkies with NOAA Weather Band and Chargers	
1	Pink Olympus Stylus 840 Camera with Charger and Disk	
100	Jefferson County Maps	
100	West Virginia State Maps	
4	Plastic Totes for Files	
1 box	Printer/Copy Paper	
12	Legal Pads	
1	Laptop Computer and Charger (from EOC)	
1	Notebook with Spontaneous Volunteer Plan, Contact Numbers for the EOC and Volunteer Agencies, and 1 copy of each form that is used by the Spontaneous Volunteer Manager and/or Volunteer Screening Coordinator	
100	Copies of each form used in the VMC	
100	Copies of Volunteer Application	

Number	Item	Checklist
100	Copies of Spontaneous Volunteer Interview Sheet	
100	Copies of Volunteer Health and Safety Fact Sheet	
100	Copies of Volunteer Debriefing Checklist	





**JEFFERSON COUNTY SPONTANEOUS VOLUNTEER MANAGEMENT PLAN**

**APPENDIX 8**

**SPONTANEOUS VOLUNTEER INTERVIEW EXAMPLE**

**Why do you want to help?**

This question may assist in screening out unsuitable volunteers. Go with your intuition if you are uneasy about the individual but can't figure out why

**What skills and training have you had in the last few years?**

Use prompts to find skills that correspond with hospitality (cooking, serving) medical (first aid, nursing), office experience (administration, filing, computer), industrial (warehouse, forklift, inventory control). Try to determine whether skills are basic, intermediate or advanced level.

**Are there any jobs that you would prefer not to do, or are unable to do?**

**Do you have any medical conditions or allergies that we should know about?**

**What type of work do you enjoy yourself?**

**Questions for Interviewer**

What skills would this person bring?

What tasks would this person be best suited for?

What factors would you consider in placing this person? (age, energy level, ability to communicate, personality traits, such as energy and patience).

**JEFFERSON COUNTY SPONTANEOUS VOLUNTEER MANAGEMENT PLAN**

**APPENDIX 9**

**VOLUNTEER HEALTH & SAFETY FACT SHEET**

<b>Purpose</b>	<b>To ensue we follow good health and safety practices by identifying, eliminating, isolating and minimizing hazards.</b>
Supervisor's Details	Name: _____ Role: _____
General Note	You are being given this information so that the health and safety of yourself and others is not put at risk during your time assisting your community.
Do you Know	<p style="text-align: right;">Check to show consent</p> <ul style="list-style-type: none"> <li>• Where the emergency exits are? <input type="checkbox"/></li> <li>• Who here is trained in first aid? <input type="checkbox"/></li> <li>• Where the First Aid kits are? <input type="checkbox"/></li> <li>• What the actual and potential hazards of this place are? <input type="checkbox"/></li> <li>• The results of any monitoring of those hazards? <input type="checkbox"/></li> <li>• Who to report to if an accident or near miss occurs? <input type="checkbox"/></li> </ul>
You have a responsibility to follow good health and safety practices by	<ul style="list-style-type: none"> <li>• Wearing the required personal protective equipment <input type="checkbox"/></li> <li>• Taking steps to change the situation if you think an unsafe practice is being carried out, by yourself or others <input type="checkbox"/></li> <li>• Making your workplace safe. If you cannot, inform your supervisor. <input type="checkbox"/></li> <li>• Following our procedures for reporting Accidents and near misses <input type="checkbox"/></li> <li>• Illness and injury <input type="checkbox"/></li> <li>• Hazards <input type="checkbox"/></li> <li>• Cooperating with the monitoring of workplace hazards and others' health <input type="checkbox"/></li> </ul>
Volunteer's Signature	
Volunteer's Name	
Date, time and shift duration	

**JEFFERSON COUNTY SPONTANEOUS VOLUNTEER MANAGEMENT PLAN**  
**APPENDIX 10**  
**VOLUNTEER DEBRIEFING CHECKLIST**

**Thank you**

Be sure to thank every group that is attending the debriefing for their support. (e.g., catering, reception, personal support, etc.)

**Positives**

Ask the group for ideas and actions that went well.

**Negatives**

Ask the group for areas of improvement.

**Future Supporters**

Ask the group if any of them would be willing to assist in the future and give contact details for this purpose.

**Goodbye**

Give a final thank you and wish your volunteers a safe journey home.

**JEFFERSON COUNTY SPONTANEOUS VOLUNTEER MANAGEMENT PLAN**

**APPENDIX 11**

**SAMPLE PRESS RELEASE**

Date: \_\_\_\_\_  
 Time: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Contact Phone #: \_\_\_\_\_  
 Fax: \_\_\_\_\_

**FOR IMMEDIATE RELEASE**

**Jefferson County Volunteer Mobilization Center Seeks Disaster Volunteers**

At the request of Jefferson County Homeland Security & Emergency Management, a Volunteer Mobilization Center (VMC) under the direction of Emergency Operations Center (EOC) Staff has been activated in response to \_\_\_\_\_ in \_\_\_\_\_, Jefferson County.

The VMC is located at \_\_\_\_\_  
 The hours of operation will be \_\_\_\_\_

The VMC will serve as a clearinghouse for volunteers and agencies in need of volunteers to assist during \_\_\_\_\_ response and recovery operations.

Individuals and groups wishing to volunteer their services should come to the VMC to register. **Individuals must present photo identification in order to register.** In addition to photo identification, please bring any and all professional licenses. Volunteers may call to learn about current volunteer needs.

Directions: \_\_\_\_\_

Agencies that need volunteers should call \_\_\_\_\_.

There is an immediate need for:

Types of Services:	
Animal care	Drivers
Clean debris	Cooks/kitchen skills
Assist in operating shelters	Bilingual volunteers
Control traffic	Clerical help
Distribute food	Data entry
Check on the well being of residents	Phones
Other	Heavy equipment operators

Every effort will be made to meet the needs of agencies and volunteers; however, under disaster situations no guarantees can be made. Jefferson County Volunteer Mobilization Center staff will assist with the registration and referral of volunteers to agencies and no-profits. The VMC does not pre-select or guarantee placement/acceptance with any agency or non-profit. Volunteers may be required to comply with any and all regulations and requirements of the agency utilizing the volunteers' services. Volunteers may decline to work for an agency. Agencies may decline volunteers.

**JEFFERSON COUNTY SPONTANEOUS VOLUNTEER MANAGEMENT PLAN**  
**APPENDIX 12**  
**SAMPLE MEMORANDUM OF UNDERSTANDING**

**Memorandum of Understanding  
Between  
Your Organization  
And  
Partnering Organization  
For Application To  
specific program, if necessary**

This Memorandum of Understanding (MOU) establishes a type of partnership between your organization and partnering organization.

**I. MISSION**

Brief description of your organization's mission. You might want to also include a sentence about the specific program if applicable.

Brief description of partnering organization's mission.

Together, the Parties enter into this Memorandum of Understanding to mutually promote describe efforts that this partnership will promote e.g. health care or workforce development. Accordingly, your organization and partnering organization, operating under this MOU agree as follows:

**II. PURPOSE AND SCOPE**

Your organization and partnering organization – describe the intended results or effects that the organizations hope to achieve, and the area(s) that the specific activities will cover.

1. Why are the organizations forming a collaboration? Benefits for the organization?
2. Who is the target population?
3. How does the target population benefit?

Include issues of funding if necessary. For example, "Each organization of this MOU is responsible for its own expenses related to this MOU. There will/will not be an exchange of funds between the parties for tasks associated with this MOU."

**III. RESPONSIBILITIES**

Each party will appoint a person to serve as the official contact and coordinate the activities of each organization in carrying out this MOU. The initial appointees of each organization are:

List contact persons with address and telephone information  
The organizations agree to the following tasks for this MOU:

Your organization will:

- List tasks of your organization as bullet points

Partnering organization will:

- List tasks of partnering organization as bullet points

Your organization and partnering organization will:

- List shared tasks as bullet points

#### IV. TERMS OF UNDERSTANDING

The term of this MOU is for a period of insert length of MOU, usually 1-3 years from the effective day of this agreement and may be extended upon written mutual agreement. It shall be reviewed at least insert how often, usually annually to ensure that it is fulfilling its purpose and to make any necessary revisions.

Either organization may terminate this MOU upon thirty (30) days written notice without penalties or liabilities.

#### V. AUTHORIZATION

The signing of this MOU is not a formal undertaking. It implies that the signatories will strive to reach, to the best of their ability, the objectives stated in the MOU.

On behalf of the organization I represent, I wish to sign this MOU and contribute to its further development.

Your organization:

---

Name Date  
Title  
Organization

Partnering Organization

---

Name Date  
Title  
Organization

---

## JEFFERSON COUNTY SPONTANEOUS VOLUNTEER MANAGEMENT PLAN

### APPENDIX 13

### DEFINITION OF TERMS & ACRONYMS

#### DEFINITIONS

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**Affiliated Volunteer** – Is one who is affiliated with either a governmental agency or Non-Governmental Organization (NGO) and who has been trained for a specific role or function in disaster relief or response during the preparedness phase. Examples of affiliated volunteer groups include Community Emergency Response Teams (CERT), the Volunteers in Police Services (VIPS) program, Search and Rescue teams and American Red Cross Disaster Action Teams (DAT).

**American Red Cross (ARC)** – A quasi-governmental agency largely for relief of suffering and welfare activities during war and disaster. The ARC operates under Congressional charter and is supported by the people. Internationally, it operates in accordance with the Treaty of Geneva.

**Annex** – As used in this plan, an element that is devoted to one function of emergency operations and describes the county's approach to operating in that activity in response to emergencies.

**Available Resources** – Resources assigned to an incident, checked in, and available for a mission assignment, normally located in a Staging Area.

**Command Staff** – In an incident management organization, the Command Staff consists of the Incident Command and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

**Crisis Counseling** – The application of individual and group treatment procedures which are designed to ameliorate the mental and emotional crises and their subsequent psychological and behavioral conditions resulting from a major disaster or its aftermath.

**Damage Assessment** – The appraisal or determination of the actual effects resulting from any hazard affecting Jefferson County.

**Disaster/Emergency** – An event that causes or threatens to cause loss of life, human suffering, property damage, and economic and social disruption

**Emergency Operations Center (EOC)** – The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, County, City, Tribal), or some combination thereof.

**Emergency Operations Plan (EOP)** – A brief, clear and concise documented description of action to be taken or instructions to all individuals and local government services concerned, stating what will be done in the event of an anticipated emergency. The plan will state the method for taking coordinated action to meet the needs of the situation. It will state the action to be taken by whom, what, when and where based on predetermined assumptions, objectives and capabilities.

**Emergency Public Information (EPI)** – Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the general public.

**Federal Coordinating Officer (FCO)** – The Federal Officer who is appointed to manage Federal resource support activities related to Stafford Act disasters and emergencies.

**Federal Emergency Management Agency (FEMA)** – The central point of contact within the federal government for a wide range of emergency management activities in both peace and war times. FEMA is a component of the Department of Homeland Security.

**Impressed Volunteer** – Includes any unregistered person impressed into service during a state of war emergency, a state of emergency, or a local emergency by a person having authority to command the aid of the citizens in the execution of his or her duties. This occurs very rarely and usually involves law enforcement or fire department personnel.

**Incident Command Post (ICP)** – The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

**Incident Command System (ICS)** – A management system designed to enable effective and efficient domestic incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure.

**Incident Commander (IC)** – The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

**Liaison Officer (LNO)** – The point of contact for representatives of other governmental agencies, nongovernmental organizations, and/or private entities at the incident site. Serves as a member of the command staff.

**Mennonite Disaster Service** – Is a voluntary, religious and charitable organization, which by tradition, acts to relieve human suffering and assist individuals and families in the recovery from the effect of a natural disaster.

**Mutual Aid Agreements** – Written or unwritten understandings among jurisdictions that cover methods and types of assistance available during all phases of an emergency.

**National Incident Management System (NIMS)** – A system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private-sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; Multi-agency Coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

**National Voluntary Organizations Active in Disasters (NVOAD)** – Coordinates planning efforts by many voluntary organizations responding to disaster.

**Nongovernmental Organization** – A nonprofit entity that is based on interests of its members, individuals, or institutions and that is not created by a government, but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples include faith-based charity organizations and the American Red Cross.

**Public Information Officer (PIO)** – A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

**Reception Area** – This refers to a location separate from staging areas, here resources report in for processing and out-processing. Reception Areas provide accountability, security, situational awareness briefings, safety awareness, distribution of Incident Action Plans (IAP), supplies and equipment, feeding, and bed down.

**Resource** – Personnel and major items of equipment, supplies, and facilities available or potentially available or assignment to incident operations and for which status is maintained. Resources are defined by kind, and type and may be used in operational support or supervisory capacities at an incident or at an Emergency Operations Center (EOC).

**Safety Officer** – A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.

**Salvation Army** – Is a religious and charitable organization and, by tradition, serves to alleviate human suffering during the emergency/response phase of a disaster.

**Service Programs** – Are national, state and locally administered programs that provide organized opportunities for both full and part-time service. The term "service program" refers to a wide range of programs, including AmeriCorps and the Retired and Senior volunteer program (RSVP).

**Spontaneous Volunteer** – Is an individual who arrives at a disaster scene without a specific request from, or an affiliation with, a traditional disaster agency.

**Staging Area** – A location where equipment/personnel are maintained on a temporary basis for emergency response.

**Volunteer** – Is someone who willingly provides his/her services without receiving financial compensation.

**Volunteer Centers** – Are year-round clearinghouses for recruiting and referring volunteers throughout a given geographical area. Working with a wide array of agencies in their respective communities to identify volunteer opportunities and are skillful at matching people who want to volunteer with opportunities that match the volunteers' abilities and interests.

**ACRONYMS**

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ARC – American Red Cross  
CERT – Community Emergency Response Teams  
CFR – Code of Federal Regulations  
EOC – Emergency Operations Center  
EOP – Emergency Operations Plan  
EPI – Emergency Public Information  
FCO – Federal Coordinating Officer  
FEMA – Federal Emergency Management Agency  
HSPD – Homeland Security Presidential Directive  
IC – Incident Commander  
ICP – Incident Command Post  
ICS – Incident Command System  
JCECC – Jefferson County Emergency Communications Center  
JCCM – Jefferson County Community Ministries  
JCHSEM – Jefferson County Homeland Security and Emergency Management  
LEPC – Local Emergency Planning Committee  
MOU – Memorandum of Understanding  
NGO – Non-Governmental Organization  
NIMS – National Incident Management System  
NRF – National Response Framework  
NVOAD – National Voluntary Organizations Active in Disaster  
PIO – Public Information Officer  
SVM – Spontaneous Volunteer Manager  
SVMP – Spontaneous Volunteer Management Plan  
UHF – Ultra High Frequency  
VHF – Very High Frequency  
VIPS – Volunteers in Police Services  
VMC – Volunteer Mobilization Center  
WVEOP – West Virginia Emergency Operations Plan  
WVC – West Virginia Code  
WVDHSEM – West Virginia Division of Homeland Security and Emergency Management  
WVVOAD – West Virginia Voluntary Organizations Active in Disaster

# 29

**Leslie D. Smith**

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**From:** Barbara Miller [bmiller@jeffersoncountywv.org]  
**Sent:** Wednesday, July 01, 2009 6:33 PM  
**To:** ldsmith@jeffersoncountywv.org  
**Subject:** Donations Management Plan  
**Attachments:** Donations Management Plan.pdf

Attached is the new Donations Management Plan, which will be added as Annex Q of the Jefferson County Emergency Operations Plan. It needs to be approved by the County Commission and has a page for the Commission President to sign. Please put this on the next County Commission agenda. I will deliver a hard copy to your office.

Barbara J. Miller, CFM  
Director  
Jefferson County Homeland Security and Emergency Management  
28 Industrial Blvd., Suite 101  
Kearneysville, WV 25430  
Ph. 304-728-3290  
Fax 304-728-3320  
Blackberry 304-283-4227  
Email: [bmiller@jeffersoncountywv.org](mailto:bmiller@jeffersoncountywv.org)

**2009**



**JEFFERSON  
COUNTY**

**DONATIONS  
MANAGEMENT  
PLAN**



**Stanec**

**PROMULGATION STATEMENT – RESOLUTION**

**WHEREAS** the changing threat environment and recent emergencies, including localized natural disasters, technological emergencies and terrorist attack-related incidents, have shifted awareness to the need for capabilities that will enable Jefferson County to become more self sufficient during and following emergencies.

**WHEREAS** it is the policy of Jefferson County to have in place a comprehensive and effective Donations Management Program to ensure the effective utilization of all available resources.

**AND WHEREAS** many times a united and cooperative effort by state, federal and local governments, voluntary organizations and the donor community is necessary for successful management of the donations offered as a result of disaster.

**NOW THEREFORE IT IS RESOLVED, ORDERED AND DETERMINED**, that the County Commission of Jefferson County does hereby approve and adopt the *Jefferson County Donations Management Plan*, which is filed in the Office of the Jefferson County Clerk at the Courthouse, Office of the County Commission of Jefferson County and the Jefferson County Homeland Security and Emergency Management in Kearneysville, West Virginia, and which is incorporated herein by this reference.

**PASSED AND ADOPTED** by the County Commission of Jefferson County, State of West Virginia, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**SIGNATURES**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commission President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jefferson County HSEM Director

**JEFFERSON COUNTY DONATIONS MANAGEMENT PLAN  
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## DISTRIBUTION LIST

The following agencies and organizations are scheduled to be the recipients of the completed Jefferson County Donations Management Plan. When revisions are made, the Jefferson County Homeland Security and Emergency Management (JCHSEM) Director will use this list in distributing revised pages. A record of changes form, along with the revised pages, should be sent for the receiver to sign and return to the JCHSEM Director to acknowledge that the revisions were received.

Agency/Organization	No. of Copies
West Virginia Division of Homeland Security and Emergency Management	1
County Commission of Jefferson County	1
Jefferson County Homeland Security & Emergency Management	1
Jefferson County Emergency Communications Center	1
Jefferson County Sheriff	1
Jefferson County Citizens Corps/CERT	1
Jefferson County Community Ministries	1
Good Shepherd Interfaith Caregivers	1
Community Lutheran Partners	1
American Red Cross (Eastern Panhandle Chapter)	1
Salvation Army	1
United Way of the Eastern Panhandle	1
<b>Total</b>	<b>12</b>

## RECORD OF CHANGES

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A master copy of all parts of the Donations Management Plan will be maintained electronically and in hard copy formats at the Jefferson County Homeland Security and Emergency Management (JCHSEM) and County Commission of Jefferson County. Both electronic and hard copy backups will be maintained off-site in a secure location.

The master copy and its backup will be kept updated with all major revisions to any part of the plan. It is at the discretion of the Director of the JCHSEM and County Commission to distribute changes to the plan to those agencies on the distribution list. The JCHSEM or Commission has no responsibility to maintain revisions to copies of the Donations Management Plan not on the distribution list. Any major revision should be documented. Minor revisions such as correcting typographical errors do not need to be documented.

A Record of Changes page will be inserted into this document upon its first revision. The page is not included in page counts. To create the page, copy the information from the final page of this document and paste it into the document being revised, or paste it into a new document which will be an attachment to the document being revised.

Fill in the document title in the table at the top of the page, next to the words "**Document Title**".

**"Brief Description of Change"** column:

Provide a brief description of the change.

Example: Changed responsibility from Volunteer Coordinator to Donations Management Coordinator.

**"Date of Change"** column:

Enter the date the document was changed.

Example: 1/2010

**"Page(s) Affected"** column:

Enter the pages that were changed.

Example: 1, 3, 5-7, and 12

**"Change Made By"** column:

Enter the name of the person or organization that made the change. If applicable, the person's title may also be listed here. The person or organization making the change can initial the hard copy or master copy kept at the JCHSEM or Commission.

Example: Barb Miller, Director of JCHSEM.

The above examples would produce a page similar to what is shown below. The document page may also have the appropriate header and footer.

**Record of Changes**

<b>Document Title</b>	<b>Jefferson County Donations Management Plan</b>
-----------------------	---

<b>Brief Description of Change</b>	<b>Date of Change</b>	<b>Page(s) Affected</b>	<b>Change Made By</b>
Changed responsibility from Volunteer Coordinator to Donations Management Coordinator.	1/2010	1, 3, 5-7, and 12	Barb Miller, Director JHSEM



**JEFFERSON COUNTY DONATIONS MANAGEMENT PLAN**

<b>Primary Agencies:</b>	County Commission of Jefferson County Jefferson County Homeland Security & Emergency Management Volunteer Organizations
<b>Support Agencies:</b>	Jefferson County Emergency Communications Center Jefferson County Community Ministries Good Shepherd Interfaith Caregivers Community Lutheran Partners American Red Cross (Eastern Panhandle Chapter) Salvation Army United Way of the Eastern Panhandle West Virginia Voluntary Organizations Active in Disaster US Department of Homeland Security US Department of Social Services
<b>Supporting Plans:</b>	Jefferson County NIMS EOP, Jefferson County Multi-Jurisdictional All-Hazards Mitigation Plan, Jefferson County Project Impact, Jefferson County Spontaneous Volunteer Management Plan, Jefferson County Resource Manual, Jefferson County Continuity of Operations Plan
<b>Related Federal ESFs:</b>	ESF #5 – Emergency Management ESF #7 – Logistics Management & Resource Support ESF #14 – Long-Term Community Recovery Volunteer and Donations Management (Support Annex)
<b>West Virginia Code:</b>	§ 5-26A-4 – West Virginia Commission for National & Community Service §15-5-4 – West Virginia Disaster Recovery Board § 55-7C-2 – Immunity from Civil Liability § 55-7D – Good Samaritan Food Donation Act

**I. INTRODUCTION**

Jefferson County is vulnerable to hazards that can result in disasters of such magnitudes as to create a need to coordinate donations of unsolicited goods, services, and financial contributions (see Jefferson County Multi-Jurisdictional All-Hazards Mitigation Plan). The following Donations Management Plan has been developed in an effort to better prepare Jefferson County's emergency response both during and following large-scale disasters, and to more effectively coordinate, manage, and utilize disaster relief donations. This Donations Management Plan has been developed to reduce or eliminate the possibility of Jefferson County receiving and storing goods that are unsolicited, unneeded, inappropriate, or poorly labeled and packaged. This plan complements Annex P (Donations Management) to the Jefferson County Emergency Operations Plan (EOP).

**A. PURPOSE**

This Donations Management Plan provides guidance as to Jefferson County's role in donation management and outlines a system for managing the onslaught of unsolicited and non-designated goods, and financial contributions. The plan will outline a donations management program for the county which can be implemented for both large-scale and

small-scale disasters which generate the unsolicited donation of goods. The plan indicates how Jefferson County will deal with both goods and monetary donations in the event of an emergency. The plan has been developed to assist volunteer organizations and other agencies that make donations during and following disasters in coordination with the Jefferson County Homeland Security and Emergency Management (JCHSEM) in executing a Community Donations Management Program. This plan complies with the West Virginia Emergency Operations Plan (WVEOP), and several sections reflect the National Incident Management System (NIMS) and the National Response Framework (NRF).

B. SCOPE & APPLICABILITY

1. Provides assistance to Jefferson County Homeland Security and Emergency Management (JCHSEM) in developing and executing a Community Donations Management Program.
2. Outlines the concept of operations, organizational arrangements and responsibilities for coordinating the efforts of volunteer groups and local government to manage donations of goods and services that may occur in the aftermath of an emergency or disaster.
3. Identifies how donations will be received, stored, secured, sorted, transported, and distributed to disaster victims.
4. Identifies a method to provide victims of disasters in Jefferson County with as much support as possible by efficient and effective channeling of offers of public assistance by facilitating cooperation among public sector agencies, private sector and non-governmental organizations.
5. The goal of this plan is to match donation offers with disaster needs in order to assist disaster victims in an effective, efficient and timely manner.
6. Any reference to donated goods and services in this plan refers to unsolicited goods and unaffiliated volunteer services.

C. AUTHORITIES

1. Local
  - a. Jefferson County Commissioner's Resolution for Emergency Operations.
  - b. Jefferson County Commissioner's Resolution authorizing NIMS Implementation.
2. State
  - a. West Virginia Code Chapter 5, Article 26A, Section 4 – West Virginia Commission for National & Community Service

- b. West Virginia Code Chapter 15, Article 5, Section 4 – West Virginia Disaster Recovery Board
  - c. West Virginia Code Chapter 55, Article 7C, Section 2 – Immunity from Civil Liability
  - d. West Virginia Code Chapter 55, Article 7D – Good Samaritan Food Donation Act & Legal Definition of Donate
  - e. West Virginia Legislature House Bill 2018, March 3, 1982.
  - f. West Virginia Executive Order 20-04, Office of the Governor of West Virginia, NIMS Implementation, Dec. 23, 2004.
3. Federal
- a. The Homeland Security Act of 2002 (Public Law 107-296), November 25, 2002.
  - b. Executive Order 13286, Establishing Office of Homeland Security, February 28, 2003.
  - c. Executive Order 12656, Assignment of Emergency Preparedness Responsibilities November 18, 1988, as amended.
  - d. Homeland Security Presidential Directive (HSPD)-1: Organization and Operation of the Homeland Security Council.
  - e. HSPD-5: Management of Domestic Incidents.
  - f. HSPD-8: National Preparedness.
  - g. National Response Framework, January, 2008.
  - h. Emergency Management and Assistance, 44 CFR 2.1.

D. REFERENCES

- 1. The Disaster Relief Act of 1974 (Public Law 93-288)
- 2. Act of Congress (Act of January 5, 1905, 33 Stat. 599) as amended (36 U.S. Code, Section 1); Disaster Relief Act of 1974, (Public Law 92-288; Executive Order 11795)
- 3. FEMA, Donations Management Guidance Manual (DHS 278), Feb 1995
- 4. FEMA, Donations Management Workshop (Student Manual), Oct. 1997
- 5. FEMA, Donations Management Workshop (Toolbox), Oct. 1997
- 6. Office of Disaster Preparedness, Donations Management Policy Plan, August 1996
- 7. American Red Cross, In-Kind Donations Information Packet, ARC 4039D, (May 2005).
- 8. American Red Cross, Gifts of Goods and Services for Disaster Relief Volunteers Brochure

## II. PLANNING ASSUMPTIONS AND CONSIDERATIONS

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### A. ASSUMPTIONS

1. Should a major disaster or a lesser emergency where there is a high level of media interest occur, many individuals may want to donate money, goods, and/or services to assist the victims or participate in the recovery process. It is not anticipated that every disaster incident will result in the donation of goods and services.
2. The amount of donations offered could be sizable, and extreme difficulties could be faced in receiving, storing, securing, sorting, transporting, accounting for, and distributing the donations to the disaster victims.
3. Recognized local, state and national charities (e.g., community-based organizations) and the voluntary (disaster relief) agencies have been accepting, handling, and distributing donations for many years. They are skilled in the donations management process, and they should be the first resource for collecting and managing donations after a major emergency or catastrophic disaster.
4. Many individuals donate goods that are not needed by disaster victims or offer services that are not needed in the recovery process. Receiving and sorting unneeded goods or hosting volunteers who do not have needed skills wastes valuable resources.
5. Donated goods may arrive in the local area without warning, day or night. Delivery drivers will want to know where they should deliver their load and who will unload it.
6. Donations will frequently arrive unsorted and with minimal packaging and markings. When such goods are received, they must typically be sorted, repackaged and labeled, temporarily stored, and then transported to distribution points to be picked up by disaster victims.
7. Most personal donations are given little expectation of return other than the personal satisfaction of giving and perhaps some acknowledgment of thanks. However, some donations may be unusable, have "strings attached", or not really be donations at all. They may:
  - a. Be given with an exception of some sort of repayment, publicity, or a tax write-off.
  - b. Be items that are out-of-date, unusable or unsuitable.
  - c. Be offered at a "discount" to disaster victims, with any real savings being minimal or nonexistent.
8. Disaster victims may:
  - a. Desire immediate access to donations before they are sorted and ready to be disseminated at appropriate points.
  - b. Believe that the donations have not been or are not being distributed fairly if they do not have information on the process of distributing donations.

- c. May have unmet needs which can be satisfied by additional donations.
- 9. This plan has been developed utilizing an "all-hazards" approach to donation management. It will be used for any type of situation or disaster, whether it be natural, technological or man-made, and is for any magnitude of incident (minor, major or catastrophic).

### **III. CONCEPT OF OPERATIONS**

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#### **A. GENERAL**

1. It is the responsibility of Jefferson County's government to protect life and property from the effects of hazardous events before, during, and following an emergency. When the emergency exceeds the county's capability to respond including the exhaustion of unsolicited donations, assistance will be requested by the Jefferson County Homeland Security and Emergency Management (JCHSEM) Director from state and/or federal government or other external sources using the resource typing system as described by the National Incident Management System (NIMS) Integration Center.
2. Local Government does not intend to supervise the process by which donations are collected. Voluntary agencies are considered the primary recipients, managers, and distributors of donated goods and services.
3. Donations Management response activities are necessary before a Presidential disaster declaration and hence require rapid coordination to mitigate potential donations problems in the response phase of disaster operations.
4. The Jefferson County Donations Management Coordinator (DMC) in cooperation with the Jefferson County Volunteer Coordinator will provide for the management of unsolicited and non-designated donations.
5. There are four (4) major functions that must be included in a Donations Management Program.
  - a. Determining what donations and services are needed.
  - b. Informing the public as to how they can best help.
  - c. Matching a need for a good or service with an appropriate donor.
  - d. Ensuring needed goods reach appropriate destinations.

#### **B. DONATED GOODS AND STORAGE FACILITIES**

1. Members of the Emergency Operations Center (EOC) Operations Section Staff will obtain information from the Incident Commander (IC) and/or the Liaison Officer on scene as to the types of donations needed. They will relay this information to the EOC Logistics Section (Volunteer Coordinator) who will develop a Current Donation

Needs List (see appendix 1). The completed Donations Needs List will be passed on to the Donations Management Coordinator (DMC) at the designated Point-of-Dispensing (POD) site via email, fax or runner.

2. The Jefferson County DMC will work with the Jefferson County Public Information Officer (PIO) to develop and disseminate a Public Information Release (see appendix 3) to inform all donors as to what types of donations are needed, and the location of the POD. Donors will be advised to properly package and label all goods and to provide a detailed inventory list with their shipments. Donors will be discouraged from sending unsolicited donations directly to the disaster site.
3. All un-solicited and non-designated donations will be received at the POD to be off-loaded, stored, sorted, repackaged if necessary, and made ready for distribution to disaster victims utilizing personnel from the following organizations; Jefferson County CERT, American Red Cross (Eastern Panhandle Chapter), Salvation Army, United Way of the Eastern Panhandle and other volunteer agencies.
4. Transportation for the distribution of donated goods will be provided when necessary. Transportation resources may be acquired from the Department of Education, Council on Aging, Eastern Panhandle Transportation Authority (PanTran), Adjutant General (if activated), and other state agencies through the West Virginia Division of Homeland Security and Emergency Management (WVDHSEM). A list of transportation resources can also be found in the Jefferson County Resource Manual Database.
  - a. Critical needs items should not be delayed. Other less critical items if designated and belonging to a voluntary agency, should be allowed to proceed to their destination. Pending special direction by local government, voluntary agencies expecting relief items they have solicited, purchased, or for which they have coordinated delivery should be allowed to immediately direct their shipments to their own established facilities.
  - b. State control over traffic traveling to the disaster area will affect vehicles shipping relief goods. Control/check points can be used to regulate trucks entering the disaster area through inspection of the cargo manifest and to check to see if the shipment is needed and expected by a particular voluntary agency. Trucks will be expected to have name and contact information for recipients of the shipment.
5. The DMC will work with the EOC Operations Staff to identify strategic areas to establish Points of Dispensing (POD) for donated goods.
6. The DMC will work with the Jefferson County Sheriff's Department, municipal police, and the West Virginia State Police (WVSP) to provide escorts for incoming donations, and to provide 24-hour security at the POD to discourage looting of donated goods.

7. The DMC will make arrangements for waste disposal when necessary to effectively dispose of a considerable amount of cardboard, paper, metal and spoiled or unsafe containers of goods that may be generated.

C. FINANCIAL CONTRIBUTIONS

1. Jefferson County Homeland Security and Emergency Management (JCHSEM), through news releases and printed materials, will encourage cash donations to voluntary organizations rather than clothing, food or other items. The Public Information Officer (PIO) will coordinate any information provided to the media before being released to the press.
2. Every effort will be made by JCHSEM to encourage the public to contribute cash donations to established, recognized disaster relief organizations of their choice. All inquiries concerning donations for a specified organization will be referred to that organization. The organization accepting/receiving designated donations will follow its own policies and procedures for handling the logistics involved.
3. In circumstances where the donor is undecided or is unaware of which organizations are involved in disaster relief activities, the individual responding to the inquiry may provide a list of those organizations that are in need of, and will accept the particular goods or services being offered.
  - a. If a cash donation is involved, a complete list of organizations responding to disasters in Jefferson County will be provided to the donor. No attempts will be made by anyone involved in the coordination and implementation of this plan to solicit donations for any specific organization.

D. DEMOBILIZATION

1. Demobilization is an issue of obvious timing. Throughout the disaster the Donations Management operation will be gearing up or winding down. As calls for donations begin to come in less and less, hours will naturally be reduced. As donations drop off, the POD can be closed and consolidated with the staging area.
2. As demobilization gets well underway survey the inventory and determine where items can be used most quickly and efficiently. If an item is unwanted or unneeded evaluate whether the item is worth storing for the future or if proper disposal is best. Additionally, remember that just because a disaster relief organization cannot use the items, it does not mean the items are unusable.

#### **IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

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##### **A. ORGANIZATION**

1. Donation Management is a total team effort. Responsibility belongs not to a single agency or organization. When circumstances warrant, a united and cooperative effort by local, state, and federal government, public, private, and faith based volunteer organizations, the private sector, and the donor community is necessary for the successful management of unsolicited and non-designated donations.
2. The Federal Government will provide support to State and local governments and voluntary organizations in establishing a system to manage and control donated goods and services. The U.S. Department of Homeland Security is the Federal coordinating agency for Donations Management.
3. The Donations Management Coordinator (DMC) designated by the JCHSEM Director, will serve as the Point-of-Contact for the core group of volunteer agencies and organizations involved in donation management activities.
4. During Donation Management Plan activation, operations will be conducted in accordance with the Incident Command System (ICS) as outlined in the National Incident Management System (NIMS). The DMC will serve as the Incident Commander (IC) for donation management and will direct and control all donation management activities, the Jefferson County Public Information Officer (PIO) will serve as the PIO to disseminate donation request information, and a member of the Jefferson County Emergency Operations Center (EOC) staff will serve as the Safety Officer. These three (3) people will comprise the command staff of Donations Management.

##### **B. ROLES & RESPONSIBILITIES**

1. Donations Management Coordinator (DMC)
  - a. Provide overall management of unsolicited and non-designated donations.
  - b. Coordinate with the Jefferson County PIO to disseminate public information concerning what donations are needed, and where they need to be sent.
  - c. Work with EOC Operations Staff to strategically locate appropriate Points of Dispensing (POD) sites to distribute donations to disaster victims.
  - d. Develop procedures to manage donated goods and services to include receiving, sorting, prioritizing, and distributing them during and following disaster situations.
  - e. Identify and be prepared to set up and staff the Points of Dispensing (POD) sites.
  - f. Make arrangements for waste disposal when necessary to effectively dispose of a considerable amount of cardboard, paper, metal and spoiled or unsafe containers of goods that may be generated.

2. Volunteer Coordinator
  - a. Coordinate with the JCHSEM Director to select a site for the PODs, and equip and staff the facility.
  - b. Coordinate training of volunteers for receiving, storing, securing, sorting, transporting, accounting for, and distributing the donations.
  - c. Work with the EOC Logistics Section to develop a Donation Needs List, and distribute to Donations Management Coordinator.
  - d. Maintain a comprehensive list of volunteers that are available to assist in support of this plan.
  - e. Develop procedures for recruiting, registering and utilizing auxiliary manpower.
  
3. Public Information Officer (PIO)
  - a. Assist in the development and dissemination of public information releases concerning what types of donations are needed, as well as the location of Point of Dispensing (POD) sites.
  
4. JCHSEM Director
  - a. Activate the Emergency Operations Center as required or requested to coordinate/support the activities of all department/organizations assisting with response and recovery efforts.
  - b. Identify potential sites and facilities to manage donated goods and services being channeled into the disaster area.
  - c. Identify the necessary support requirements to ensure the prompt establishment and operation of these facilities and sites.
  - d. Encourages cash donations to recognized non-profit voluntary organizations.
  
5. Volunteer Organizations
  - a. Coordinate with private and public agencies to receive donated items.
  - b. Assist with off-loading, storing, sorting, packaging, and distribution of donations to disaster victims.
  - c. Keep an accurate accounting of the flow of goods from donors to recipients.
  
6. Law Enforcement
  - a. Provide police escorts for incoming shipments of donations.
  - b. Provide 24-hour security at the Points of Dispensing.

7. U.S. Department of Homeland Security (DHS)
  - a. Make early contact with the key Donations Coordinators of the national voluntary organizations and the affected region for donations situation assessment.
  - b. Based on the affected region's request for assistance, provide donations program guidance, a Donations Coordinator, and other assistance as appropriate.
  - c. Continue to provide support and assistance to the field, especially regarding international offers of assistance, large corporate offers, or politically sensitive collection drives.
  - d. With the appropriate Federal agencies, coordinate international offers of assistance that meet acceptance criteria established by the affected State and DHS.
  - e. DHS/US Customs Service, in coordination with the Emergency Support Team (EST) donations specialist and the Department of State, Office of Diplomatic Contingency Programs (DOS-A/DCP), expedite the entry of approved donated items into the United States.
  - f. DHS/Immigration and Naturalization Service, in coordination with the EST donations specialist and DOS-A/DCP as necessary, expedite the entry of approved individuals into the United States.

## **V. DIRECTION AND CONTROL**

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### **A. PLAN ACTIVATION**

1. Donations Management, as a function, primarily occurs during the recovery phase of an emergency. However, some donations management activities may occur during the preparedness and response phases of emergency management.
2. The Donations Management Plan will be activated by the Donations Management Coordinator (DMC). The DMC will obtain disaster information from the Incident Commander (IC) on scene through the JCHSEM and the Volunteer Coordinator at the Emergency Operations Center (EOC). If an event causes a major need for donated resources to be distributed, or results in a large amount of donations being received the DMC will activate this plan and inform personnel at the Points of Dispensing that donations will be arriving.

### **B. DECISION PROCESS**

1. The JCHSEM Director in conjunction with the Incident Commander (IC), Donations Management Coordinator (DMC), and Volunteer Coordinator at the staging area will

make the determination based on the disaster situation, available resource supply, and the amount of donations being requested, when to active this plan.

C. ALERT & NOTIFICATION

1. Once a decision has been made to activate the plan, the DMC will prepare for the donations that will be arriving at the POD.
2. The DMC will also notify the VMC volunteers to make their way to the VMC to begin receiving, sorting, and packaging donations for distribution.
3. All communications between the VMC and the Jefferson County EOC will be via landline telephone, cellular telephone, fax, and email.

**VI. ADMINISTRATION AND LOGISTICS**

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- A. Jefferson County will consider administering and utilizing AidMatrix, a donations and volunteer management web-based application that enables the general public to register their offers of donated goods and services, thus providing the Donations Management Coordinator (DMC) with a real-time view of offers and the ability to match offers to needs.
- B. The National Voluntary Organizations Active in Disasters (NVOAD) coordinates planning efforts by many voluntary organizations responding to disaster. Once disasters occur, NVOAD or an affiliated state VOAD encourages members and other voluntary agencies to convene on site. This cooperative effort has proven to be the most effective way for a wide variety of volunteers and organizations to work together in a crisis. West Virginia Voluntary Organizations Active in Disasters (WVVOAD) is a member of the NVOAD organization. WVVOAD is responsible for the coordination of volunteer organizations to avoid duplication of services and resource allocation.
- C. Federal support may include enhanced voluntary agency coordination, assistance in establishing a Donations Coordination Team and a Donation Coordination Center, technical and managerial support, a national network of information and contacts to assist donations specialists in the field, and communications support as necessary.
- D. Each agency that participates in this plan is responsible for maintaining its own records of expenditures for later reimbursement.
- E. Each organization is responsible for furnishing its own transportation requirements for direction and control activities.

## **VII. PLAN DEVELOPMENT, MAINTENANCE, AND TRAINING**

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*The effectiveness of this Donations Management Plan will depend on how well volunteer agencies and personnel know and use it. To ensure that Jefferson County develops the capability to continue a strong community Donations Management Program, this plan will be updated, and all volunteer organizations and personnel will be trained and exercised as outlined below.*

- A. Any and all sections of this plan can be updated at any time. Many changes are required because of changing information and situations.
- B. The Jefferson County Homeland Security and Emergency Management (JCHSEM) Director, in conjunction with the Donations Management Coordinator (DMC), Volunteer Coordinator and core group of volunteer agencies and organizations, is responsible for ensuring that necessary additions and revisions to this plan are prepared, coordinated, published, and distributed.
- C. It is assumed this plan contains deficiencies that will not become apparent until the plan is activated or exercised. Anyone noting deficiencies should forward them to JCHSEM immediately so that the necessary changes or modifications can be incorporated immediately.
- D. Individuals, departments, agencies, and volunteer organizations assigned responsibilities in this plan and its appendices are responsible for developing and maintaining appropriate Standard Operating Guidelines (SOG) to carry out those responsibilities.
- E. Local drills, tabletop, functional, and full-scale exercises should periodically include a donation management scenario based on the anticipated hazards which could be faced by this jurisdiction.

## **VIII. LIST OF APPENDICES**

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- Appendix 1 – Donation Needs List
- Appendix 2 – Record of Donation Letter
- Appendix 3 – Sample Public Information Release

## **IX. AUTHENTICATION**

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This Donations Management Plan was prepared by Jefferson County Homeland Security & Emergency Management (JCHSEM) in cooperation with a contractor to develop, implement, and maintain a viable community Donations Management Program. This plan complies with applicable internal agency policy, local & state regulations, and supports recommendations provided in the National Response Framework (NRF) and the National Incident Management System (NIMS). This plan will be distributed internally amongst the various Jefferson County response agencies and with external volunteer and/or non-profit organizations that may be affected by its implementation.

**Signatures**

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Commission of Jefferson County, President

\_\_\_\_\_  
Date

\_\_\_\_\_  
JCHSEM Director

**JEFFERSON COUNTY DONATIONS MANAGEMENT PLAN**  
**APPENDIX 1**  
**CURRENT DONATION NEEDS LIST**

**EVENT:** \_\_\_\_\_

**As of Date/Time:** \_\_\_\_\_

<b>1. Needed</b> <b>a. Goods</b>	
<b>b. Services</b>	
<b>2. Unneeded</b>	

**JEFFERSON COUNTY DONATIONS MANAGEMENT PLAN**  
**APPENDIX 2**  
**RECORD OF DONATION LETTER**

Call received by: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Donor Name and Information:**

Salutation: \_\_\_\_\_

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Phone 1: \_\_\_\_\_

Phone 2: \_\_\_\_\_

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

\_\_\_\_\_ Donated (free)      \_\_\_\_\_ Goods      or \_\_\_\_\_ Services

\_\_\_\_\_ Commercial (vendor)      \_\_\_\_\_ Goods      or \_\_\_\_\_ Services

**Type of Resource:** (e.g., people, food, equipment): \_\_\_\_\_

Category: (e.g., clothing, water, bedding): \_\_\_\_\_

Sub-category: (e.g., shoes, blankets, chairs): \_\_\_\_\_

**Description/Notes:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Total Quantity:      Units(#): \_\_\_\_\_      Measure (e.g., box, each): \_\_\_\_\_

Packaging \_\_\_\_\_      Amount (#): \_\_\_\_\_      Size (e.g., can, dozen, gallon): \_\_\_\_\_

Palletized:    Yes    No      Transportation Required:    Yes    No

Refrigeration required:    Yes    No      Restrictions:    Yes    No

Resource Location: \_\_\_\_\_

Estimated Value: \_\_\_\_\_      Available until: \_\_\_\_\_

Follow-up required:    Yes    No      Action taken: \_\_\_\_\_

\_\_\_\_\_

**JEFFERSON COUNTY DONATIONS MANAGEMENT PLAN**

**APPENDIX 3**

**SAMPLE PUBLIC INFORMATION RELEASE**

**FOR IMMEDIATE RELEASE**

We are receiving citizen and community inquiries regarding the (name of disaster). The calls primarily involve citizens who want to offer assistance or make donations to the (name of disaster) victims. It is important that such good intentions do not create the potential for a disaster within a disaster. Therefore people who wish to offer assistance should do so in as effective a manner as possible.

Individuals or organizations that want to provide assistance to victims of the (name of disaster) should first work through their local disaster relief organizations. These may include the American Red Cross (Eastern Panhandle Chapter), The Salvation Army, Jefferson County Community Ministries, Good Shepherd Interfaith Caregivers, Community Lutheran Partners, the United Way of the Eastern Panhandle, etc. People can find these organizations listed in the Telephone Book Yellow Pages under "Social Service Organizations".

Cash is the best contribution since items can be purchased within the affected areas to meet the specific needs of victims. To contribute cash, contributions should be sent to (the precise organization name address, and account number where cash contributions go).

If people prefer to donate goods or services, they should still work through their local disaster relief organizations. These organizations know the immediate needs of people in the affected areas, how best to meet those needs, and how to ensure assistance is appropriate, adequate, and delivered to the right places. The disaster relief organizations can tell potential donors what is needed and what is not needed and how to package and transport those goods that are needed to the disaster area.

We encourage people not to send unsolicited donations to the disaster area. Unsolicited donations may not reach the proper people or may not meet their current needs. If donors plan to travel to the disaster area, they may find that lodging and other services are unavailable and they may add to problems in the disaster area rather than helping.

**Attention News Editors and Directors:** *Please assist us in publicizing this information relating to donations for the (name of disaster). We would like to encourage donations of goods and services that are needed, while discouraging donations that cannot be used and that may add to*

*the problems that already exists. You can also help us by discouraging sightseers from driving into the disaster area.*

**FOR MORE INFORMATION CONTACT: Jefferson County Public Information Officer**

Division of  
**CRIMINAL  
JUSTICE  
SERVICES**  
Department of Military Affairs  
& Public Safety

# 30

June 12, 2009

**RECEIVED**

JUN 26 2009

The Honorable Dale Manuel  
President  
Jefferson County Commission  
Post Office Box 250  
Charles Town, West Virginia 25414

**RE: Grant Number: 09-VA-017  
Amount: \$53,483.00**

**Jefferson County Commission**

Dear Commissioner Manuel:

Congratulations on your recently awarded Victims of Crime Act (VOCA) assistance grant. To formalize your acceptance of this grant, the attached documents must be signed by the authorized official (President of the Board, County Commission President, or Mayor) and the originals returned to this office.

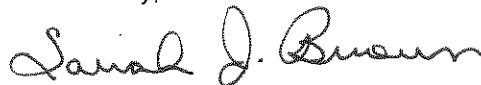
Documents required for signature include:

1. Contract Agreement
2. Resolution (**signed by Board Secretary or County Clerk**)
3. Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements
4. EEOC Certification
5. Supplementary Special Conditions **Note: Project Director must share with all Funded Staff.**

Also enclosed you will find a copy of the revised budget pages for the new grant. **Please replace the original budget pages of the application with the enclosed revised budget pages. Do not send these revised pages back** with the signed contract. These pages are for your grant records only.

If you have any questions in the interim, please contact me at (304) 558-8814, extension 210.

Sincerely,



Sarah J. Brown  
Senior Justice Programs Specialist

SJB/jas  
Attachments

c: Mr. Ralph A. Lorenzetti



**GRANT CONTRACT AGREEMENT**

**BETWEEN THE**

**DIVISION OF CRIMINAL JUSTICE SERVICES**

**AND**

**Jefferson County Commission**  
**09-VA-017**

This **AGREEMENT**, entered into this 12<sup>th</sup> day of June, 2009, by the Director of the Division of Criminal Justice Services, hereinafter referred to as "DCJS", for and on behalf of the State of West Virginia, and the Jefferson County Commission, hereinafter referred to as "Grantee."

**WHEREAS**, DCJS is the recipient of a Victims of Crime Act grant from the United States Department of Justice, and

**WHEREAS**, the Grantee is an eligible applicant who is desirous of receiving funds: This grant provides for the salaries of two full-time Victim Advocates in the Jefferson County Prosecuting Attorney's Office to provide direct services to crime victims in Jefferson County.

**NOW, THEREFORE**, the parties hereto mutually agree as follows:

1. The Grantee agrees to comply with all applicable federal and state laws and rules, regulations and policies promulgated thereunder.
2. DCJS agrees to assist the Grantee to perform such tasks and functions as set forth in the application which is attached hereto and made part hereof, hereinafter referred to as Attachment A.
3. The Grantee shall do, perform, and carry out in a satisfactory and proper manner as determined by DCJS all duties, tasks and functions necessary to implement the application which is hereto attached as Attachment A.

4. The Grantee will commence its duties under the Agreement on July 1, 2009, and shall continue those services/activities until June 30, 2010. The terms of this Agreement may only be extended or modified by the mutual written agreement of the parties hereto.
5. In consideration of the services rendered by the Grantee, the sum of up to \$53,483.00 shall be obligated by DCJS and said amount shall be deemed to be the maximum compensation to be received for this Agreement unless a written modification is entered into between the parties amending this Agreement.
6. It is the understanding of all parties to this Agreement that DCJS by joining in the Agreement does not pledge, or promise to pledge, the credit of the State of West Virginia, nor does it promise to pay all of the compensation hereunder from monies of the Treasury of the State of West Virginia.
7. To be eligible for any and all payments of the grant amount, the Grantee shall submit a Request for Funds no more frequently than once a month to DCJS. Upon receipt of said request, DCJS shall review the same for reasonableness and appropriateness; and if approved, will cause a warrant to be requested on that sum considered reasonable and appropriate. It is expressly understood that the total compensation shall not exceed the amount set forth in Paragraph Five hereinbefore cited and said compensation will be expended only as outlined in the budget sections of Attachment A, unless written approval of modification of the budget is signed by the parties hereto. Grantee shall submit a fiscal report detailing expenditures to DCJS by the twentieth (20th) day of each month.
8. Grantee hereby represents that it possesses the legal authority to contract for this Agreement and that attached hereto and made a part hereof as Attachment B is a certified copy of the resolution, motion or similar action which was clearly adopted or passed by the Grantee's governing body; and further, that it has directed and authorized an official representative to act in connection with this Agreement. If the Grantee is a State agency, the completed application signed by the agency head is sufficient.
9. Grantee agrees to abide by the grant conditions, terms, assurances and certifications which are a part of Attachment A and such other special terms and conditions that DCJS has set forth in Attachment C which is incorporated herein and made part hereof, if said Special Conditions are appropriate to this Agreement.
10. If, through any cause, the Grantee shall fail to fulfill in a necessary and proper manner his obligations under this Agreement, the DCJS may withhold payments to the Grantee upon notice in writing, suspend, or cancel this Agreement and Attachments. The notice of withholding payments, suspension, or cancellation should set forth the DCJS reasons for taking said action.
11. DCJS and Grantee may from time to time require changes in the scope of services performed hereunder. Grantee agrees to submit a written request for modification prior to changing any budget line item. All such changes, including any increase or decrease in the amount of compensation here-under or work to be performed, which are mutually agreed upon between the parties shall be in writing.

12. If for any reason funds received by DCJS are suspended or terminated, in whole or in part, funding for this Agreement shall cease.
13. Grantee shall within the time period prescribed by grant conditions upon the termination of the Agreement, submit to DCJS a final report on forms provided by DCJS. Said reports shall reflect actual costs incurred during the terms of this Agreement.
14. The parties agree that "notice" described in this document may be by personal service, or by certified mail, return receipt requested, and evidence of such certified mail shall be postage prepaid, return receipt requested. Notice shall be given at the following addresses:
  - a. Division of Criminal Justice Services  
1204 Kanawha Boulevard, East  
Charleston, West Virginia 25301
  - b. **Grantee Mailing Address:**  
**Jefferson County Commission**  
**Post Office Box 250**  
**Charles Town, West Virginia 25414**
15. The Grantee shall hold and save DCJS and its officers, agents and employees harmless from liability of any nature, including cost and expense, for or on account of any suits or damages of any character whatsoever resulting from injuries or damages sustained by any persons or property resulting in whole or in part from the negligent performance or omission of any employee, agent or representative of the Grantee.

**IN WITNESS WHEREOF**, the parties hereto attach their signatures representing that each is acting with full authority.

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**Dale Manuel**  
**President**

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**J. Norbert Federspiel, Director**  
**Division of Criminal Justice Services**

**RESOLUTION**

The **Commission** of **Jefferson County** met on \_\_\_\_\_ (date)  
with a quorum present and passed the following resolution.

Be it resolved that the **Commission** hereby authorizes **Dale Manuel, President**  
of **Jefferson County Commission** to act on its behalf to enter into a contractual  
agreement with the Division of Criminal Justice Services to receive and administer grant  
funds pursuant to provisions of the Victims of Crime Act (VOCA) grant program.

Signed: \_\_\_\_\_  
County Clerk



U.S. Department of Justice  
Office of Justice Programs  
Office of the Comptroller

**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND  
OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

**I. LOBBYING**

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

**2. DEBARMENT, SUSPENSION, AND OTHER  
RESPONSIBILITY MATTERS  
(DIRECT RECIPIENT)**

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510--

- A. The applicant certifies that it and its principals:
- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
  - (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connec-

public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

**3. DRUG-FREE WORKPLACE  
(GRANTEES OTHER THAN INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620--

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about--

- (1) The dangers of drug abuse in the workplace;
- (2) The grantee's policy of maintaining a drug-free workplace;
- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant,

- (1) Abide by the terms of the statement; and
- (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 810 7<sup>th</sup> Street, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted--

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check  if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check  if the State has elected to complete OJP Form 4061/7.

**DRUG-FREE WORKPLACE  
(GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620--

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address: *Dale Manuel, President  
Jefferson County Commission  
P.O. Box 350, Charlottesville, VA 22904*

*09-VA-617*

*55-6000333*

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

*Dale Manuel, Commission President*

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date

# Assurance/Certification of Compliance With Regulations

Office for Civil Rights, Office of Justice Programs  
U.S. Department of Justice Funds

For Subgrants Awarded Through the WV Division of Criminal Justice Services (DCJS)

Federal Grant Program Name: Victims of Crime Act (VOCA)

Subgrantee Name: Jefferson County Commission

Authorized Official's Name: \_\_\_\_\_

Subgrant Number: 09. VA. 017

## Assurance

As authorized official, I assure and certify, by my signature below, that I have read and am fully cognizant of our duties and responsibilities under this assurance and certification.

This entity will comply with the following statutes and regulations as mandated by law:

Section 3789d(c) of the Omnibus Crime Control and Safe Streets Act of 1968, as amended; Title VI of the Civil Rights Act of 1964, as amended, and Department of Justice Regulation 28 C.F.R. Part 42, Subparts C, D, E; Section 504 of the Rehabilitation Act of 1973, as amended, and Department of Justice Regulation 28 C.F.R. Part 42, Subpart G; Title II of the Americans With Disabilities Act and Department of Justice Regulation 28 C.F.R. Part 35; Title IX of the Education Amendments of 1972 and Department of Justice Regulation 28 C.F.R. Part 54; and The Age Discrimination Act of 1975.

This entity will send all adverse findings of discrimination within the last three years to the Office for Civil Rights to the following address:

Office for Civil Rights  
Office of Justice Programs  
810 7<sup>th</sup> Street, NW  
Washington, DC 20531

# Equal Employment Opportunity Plan Certification

Check only one certification that applies to the subgrantee during the project period outlined in the application.

     Certification "A" - No EEOP Required

This entity falls under one or more of the following categories (Check all that apply).

- is an educational, medical or non-profit institution or an Indian Tribe
- has less than 50 employees
- was awarded through this subgrant from DCJS less than \$25,000

Certification "B" - Subgrantee Must Maintain EEOP On File

This entity, as a for-profit entity or a state or local government having 50 or more employees, was awarded, through this subgrant from DCJS, more than \$25,000, but less than \$500,000. Also, this entity has not been awarded more than \$1 million cumulatively from all programs administered by the U.S. Department of Justice over an 18-month period that includes this subgrant period. **An EEOP has been developed and signed into effect and disseminated to all employees, and it is on file for review or audit by officials of the Division of Criminal Justice Services or the Office for Civil Rights, Office of Justice Programs.**

     Certification "C" - Subgrantee Must Submit EEOP To Office for Civil Rights

This entity, as a for-profit entity or a state or local government having 50 or more employees, was awarded, through this subgrant from DCJS, more than \$500,000, or has been awarded more than \$1 million cumulatively from all program administered by the U.S. Department of Justice over an 18 month period that includes this subgrant period. **Therefore, the funded entity will submit, within 45 days of the award, an EEOP or an EEOP Short Form (attached), that will include a section specifically analyzing the subgrantee to the following address:**

Office for Civil Rights  
Office of Justice Programs  
810 7<sup>th</sup> Street, NW  
Washington, DC 20531

As the Authorized Official for the above subgrantee, I certify, by my signature below, that I have read and am fully cognizant of our duties and responsibilities under this assurance and certification.

Typed Name: Dale Manuel Title: President Date: \_\_\_\_\_

Authorized Official's Signature: \_\_\_\_\_

## Supplementary Special Conditions FY 2009 VOCA Grant Program

Please be advised the West Virginians Against Violence Committee and the Division of Criminal Justice Services have implemented supplementary special conditions for the FY 2009 Victim of Crime Act (VOCA) Victim Assistance grant award. Failure to comply with these supplementary special conditions and all other grant conditions and assurances and program requirements may result in the deobligation of the FY 2009 award and could jeopardize your agency's ability to receive any future grant funding from the Victim of Crime Act Victim Assistance grant program.

The supplementary special conditions are as follows:

1. The sub-grantee is required to implement client surveys for evaluation purposes. DCJS may require a copy of these surveys/evaluations or request proof survey is being implemented. All surveys/evaluations **must** ensure client confidentiality. All surveys/evaluations will include the two following outcome measures: **(1) Victim safety, (2) Public awareness**, results will be required on the VOCA Annual Performance Report.
2. The Project Director is required to share all Special Conditions and Supplementary Special Conditions with all VOCA Funded Staff.
3. All Project Directors will submit on at least a quarterly basis the following information:
  - o Number of Volunteers utilized during the quarter
  - o Volunteer Log-in Sheet which provides name, dates, and hours volunteered.
  - o Whether Volunteers were used as match.

**I hereby acknowledge that I have read, understand, and will comply with these Supplementary special conditions:**

Dale Manuel, President

Printed/Typed Authorized Official Name

\_\_\_\_\_  
SIGNATURE of Authorized Official

\_\_\_\_\_  
DATE

<b>VOCA Grants Program</b>	<b>Budget Summary Page 3</b>
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<b>Applicant:</b> Jefferson County Commission	<b>FEIN: 55-6000333</b>
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Category	VOCA Grant Funds (A)	Matching Funds (B)	Total Funds (A + B)
Personnel and Contractual	\$53,483	\$13,371	\$66,854
Travel and Training	\$0	\$0	\$0
Equipment	\$0	\$0	\$0
Space	\$0	\$0	\$0
Other	\$0	\$0	\$0
<b>Total Budget</b>	<b>\$53,483</b>	<b>\$13,371</b>	<b>\$66,854</b>

**FUNDING STRATEGY**

Funding Source(s)	Amount	Status
VOCA Grant Funds	\$53,483	(A)
Match	\$13,371	
<b>Total</b>	<b>\$66,854</b>	

\* TOTAL FOR COLUMN A SHALL BE PLACED IN THE SPACE PROVIDED ON PAGE ONE FOR GRANT FUNDS REQUESTED.

VOCA Grants Program	Itemization of Funds By Category Page 4		
Applicant: Jefferson Co. Commission	Local Matching Funds	Requested VOCA Grant Funds	Approved VOCA Funds (DCJS ONLY)
<p><b><u>Personnel and Contractual:</u></b>  F/T Victim Advocate Debbie Young  FICA: 7.65%  W/C: 2.3%  Retirement 9.5%</p> <p>F/T Victim Advocate Jenn Sanner  FICA: 7.65%  W/C 2.3%  Retirement 9.5%</p> <p>Volunteer hours @ \$6.00/hr</p> <p><b><u>Travel and Training:</u></b>  Direct Service mileage and Travel to be  pre-approved by DCJS</p> <p><b><u>Equipment (\$5,000 or more "per unit"):</u></b></p> <p><b><u>Space (includes telephone):</u></b></p> <p><b><u>Other:</u></b></p>	<p>\$8,697</p> <p>\$3,824</p> <p>\$850</p>	<p>\$23,975 \$1,834 \$551 \$2,278</p> <p>\$20,800 \$1,591 \$478 \$1,976</p>	<p>\$23,975 \$1,834 \$551 \$2,278</p> <p>\$20,800 \$1,591 \$478 \$1,976</p>
Total Local Matching Funds	\$13,371		\$13,371
Total Federal Funds		\$53,483	\$53,483
Total Approved Project (DCJS ONLY)			\$66,854

31 + 32

**Leslie D. Smith**

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**From:** Lyn Widmyer [lynwidmyer@gmail.com]  
**Sent:** Thursday, July 02, 2009 7:43 AM  
**To:** Leslie Smith  
**Subject:** Agenda item for July 9

Under Organizational items, please add:

1. Schedule annual performance evaluations for those department heads reviewed by County Commission
2. Confirm previous direction from County Commission to include background reports/staff analysis as part of the agenda packet for all items requiring action.

#33

**Leslie D. Smith**

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**From:** Lyn Widmyer [lynwidmyer@gmail.com]  
**Sent:** Thursday, July 02, 2009 7:36 AM  
**To:** Leslie Smith  
**Subject:** Agenda items for July 9

SCHEDULE the following items:

1. Review/approve job descriptions for County Administrator staff: Administrative Assistant, Executive Assistant, Receptionist/Operator.

**Jefferson County, West Virginia  
Draft Job Description**

<b>Position Title:</b>	Administrative Assistant	<b>Grade Level:</b>	
<b>Department</b>	County Commission Administration Office	<b>Date:</b>	
<b>Reports to:</b>	County Administrator	<b>FLSA Status</b>	

**Statement of Duties:** The employee performs administrative, clerical services in support of the operation of the County Commission Administration department. Employee is required to perform all similar or related duties.

**Supervision Required:** Under general supervision of the County Administrator, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice and further instructions. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, and to insure that completed work and methods used are technically accurate and that instructions are being followed. In many cases, the work is self checking, for example, requiring accounts to balance before proceeding.

**Supervisory Responsibility:** Employee, as a regular and continuing part of the job, does not regularly supervise other County employees.

**Confidentiality:** Employee has access to some confidential information obtained during performance of regular position responsibilities such as client or department records.

**Accountability:** Consequences of errors, missed deadlines or poor judgment may include adverse public relations, monetary loss, legal repercussions, and jeopardize programs.

**Judgment:** Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Judgment is needed to locate, select, and apply the most pertinent practice, procedure, regulation or guideline.

**Complexity:** The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

**Work Environment:** The work environment involves everyday discomforts typical of offices, with occasional exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. Employee may be required to work beyond normal business hours to attend evening meetings.

**Nature and Purpose of Public Contact:** Relationships with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating

County Commission Administrative Office  
Administrative Assistant

1/1/08

**Jefferson County, West Virginia**  
**Draft Job Description**

problems. Other regular contacts are with service recipients and employees of outside organizations such as vendors, banks and contractors. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with uncooperative or uninformed persons. Employee may furnish news media with routine information such as meeting agendas, press releases or departmental procedures.

**Occupational Risk:** Duties of the job present little potential for injury. Risk exposure is similar to that found in typical office settings.

**Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

1. Serves the public through answering telephone calls, greeting visitors to the County Commission office and responding to inquiries from County offices and members of the public.
2. Takes and records minutes of meetings, prepares minutes, reports and agendas for meetings of the County Commission, other County departments and committees, other special meetings and attends night meetings; ensures the accurate and timely entry and indexing of County Commission minutes into Law Order books.
3. Performs secretarial and administrative duties including, but not limited to, preparing correspondence, data entry, preparing purchase orders, faxing, photocopying, picking up and delivering mail, filing, and ordering supplies and equipment.
4. Assists in the yearly budget process, organizes related documents and correspondence for the department.
5. Responsible for the Identification Badge system for county employees, contractors and outside agencies.
6. Assists other departments as needed with projects or reports, and performs other duties as requested.

**Recommended Minimum Qualifications:**

**Education and Experience:** High School degree (Associate's degree preferred), with three to five (3-5) years related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

**Special Requirements:** Drivers license and Notary Public may be required.

County Commission Administrative Office  
Administrative Assistant  
1/1/08

**Jefferson County, West Virginia  
Draft Job Description**

**Knowledge, Abilities and Skill**

**Knowledge:** Common policies, practices and procedures of the department and office operations; laws and regulations pertinent to position functions. Working knowledge of the Internet in support of department operations.

**Abilities:** Ability to interact effectively and appropriately with the public and other personnel, perform multiple tasks and maintain confidential information.

**Skills:** Proficient personal computer skills, mathematical skills, recordkeeping and clerical skills, written and oral communication skills. Effective customer service skills.

**Physical and Mental Requirements**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

**Physical Demands:** Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as books, office equipment and computer paper.

**Motor Skills:** Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, operating a telephone system, computer and/or most other office equipment, typing and/or word processing, filing, and sorting.

**Visual Demands:** Visual demands include constantly reading documents for general understanding and for analytical purposes.

**Jefferson County  
Draft Job Description**

<b>Position Title:</b>	Executive Assistant	<b>Grade Level:</b>	
<b>Department</b>	County Commission Administrative Offices	<b>Date:</b>	
<b>Reports to:</b>	County Administrator	<b>FLSA Status</b>	

**Statement of Duties:** The employee provides executive administrative support to the County Administrator, County Commission, and department heads to ensure the realization of county goals, and provides customer service to the general public. Employee is required to perform all similar or related duties.

**Supervision Required:** Employee works under the general direction of the County Administrator. The employee plans and carries out the regular work in accordance with standard practices and previous training, with substantial responsibility for determining the sequence and timing of action and substantial independence in planning and organizing the work activities, including determining the work methods. The employee is expected to solve, through experienced judgment, most problems of detail or unusual situations by adapting methods or interpreting instructions to resolve the particular problem. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor, but ordinarily the employee plans the work, lays it out and carries it through to completion independently. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not usually reviewed in detail.

**Supervisory Responsibility:** Employee regularly leads other workers in accomplishing assigned work and performs non-supervisory work that is usually for the same kind and levels as is done by the group led. Employee provides on the job training to new staff. Workload is subject to cyclical fluctuations.

**Confidentiality:** Employee has access to some confidential information obtained during performance of regular position responsibilities such as department records.

**Accountability:** Consequences of errors, missed deadlines or poor judgment may include adverse public relations, missed deadlines, monetary loss, and jeopardize programs.

**Judgment:** The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices and precedents which may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions. Employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision making. Requires understanding, interpreting and applying federal, state and local regulations.

**Complexity:** Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards

County Commission Administrative Office  
Executive Assistant  
1/1/08

**Jefferson County  
Draft Job Description**

or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work.

**Work Environment:** The work environment involves everyday discomforts typical of offices, with occasional exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. Employee may be required to work beyond normal business hours to attend evening meetings.

**Nature and Purpose of Public Contact:** Relationships are constantly with co-workers, the public, groups and/or individuals such as civic leaders, peers from other organizations, representatives of professional organizations, and the news media. The employee serves as a spokesperson or recognized authority of the organization in matters of substance or considerable importance. The employee may, on behalf of a department head, communicate departmental practices, procedures, regulations or guidelines. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

**Occupational Risk:** Duties of the job present little potential for injury. Risk exposure is similar to that found in typical office settings.

**Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

1. Serves the public through answering telephone calls, greeting visitors to the County Commission office and responding to inquiries from county offices and members of the public.
2. Takes and records minutes of meetings, prepares minutes, reports and agendas for meetings of the County Commission, other county departments and committees, other special meetings and attends night meetings; ensures the accurate and timely entry and indexing of County Commission minutes into Law Order books.
3. Provides support in the preparation and administration of grants.
4. Maintains the county's website and email systems, ensuring that information is current and accurate.
5. Performs secretarial and administrative duties including, but not limited to, preparing correspondence, data entry, preparing purchase orders, faxing, photocopying, picking up and delivering mail, filing, and ordering supplies and equipment.
6. Provides information technology services including, but not limited to serving as troubleshooter for county computer and network problems, performing system backups, setting up new users to the county network, maintaining the computer software library,

County Commission Administrative Office  
Executive Assistant

1/1/08

**Jefferson County  
Draft Job Description**

- maintaining the equipment and functioning of webcams, and maintaining security systems.
7. Performs all tasks related to the email alerts subscription service.
  8. Assists in the yearly budget process.
  9. Responsible for oversight of county equipment and vehicles including tags, title and insurance, maintenance of the fuel credit cards and equipment inventories for insurance purposes.
  10. Responsible for the Identification Badge system for county employees, contractors and outside agencies.
  11. Maintains the County Commission calendar.
  12. Provides oversight for county fuel and supplies credit cards including preparation of statements, purchase verifications and assignments of PIN numbers.
  13. Handles travel arrangements, including scheduling and reservations, for County Commissioners and other department heads under the jurisdiction of the County Commission.
  14. Handles county vehicle accident claims with insurance companies.
  15. Maintains the administration of appointments to the county's boards, commissions and authorities, including advertising for upcoming appointments, preparing required correspondence and maintaining appropriate files.
  16. Ensures compliance with National Incident Management System (NIMS) requirements.
  17. Assists other departments as needed with projects or reports, and performs other duties as requested.

**Recommended Minimum Qualifications:**

**Education and Experience:** Graduate of a two year college with an Associate's degree with at least three (3) years related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

**Special Requirements:** Notary Public certification preferred.

**Knowledge, Abilities and Skill**

County Commission Administrative Office  
Executive Assistant  
1/1/08

**Jefferson County  
Draft Job Description**

**Knowledge:** Common policies, practices and procedures of the department and office operations; laws and regulations pertinent to position functions. Working knowledge of the Internet in support of department operations.

**Abilities:** Ability to interact effectively and appropriately with the public and other personnel, perform multiple tasks and maintain confidential information.

**Skills:** Proficient personal computer skills, mathematical skills, recordkeeping and clerical skills, written and oral communication skills. Outstanding interpersonal skills and attention to detail required.

**Physical and Mental Requirements**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

**Physical Demands:** Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as books, office equipment and computer paper.

**Motor Skills:** Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, operating a telephone system, computer and/or most other office equipment, typing and/or word processing, filing, and sorting.

**Visual Demands:** Visual demands include constantly reading documents for general understanding and for analytical purposes.



## NOTICE OF INTENT TO APPOINT

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, July 23, 2009, or as soon thereafter as the Commission may decide:

**Board of Zoning Appeals - Three alternate members:**

One unexpired term ending 1/1/2010

One unexpired term ending 1/1/2011

One unexpired term ending 1/1/2012

Persons who may be interested in the above listed agency should submit a letter of interest and a resume or statement of qualifications to the Jefferson County Commission, P.O. Box 250, Charles Town, WV 25414, prior to the proposed date of appointment.

*Alternates: Alternate members shall have all powers and duties of a regular Board member when sitting on a case and shall continue to participate in the case until a final decision is reached. Alternate members shall serve by rotation based upon seniority of appointment to the Board.*

Additional information regarding these appointments may be obtained by contacting the Commission Office at (304) 728-3284 or [info@jeffersoncountywv.org](mailto:info@jeffersoncountywv.org).

*Information*

June 26, 2009

County Commission of Jefferson County

Charles Town, WV 25414

**RECEIVED**

JUN 30 2009

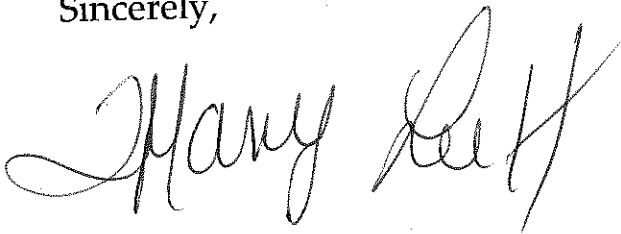
**Jefferson County Commission**

Dear Commissioners,

Please accept this letter in support of J. Tyler Quynn for a position with the Jefferson County Board of Zoning Appeals. I have known Tyler for many years and believe that the experience he can bring to this board is substantial. I have worked with him on numerous real estate transactions and believe that his abilities would greatly benefit the BZA. Also, the experience that Tyler can bring from his years of working with the Jefferson County PSD is invaluable.

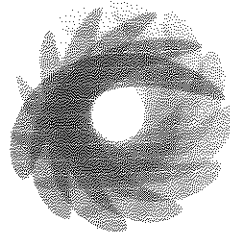
Tyler is a proud resident of Jefferson County and should definitely be considered for a position with the ZBA. Thank you for your time and consideration.

Sincerely,

A handwritten signature in cursive script, appearing to read "Tiffany Lee Hine".

Tiffany Lee Hine

Zoning Board of Appeals



**sol yoga**

County Commission of Jefferson County  
Jefferson County, WV

June 24, 2009

To whom it may concern,

I would highly recommend J. Tyler Quynn to the Jefferson County Board of Zoning Appeals. He is a man of honor, integrity and intelligence. I have been honored to work alongside him in many capacities in my lifetime including business partner, advisor, friend and father. I have no doubt he will serve Jefferson County and the people of Jefferson County well.

Sincerely,

A handwritten signature in black ink, appearing to read 'Dorcas Quynn McWilliams'. The signature is fluid and cursive, with a long, sweeping horizontal line extending to the right.

Dorcas Quynn McWilliams  
Owner/Director  
Sol Yoga, LLC  
256 West Patrick Street  
[www.solyoga.org](http://www.solyoga.org)  
Frederick, MD 21701

4482 Bakerton Road  
Harpers Ferry, WVA 25425

Jefferson County Commission  
Charles Town, West Virginia 25414

**RE: Jefferson County Board of Zoning Appeals Appointment**

To Whom It May Concern:

It gives me a great deal of pleasure to write this recommendation for J. Tyler Quynn.

I have been associated with Mr. Quynn for the past sixty years in various capacities. Over these years, we have enjoyed both a social and business relationship. Most recently, we have partnered together and with others in business interests, focusing on real estate property, development and investments.

During this continuing relationship, I can personally vouch for his integrity and trustworthiness. Regardless of the task before Mr. Quynn, he will complete it in a timely, thorough, and professional manner. His background and knowledge base, as it applies to this position, is extensive and I feel these along with his many other professional qualities, make him an ideal candidate to fill this position.

Mr. Quynn has my highest recommendation to become a part of the Zoning Appeals staff.

Sincerely,



Wayne E. DeLauter, CDR  
USN Retired

FOR. JOHN TYLER QUYNNE  
38 BELVIERE FARM LANE  
CHARLES TOWN, W. VA.  
25414

6/24/09

Dear Jefferson County  
Commissioners,  
Please appoint John Tyler  
Quyne to the Jefferson County  
Board of Zoning Appeals.  
Sincerely,  
John Tyler Quyne

Jefferson Md.

24 June 2009

Dear Commissioners,

I have known John Taylor  
Deery since the 1960's.

When I was Chairman of the  
Frederick County, Md, Board of Zoning  
Appeals, I served with Mr. Deery.

I have always found Mr. Deery  
to be an honest hard working  
family man. He is very knowledgeable  
about zoning matters and home  
and building construction.

Mr. Deery was an asset to  
the Board of Appeals when he served  
for 3 years.

I served as Frederick County  
Commissioner Md. from 2002 - 2006.  
And had an opportunity to interview  
many people.

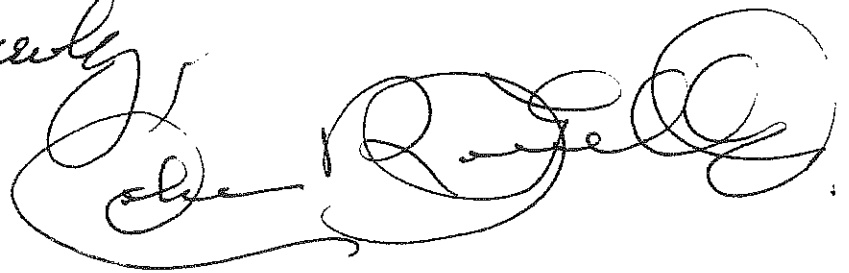
with that being said.

I recommend Mr. Green  
to you for the position of the  
Jefferson County Juvenile Appeals.

I know that he will be  
prepared and knowledgeable about  
any and all cases that come  
before him. He was always  
well prepared for the cases  
when we served together.

Thank you for your  
consideration.

Sincerely,



P.O. Box 430  
Charles Town, WV 25414

~~February 19, 2006~~

June 24, 2009

~~Dale Manuel~~  
Mr. Rusty Morgan, Chairman  
Jefferson County Commission  
P.O. Box 250  
Charles Town, WV 25414


Re: Opening for ~~Alternate~~ Member on Board of Zoning Appeals

~~Mr. Manuel~~  
Dear Mr. Morgan:

Please accept this letter and the attached resume, as my expression of interest in the current opening for an ~~Alternate~~ MEMBER on the Board of Zoning Appeals. As you can see by the attached resume, I am well qualified to address issues coming before this Board. My years of government service have equipped me to understand the rules and obligations of the County, as well as those requests that come before the Board of Appeals.

Thank you for your consideration. Please feel free to contact me at 304-279-8821.

Sincerely,



J. Tyler Quinn

June 25, 2009

# J. TYLER QUINN

~~QUINN@FRONTIERNET.NET~~ ~ 304.279.8821

~~625 GARDEN PLACE, P.O. BOX 430, CHARLES TOWN, WV, 25414~~

38 Belvedere Farm Lane

## SUMMARY OF QUALIFICATIONS

Experience in real estate, planning, developing, building, and construction inspection / code enforcement.

### EDUCATION

- B.A., Industrial Technology, California State University, Fresno, CA
- U.S. Marine Corps, Heavy Equipment Operation and Maintenance
- Dale Carnegie, Effective Speaking and Human Relations
- Windows 1995, Computer Enhancement Systems, 1996
- Micro Concepts Computer Class, Frederick Community College, 1998
- Conversational Spanish, Frederick Community College, 2000
- Continuing Education in Building / Land Development

*Today's OSHA Compliance Update, 2003*

*Assessing Wastewater Options*

*for Small Communities, 2002*

*Alternative On-site Wastewater Treatment Technologies, 2002*

*Emerging Perspectives on Decentralized Wastewater Management, 2002*

*Basic Erosion & Sediment Control, 2001*

*Erosion and Sediment Control for Inspectors, 2001*

*Planning Commissioner Certificate Program, 2000*

*MBOA Smart Code Update, 1999*

*Inspection of On-site Sewage Disposal, 1999*

*BOCA Non-Structural Plan Review, 1999*

*Environmental Planning in Frederick County, 1997*

*Orientation to Planning, 1996*

*Land Use Process, 1994*

*Raw Lands to Finished Lots, 1994*

*Business Law, 1993*

*Environmental Action, 1993*

*MD Home Improvement, 1991*

*Planning Process and Zoning, 1991*

*Commercial Real Estate, 1990*

*Government Regulation / Land Use, 1990*

*Non-Tidal Wetlands, 1990*

*Sand Mound Design & Const., Innovative /*

*Alternative Septic Systems, 1990*

*Farm & Commercial Appraising, 1987*

### PROFESSIONAL MEMBERSHIPS & CERTIFICATIONS

- VA Erosion & Sediment Control Inspector # 2359
- West Virginia 1-S, Sewer certification, 2002
- International Code Council (ICC) Member #04940
  - ICC Certified Residential Electrical Inspector, Expires 2008
  - ICC Certified Residential Combination Inspector, Expires 2008
  - ICC Certified Residential Building Inspector, Expires 2008
  - ICC Certified Residential Mechanical Inspector, Expires 2008
  - ICC Certified Residential Plumbing Inspector, Expires 2008
  - ICC Certified Property, Maintenance & Housing Inspector, Expires 2008
- Building Officials & Code Administration International, Inc. (BOCA) Member # 21520
  - BOCA Certified One & Two Family Dwelling Combination Inspector
  - BOCA Certified Property, Maintenance & Housing Inspector
  - BOCA Certified One & Two Family Dwelling Plumbing Inspector,
  - BOCA Certified One & Two Family Dwelling Mechanical Inspector
  - BOCA Certified One & Two Family Dwelling Electrical Inspector
  - BOCA Certified One & Two Family Dwelling Building Inspector
  - Knowledge of BOCA Life Safety Codes / Fire Codes / City Ordinance
- MD Licensed Real Estate Salesperson # 304484
- HUD Compliance Inspector, 1989
- California Vocational Teaching Credential – Carpentry / Building Construction, 1983

## WORK HISTORY

- Oct., 2002 to  
April, 2005      Jefferson County Public Service District  
**Operations Manager**
- Manage Field Staff and Operations
- Maintenance Technician (temporary)**
- Assist maintenance staff during transition time with new management.
  - Maintain & trouble-shoot sewer pump stations & mains
  - Maintain & troubleshoot water pump station, mains & meters
  - Help to set up inspection program
  - Produce specifications for major purchases
  - Communicate with Engineers to assist in PSD projects
- 2001 to  
Oct, 2002      County of Loudoun, Leesburg, VA  
**Zoning Inspector**
- Receive, respond and investigate zoning complaints and violations.
  - Conduct field investigations and properly document all evidence and information.
  - Build case and prepare all necessary paperwork for special exceptions.
  - Positively interact with customers to help them come to an equitable agreement with the County before legal action is necessary.
- Bonds Management**
- Responsible for preparation, releases and reductions of Erosion and Sediment Control bonds.
  - Respond and assist customers and peers in understanding of this complicated process.
- 1974-2001      Self Employed, Frederick, MD  
**Real Estate Infill Development / Restoration / Management**
- Responsible for developing / building / restoring from initial purchase of land, monies and equipment to selling completed project or renovation.
  - Purchased and managed single family, multi-unit, and mixed use Historic District buildings; including renovations, leasing, rent collections, general bookkeeping and tax preparation.
  - Remediation Consultant / Mechanic for well water development, design and repair.
- July, 1999  
July, 2000      Honduras Outreach Program, Omoa, Honduras  
**Volunteer / Construction Project Co-Coordinator**
- Participated in construction programs to restore damage from Hurricane Mitch including church walls, houses and a medical clinic.
- 1995-1998      Board of County Commissioners, Frederick, MD  
**Vice Chair, Frederick County Zoning Board of Appeals**
- Heard requests for administrative appeals, variances and special exceptions; conducted site assessments; researched, analyzed and interpreted the relevant codes and regulations; decided validity of cases and informed citizens and community during the public hearing process.
- 1983-1985      City of Frederick, Frederick, MD  
**Building Inspector**
- Department Head, in charge of Permits & Inspections (All construction types, new and existing)
  - Responsible for receiving, reviewing and approving plans; issuing permits, certifications and orders; performing inspections; preparing reports and maintaining official records.
  - Investigate citizen complaints and city fire damage; provide technical guidance to applicants and professional community, including testimony in court; prepare department budget.
- 1974-1979      Alexander Enterprises / Carpenters Local #1590, Frederick, MD / Washington, D.C.  
**Construction Manager & Carpenter**
- Supervised 8-15 employees and subcontractors in residential and commercial construction.
  - Constructed concrete formwork for high rise apartment buildings, office buildings, and public underground transportation systems.

# State of West Virginia,

COUNTY OF JEFFERSON

I, **John T. Quynn**, do solemnly swear or affirm that I will support the Constitution of the United States and the Constitution of the State of West Virginia.

I, **John T. Quynn**, do solemnly swear or affirm that I will faithfully discharge and perform the duties of an Alternate Member of the Board of Zoning Appeals to the best of my skill and judgment, and according to law. So help me God.

Signed John T. Quynn

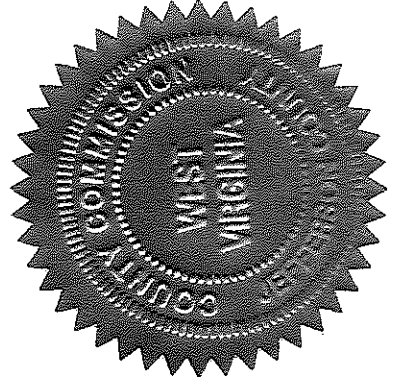
The above oath was taken and subscribed on this 31 day of March, 2006 at the Jefferson County Court House, 100 East Washington Street, Charles Town, West Virginia.

#### WV Constitution Article IV, Section 5. Oath or affirmation to support the constitution.

Every person elected or appointed to any office, before proceeding to exercise the authority, or discharge the duties thereof, shall make oath or affirmation that he will support the constitution of the United States and the constitution of this state, and that he will faithfully discharge the duties of his said office to the best of his skill and judgment; and no other oath, declaration, or test shall be required as a qualification, unless herein otherwise provided.

Oath administered by Jennifer S. Maghan  
Clerk of the County Commission

Signed Jennifer S. Maghan





BOARD OF COUNTY COMMISSIONERS OF  
FREDERICK COUNTY, MARYLAND

June 13, 1995

Winchester Hall  
12 East Church Street  
Frederick, Maryland 21701

(301) 694-1100  
FAX (301) 694-6850

COMMISSIONERS

Mark L. Hoke, President  
David P. Gray, V. President  
Ilona M. Hogan  
Bruce L. Reeder  
Terre Roy Rhoderick

Mr. J. Tyler Quynn  
P.O. Box 670  
Frederick, MD 21705-0670

Dear ~~Mr. Quynn~~:

On Thursday, June 8, 1995, the Board of County Commissioners approved your appointment to serve on the Zoning Board of Appeals. Your term of appointment will become effective July 1, 1995 and will expire on July 1, 1998.

The Commissioners appreciate your willingness to serve on this Board and know that you will contribute much to its successful functioning.

If this office can be of any assistance to you, please do not hesitate to call upon us.

Sincerely,

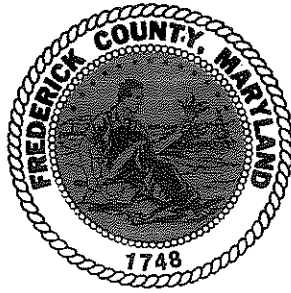
BOARD OF COUNTY COMMISSIONERS  
OF FREDERICK COUNTY, MARYLAND

By:   
Mark L. Hoke, President

MLH/jmg

pc: Michael C. Thompson, Zoning Administrator,  
Department of Planning and Zoning

*See, I know you would like this one better than the  
other letter! Welcome aboard!*

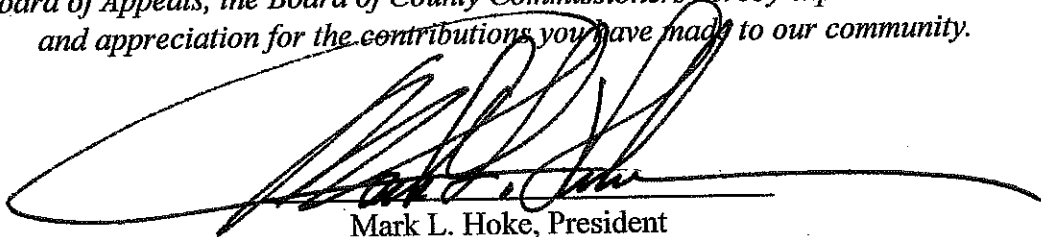


## *Certificate of Appreciation*

*is presented to*

*J. Tyler Quynn*

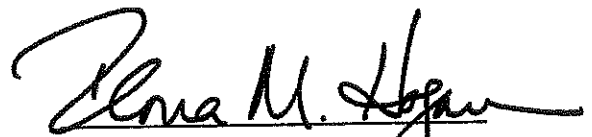
*In recognition of your service to the citizens of Frederick County, as a member of the Zoning Board of Appeals, the Board of County Commissioners hereby express our sincere thanks and appreciation for the contributions you have made to our community.*



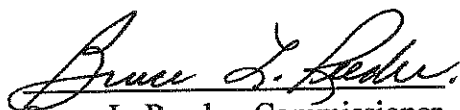
Mark L. Hoke, President



David P. Gray, Vice President



Ilona M. Hogan, Commissioner



Bruce L. Reeder, Commissioner



Terre R. Rhoderick, Commissioner

*Presented this 11th day of September, 1998*

# J. Tyler Quynn

## Code concerns

11-11-93

Veteran's Day

In simplicity, codes are laws that attempt to set out certain standards. Their purpose (besides promoting justice), for example, as with a residential building code, would be to provide minimum standards to insure public health, safety and welfare as related to building construction. The intent of a zoning ordinance would be to secure public safety and promote the general health and welfare of citizens through comprehensive planning and land use requirements with a concern for orderly development and appropriate land use decisions. Environmental laws would want to assure adequate and safe water supplies and proper sewage disposal

Our system of government, like everything else, requires that laws should be clear, enforceable, and capable of consistent interpretation. Laws must be based on reason, must be definite, and in almost all cases, written. They should be published and accessible to every citizen as it will most likely be a court's assumption that every person knows the law. Code officials are authorized to administer and enforce the provisions of their code (the law). Along with their tremendous responsibility, they may also be entrusted with the power of rule-making authority. Although it is assumed they will always act in good faith and fairness for the public (though not always the case), they are generally relieved of personal responsibility for damage as a result of their official involvement during the discharge of duties. It sounds simple. There is a rule or regulation and an officer to enforce it. The speed limit is 50, and 51 gets you a ticket. Not so. In planning and construction every situation is different - even the same kind of houses in the same kind of development have individual case scenarios. This is where we get into interpretation and that's why we have a guide (code book) so we can apply standards equally and fairly to all.

Interpretations are usually the sole description of the official. Have you ever seen two persons the same, let alone along two inspectors or administrators the same? Now we not only have different situations and different interpretations, but different decisions applied to unlike cases. No wonder we receive different answers for our question from the same department.

Code officials aren't perfect; they're just like the rest of us in this world. They make mistakes too, but generally they're some pretty good people that many times can be given the feeling they have a thankless job to do.

Occasionally a code requirement, perhaps a minimum requirement intended to be construed liberally, is strictly enforced in a particular situation, and that's probably acceptable once in a while. Strict interpretation on the other hand with consistent application will circumvent the entire idea and intent of the code. For example, most plumbing, electrical, and building inspections are simply visual checks which produce an OK to proceed to another stage. Rarely will an inspector watch the construction of a building; he makes his inspection and goes down the road to the next one. Sometimes we hear of contractors so perturbed by inspectors that they've pulled steel out of the footings before pouring the concrete, taken insulation out of walls before drywall, and changed more code requirements after the fact, simply because an inspector, administrator, or interpreter in implementing the code had strayed so far from the idea and intent of the original requirement, that minimum standards and health, welfare, and safety of the public became the thing of the past, and official decision making represented absurdity. For instance maybe a

Health Department would tell you to build a sewer treatment plant instead of a septic system to get a permit for a bathroom, or that you couldn't legally drink good H2O from an agriculturally permitted well that had been part of an up-to-date aquacultural operation.

A good code official or administrator like every public servant will be a problem solver rather than a problem creator; he'll know how to balance the rights of individuals with the health, welfare, and safety of the public. He'll understand that his rule and regulation or code book is mainly a guide or reference to build something for the future rather than to destroy or lay waste the unused past. It's tough to be a good official to say "no" to something unless it's clearly against the law or there is absolutely no way to make the regulations assist in presenting solutions to taxpayers' requests. Self-serving interests must be subordinated to public concerns even if it's the silent majority versus the vocal minority.

Codes are man's work; they can be made, broken, changed, violated, or modified like any of our laws. The interpretation of codes equally and fairly for all is another matter. Most anyone can learn to memorize rules and regulations and even understand the idea and intent with a little study and perseverance. Experience and common sense, although attributes, are not even necessary for memorization of standards for a particular endeavor. What is most important through the application of fairness is integrity. That's what's necessary to do the job right - coupled with good judgment that comes from experience.

Making mistakes is not necessarily a crime - that's simply converting bad judgment to experience. Who of us could boast of no mistakes? Certainly not this writer. Cover-up and excuses might present a different scene - they could be serious crimes against everybody.

Although government is entrusted with most code enforcement, it appears that applications and mechanics of that trust can also be served by allowing a private enterprise to do some of the work. Why not at times like this? Take soil testing and percolation testing by the county health department for instance. Why should they have the burden and responsibility of testing and design? They should be governing, like checking for licensing, registration and code compliance.

This area is blessed with an abundance of experienced and qualified design and engineering and construction firms that cumulatively have years of experience. And, most of them realize how outdated the percolation test is to design and more importantly, to performance of a sewage disposal system.

The most knowledgeable code officials are probably veterans who have spent some time in industry or private enterprise. Utilizing these veterans in code enforcement then allows us to share the knowledge and learning of years of experience. Don't misunderstand, there's no negativity expressed towards any new worker - certainly many of them do outperform the ones who have been around too long. The point is that sometimes the roles between teacher and student get reversed especially when bureaucracy wants to take the role of free enterprise from the business sector and at the taxpayer's expense.

The rules and regulations come in a book. Integrity comes in the person. Both of them are a code; one is a code of man's standards or laws; the other is a code of ethics, or moral values. One without the other maybe a self-serving minority; only both together can serve the health, welfare, and safety of the public with conviction.

J. Tyler Quynn writes from Frederick.

February 8, 2005

To Whom It May Concern:

Although it is with great regret that I write this letter of recommendation, J. Tyler Quynn desires to expand his vast experience and leave Jefferson County Public Service District (PSD). Mr. Quynn initially came to the PSD to assist in creating an atmosphere of professionalism and to enhance the desire of our field staff to work towards higher standards, both personally and professionally. He has had great success in this enormous task.

Mr. Quynn's knowledge of local, state and federal governmental procedures and protocol, in addition to knowledge of all aspects of construction and mechanical principles, has taught so much to everyone here, including me. The time invested by Mr. Quynn in PSD business, greatly surpassed the time expected for the position, due to his dedication to whatever job he takes on.

If you choose to have Mr. Quynn become part of your organization, you will be pleased with your decision for many reasons. Honesty, enthusiasm and dedication will lead others in your employ to better themselves, which, in turn, can only be wonderful for your business.

Sincerely,

Susanne Lawton,  
General Manager

*File  
Feb/March 2006*

J Tyler Quynn  
625 Garden Place  
P.O. Box 430  
Charles Town, WV, 25414

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

February 21, 2006

To Whom It May Concern,

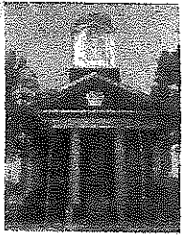
Please find enclosed a copy of my resume and contact information for the position of alternate member to the Board of Zoning Appeals.

I have previously served in a similar capacity in Frederick County, Maryland and look forward to the opportunity to serve in Jefferson County.

Thank you for your consideration and please feel free to contact me by phone at any time.

Sincerely,

J. Tyler Quynn  
304.279.8821



# THE COUNTY COMMISSION OF JEFFERSON COUNTY

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

Phone: 304/728-3284

www.jeffersoncountywv.org

Fax: 304/725-7916



March 7, 2006

J. Tyler Quynn  
P.O. Box 430  
Charles Town, WV 25414

Dear Mr. Quynn:

The Jefferson County Commission has appointed you to serve on the Board of Zoning Appeals as an Alternate for a term ending January 1, 2009. A representative from the Board of Zoning Appeals should call you to provide further information on upcoming meetings and activities.

All representatives serving on Boards, Commissions and Authorities for Jefferson County are required to take an Oath of Office. Please contact the County Clerk's office and arrange to take this Oath as soon as possible.

*Jennifer MacCowan (Mayhem)  
728-3347 Fri. 3/27 10:00 AM*

If you have any questions about your appointment, please feel free to contact me. Thank you for your willingness to serve Jefferson County.

For the Commission

Leslie D. Smith  
County Administrator

LDS/ssm

cc: County Clerk's Office  
Tiffany Hine, BZA



# THE COUNTY COMMISSION OF JEFFERSON COUNTY

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

Phone: 304/728-3284

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

Fax: 304/725-7916



May 4<sup>th</sup>, 2006

J. Tyler Quynn  
P.O. Box 430  
Charles Town, WV 25414

Dear Mr. Quynn:

At a regular meeting of the County Commission of Jefferson County, Thursday, April 27, 2006, the Commission voted to withdraw your appointment as an alternate member of the Jefferson County Board of Zoning Appeals based on the information as to your residency in Jefferson County, West Virginia, that was discussed at the April 20, 2006, meeting of the County Commission.

Thank you for your interests in Jefferson County.

Sincerely,

Gregory A. Corliss  
President  
Jefferson County Commission

cc: Board of Zoning Appeals

County Comm Minutes  
4/27/06

**In re: JENNIFER S. MAGHAN - COUNTY CLERK'S REPORT - BUDGET REVISION REQUEST**  
There was no County Clerk's report for the week of April 27, 2006.  
Motion by Surkamp, second by Corliss to approve the budget revision request by Jennifer S. Maghan, County Clerk, as presented. Motion carried.

**In re: COUNTY CLERK'S OFFICE - EMPLOYMENT APPROVAL - ELIZABETH BOHRER**  
Motion by Morgan, second by Surkamp to approve the full-time employment of Elizabeth Bohrer in the County Clerk's Office to begin April 28, 2006. Motion carried.

**In re: ESTATE OF ELEANOR D. COATES**  
David Camiletti, Esquire appeared before the Commission to request approval of an Order to remove John W. Askintowicz as co-executor of the Estate of Eleanor D. Coates.  
Motion by Corliss, second by Manuel to approve the Order removing John W. Askintowicz as Co-Executor of the Estate of Eleanor D. Coates. Motion carried.

**In re: APPOINTMENT TO THE JEFFERSON COUNTY AMBULANCE AUTHORITY**  
No action was taken on this agenda item.

**In re: APPOINTMENT OF ALTERNATE MEMBER TO THE BOARD OF ZONING APPEALS**  
No action was taken on this agenda item.

**In re: LEGISLATIVE ISSUES**  
Commissioner Manuel reported that there were no new legislative issues to discuss for the week of April 27, 2006.

**In re: PROPERTY PURCHASE DISCUSSION**  
This matter was discussed in Executive Session with Assistant Prosecuting Attorneys Brandon Sims and Stephanie Grove.

**In re: BZA ALTERNATE RESIDENCY REQUIREMENT**  
Commissioner Surkamp discussed his concerns with regard to BZA alternate member residency requirements and referenced the transcript of the discussion with Mr. Tyler Quynn and the County Commission on April 20, 2006.

Commissioner Corliss recommended awaiting legal opinion regarding the termination of a BZA alternate member not meeting residency requirements.

Commissioner Manuel recommended suspending Mr. Quynn's membership to the BZA pending legal opinion from Brandon Sims, Assistant Prosecuting Attorney.

Motion by Surkamp to accept the verbal resignation offered by Mr. Quynn on April 20, 2006. Motion died to the lack of a second.

Based on new information as to the residency of Mr. Quynn that was discussed in the County Commission meeting on April 20, 2006 Motion by Surkamp, second by Morgan that the County Commission withdraw the appointment of Mr. Tyler Quynn as an alternate member to the Board of Zoning Appeals. Motion carried by a 4-1 vote, Commissioner Corliss voted no.

**In re: APPOINTMENT TO TDR COMMITTEE**  
Motion by Tabb, second by Manuel to appoint Robert Glenn, Esquire to the TDR Committee. Motion carried.

**In re: ACCEPTANCE OF OFFERED RESIGNATION OF BZA ALTERNATE**  
This matter was discussed under agenda item: "BZA ALTERNATE RESIDENCY REQUIREMENT".

**In re: CREATION OF A HOME CONSORTIUM**  
Commissioner Manuel reported on the meetings held with Jefferson County, Berkeley County and Morgan County officials with regard to Creation of a Home Consortium.

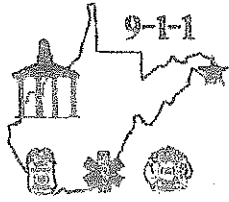
Commissioner Manuel suggested scheduling a meeting with Pat McMillian from the City of Martinsburg to discuss the Home Consortium plan further prior to executing a resolution supporting the creation of a Home Consortium.

The Commission agreed by consensus to authorize Leslie D. Smith, County Administrator to schedule a meeting with Pat McMillian from the City of Martinsburg.

**In re: APPROVAL OF EMPLOYMENT - AMY MARTIN - PUBLIC SAFETY DISPATCHER**  
Motion by Tabb, second by Manuel to approve the employment of Amy Martin as a Public Safety Dispatcher. Motion Carried.

**In re: AC & T FUEL BILLS - MOUNTAIN FIRE**  
Leslie Smith, County Administrator reported on the fuel bills received and the Local and State Forestry's responsibility for the \$4,126.26 bill. Ms. Smith also reported on her discussions with Forestry officials.

Motion by Surkamp, second by Manuel to pay the \$4,126.26 fuel bill with future attempts to receive reimbursement funds from Forestry. Motion carried.



# JEFFERSON COUNTY 9-1-1 ADDRESSING OFFICE

Jeffrey A. Polczynski • Director of Communications  
 116 East Washington Street • Mason Building • Room #25  
 P.O. Box 208 Charles Town, WV 25414-0208  
 Telephone: (304) 724-6799 • FAX: (304) 724-8992  
[addressing@jeffersoncountywv.org](mailto:addressing@jeffersoncountywv.org)

March 28, 2006

JOHN QUINN  
 625 GARDEN PLACE  
 CHARLES TOWN, WV 25414

**TO WHOM IT MAY CONCERN:**

This letter is to certify that your residence is located in the CHARLES TOWN District, Map Page 10B on Parcel 76 and has been identified as 118 GARDEN PLACE, CHARLES TOWN, WV 25414.

Jefferson County has undergone conversion and has assigned physical addressing to every structure in the County. The U.S. Post Office is adopting the physical addressing system implemented by the County.

You must place the new physical address number on your structure in 3" high numbers. If the front door is more than fifty (50) feet from the road, you must place an address number at the end of the driveway also.

Should you have any questions, please contact the Jefferson County Addressing Office at (304) 724-6759 or via email at [addressing@jeffersoncountywv.org](mailto:addressing@jeffersoncountywv.org).

Sincerely, -- --

A handwritten signature in cursive that reads "Donita Scott".

Ms. Donita Scott, Supervisor  
 Jefferson County Addressing Office

DS/tm

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, July 30<sup>th</sup>, 2009, or as soon thereafter as the Commission may decide:

**Jefferson County Building Commission - One 5-year term ending July 27, 2014**

Persons who may be interested in the above listed agency should submit a letter of interest and a resume or statement of qualifications to the Jefferson County Commission, P.O. Box 250, Charles Town, WV 25414, prior to the proposed date of appointment.

Additional information regarding these appointments may be obtained by contacting the Commission Office at (304) 728-3284 or [info@jeffersoncountywv.org](mailto:info@jeffersoncountywv.org).

## Leslie D. Smith

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**From:** Jeffrey A. Polczynski, ENP [jpolczynski@jeffersoncountywv.org]  
**Sent:** Wednesday, July 01, 2009 12:48 PM  
**To:** 'Leslie D. Smith'  
**Cc:** 'Todd Fagan'  
**Subject:** FW: 2009-2010 WVAGP Board Members & Officers  
**Attachments:** image001.gif; WVAGP Board of Directors 2009-2010.doc

**Please let the Commission know that Todd Fagan has been elected to the board for the West Virginia Association of Geospatial Professionals (WVAGP), a statewide board consisting of professionals in the GIS profession throughout West Virginia. I'm sure Todd will be a benefit to our County and region and he will be looking out for the best interests of the Eastern Panhandle and Jefferson County as the Vice President of the organization.**

**Here is their website:**

<http://www.wvagp.org/>

Jeff

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Jeffrey A. Polczynski, ENP  
Director of Communications  
Jefferson County Emergency Communications  
Jefferson County, West Virginia  
~An EMD Accredited Center of Excellence~

304-728-3317 - Office  
304-725-5436 - FAX  
304-279-1823 - Blackberry

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**From:** Todd Fagan [mailto:tfagan@jeffersoncountywv.org]  
**Sent:** Tuesday, June 30, 2009 8:22 AM  
**To:** 'Jeffrey A. Polczynski, ENP'  
**Subject:** FW: 2009-2010 WVAGP Board Members & Officers

---

**From:** WV Association of Geospatial Professionals [mailto:WVAGP@listserv.wvu.edu] **On Behalf Of** Starcher, Jennings N  
**Sent:** Friday, June 12, 2009 8:30 AM  
**To:** WVAGP@listserv.wvu.edu  
**Subject:** 2009-2010 WVAGP Board Members & Officers

Fellow WVAGP Members,

On Wednesday June 10, 2009, elections took place and there were four new Board Members elected to terms of one year and two years, along with two Board members who were reelected to two year terms:

Larry Evans (reelected)  
Robert Shaffer (reelected)  
Yueming Wu (elected to fill out remainder of Matt Mullenax's three year term that will expire in 2010)  
Todd Fagan  
Craig Neidig

Jennifer Selfridge

Also after the Membership Meeting, the Board met to elect the officers for 2009-2010:

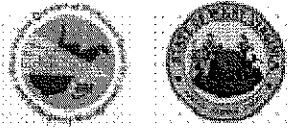
President – Jennings Starcher  
Vice President – Todd Fagan  
Secretary – Kurt Donaldson  
Treasurer – Katherine Paybins

Attached is a breakdown of the Board as will it be on July 1<sup>st</sup>.

Thank you to everyone for your participation and support of WVAGP!

**Jennings Starcher, M.A.**

GIS Manager  
West Virginia Division of Homeland Security  
and Emergency Management  
State Capitol Complex  
1900 Kanawha Blvd., East  
Building 1, Room EB-80  
Charleston, WV 25305-0360  
Phone: (304) 558-5380  
Email: [Jennings.N.Starcher@wv.gov](mailto:Jennings.N.Starcher@wv.gov)



CONFIDENTIALITY NOTE: This e-mail message is for the sole use of the intended recipient(s) and may contain sensitive Homeland Security information, and/or confidential, privileged or law enforcement sensitive information. Do not forward this e-mail to another person without the approval of the original sender. Any unauthorized review, use, disclosure or distribution is strictly prohibited and may be subject to criminal penalty. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.

## WVAGP Board of Directors (2009-2010) Members

Last Name	First Name	Organization	Sector	Term Expires
Donaldson	Kurt	WV GIS Technical Center, WVU	Education & Research	2010
Evans	Larry	Department of Environmental Protection	State	2011
Fagan	Todd	Jefferson County GIS/Addressing Office	Regional/ Local Government	2011
Inglis-Smith	Chandra	Rahall Transportation Institute, MU	Education & Research	2010
Lawson	Rick	ESRI	Private Sector	2010
Neidig	Craig	U.S. Geological Survey	Federal	2011
Paybins	Katherine	U.S. Geological Survey	Federal	2010
Schafer	Kyle	WV Office of Technology	State	Ex-Officio
Selfridge	Jennifer	CTL Engineering of WV, Inc.	Private Sector	2011
Shaffer	Robert	Wood County Assessor's Office	Regional/ Local Government	2011
Simental	Tony	WV GIS State Coordinator	State	Ex-Officio
Starcher	Jennings	Division of Homeland Security and Emergency Management	State	2010
Wu	Yueming	Department of Health & Human Resources	State	2010



*Jennifer S. Maghan, County Clerk*

June 24, 2009

TO: Board of Health  
Jefferson County Public Libraries  
County Economic Development Authority  
County Parks and Recreation Commission  
County Building Commission  
Farmland Protection  
Ambulance Authority

CC: County Commission  
Fred Hess, WWSAO

**RECEIVED**

JUN 26 2009

**Jefferson County Commission**

Greetings:

The time has come once again to prepare the Annual Financial Report for Jefferson County.

These statements are published to provide the County Commission, Taxpayers, and other interested parties with detailed information concerning the financial condition and activities of the County Government. Responsibility for both the accuracy of the presented data and the completeness and fairness of the presentation, including all disclosures, rests with the County.

The financial statements are prepared in accordance with generally accepted accounting principles for governments as prescribed by the Governmental Accounting Standards Board (GASB 34).

The general purpose financial statements, along with the Vendor's List are published annually in the local newspaper as a Class I-0 legal advertisement in compliance with West Virginia Code 7-5-16. These statements along with the Annual Financial Report must be published no later than the first week of October.

It is requested that the General Ledger, Trial Balances and Revenue and Expense Statements for your organization as of June 30, 2009 be forwarded to my office no later than **Wednesday, July 15, 2009**.

Questions you may have regarding the requested information can be answered by calling 304-728-3347.

Your cooperation and timeliness in your response is appreciated.

Very Truly Yours,

Jennifer S. Maghan

Clerk of the County Commission

100 East Washington Street, Charles Town, West Virginia 25414

304-728-3347 (office) 304-728-1957 (fax)

jmaghan@jeffersoncountywv.org

jeffersoncountyclerkwv.com



9-1-1  
Jefferson County Emergency Communications  
DEPARTMENTAL MEMORANDUM

---

**TO:** The County Commission of Jefferson County

**FROM:** Jeffrey A. Polczynski, ENP – Director of Communications

**DATE:** June 26, 2009

**SUBJECT:** Health Insurance Benefits – Blue Cross/Blue Shield versus Guardian

---

The purpose of this document is to express my opinion to the County Commission about the proposed benefit change to Mountain State Blue Cross Blue Shield.

I have reviewed the proposal and **enthusiastically support the move to Mountain State Blue Cross Blue Shield**. I hope the County Commission has the foresight to see that not only will this change of health insurance plans save the County taxpayers a *significant* amount of money over the Guardian plan; that this plan will also provide an all-around better benefit to its employees and their families. The BCBS plan will allow many of the employees that do not have family coverage because of enormous costs to finally take advantage of family health insurance. I am extremely hopeful that the County Commission migrates to the Mountain State Blue Cross Blue Shield health insurance plan.

I have been one of the few employees that have elected to pay for the Guardian family health coverage and have regrettably done so since coming to Jefferson County in 2001. I have always felt that the health insurance offered by the County has been sub-standard because of the high premiums the employee is required to pay (for family coverage), high deductibles, an 80/20 out-of-network cost, UCR (usual, customary, reasonable) charges that Guardian fails to pay, and lack of an in-network footprint of providers.

Since January 1, 2006, I have paid \$24,662 in out-of-pocket and premium expenses. This is over \$8,000 a year (out of pocket) for family health insurance under Guardian. I do not have a family that has major/significant illnesses, but rather a family that has the “usual” problems that require doctor’s visits (seasonal allergies, strep & colds on occasion, ear infections, etc). With BCBS, expenses will be significantly less and I have listed what I believe are the pros and cons between the two plans.

- BCBS has a large network of providers *throughout the United States*. It is harder to find a doctor out of network than it is to find one in-network. Guardian’s network is small and continually shrinking. Out of network = additional charges to the employee. (PRO)

- Because of the limited SelectNET network, very little discount is provided to the County hence the high premiums. BCBS network is greater, and the County is offered a much greater discount (25% BCBS vs. 2% Guardian). (PRO)
- BCBS has \$10 co-pay for office visit. No requirement to fulfill a deductible to visit the doctor. No large hit at the beginning of the year to satisfy a deductible (\$750 for my family). (PRO)
- In-network provides 100% coverage. Being in-network removes the UCR charges. (PRO)
- Deductible amounts are the same for employee and less for family. (PRO)
- It is quite possible that an employees and a family that has routine illnesses (colds, flu's, asthmas) would pay significantly less out of pocket expenses throughout the year because of the co-pay and the non-deductible. It is quite possible that an employee would not ever reach the amount equal of the deductible amount. (PRO)
- \$10 co-pay for generic prescription. No requirement to fulfill a deductible. Generic prescriptions are plentiful. No large up-front costs and no waiting for a reimbursement. (PRO)
- The argument that "formulary prescription charges" creates more expense for the employee has been the most common argument for those wanting to stay with Guardian. (CON)
- If the County implements the proposed HSA funding plan with BCBS, this eliminates the problem of paying these \$40 prescription charges. (PRO)
- The accompanying HSA plan would cover those charges that the employee pays out of pocket under BCBS such as co-pays and deductibles. (PRO)
- Guardian/Select Net has a very limited network of providers that take the insurance. That is why there are no discounts provided by Guardian hence the high premiums. (PRO)

It is dissatisfying that I pay enormous premiums, and then have to pay a large deductible, then pay 20% of the doctor bill, then fight with Guardian on the UCR (usual, reasonable, customary) charges.

On June 25, 2009, The Wall Street Journal posted an article titled "*Big Health Firms Underpay Claims*"<sup>1</sup> where West Virginia's own Senator Rockefeller, Chairman of the Commerce Committee, is cited lashing out at the private health insurance companies for underpaying medical bills and is said to be "exploring why consumers get such a raw deal from their insurance companies". The County Commission, being with a health insurance provider such as Guardian, indirectly promotes this action because of the lack of alternatives of in-network coverage.

Over the previous eight years I have been with the County, I have always been hopeful that the County would change its health insurance providers to a better plan that takes care of the employee and the employee who has a family. Let's face it, employees have families and if they come to the County as a single person, they eventually could/will

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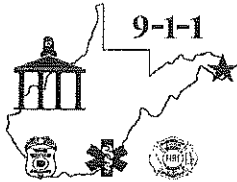
<sup>1</sup> "Big Health Firms Underpay Claims." The Wall Street Journal. Johnson, Fawn. 25 June 2009. <<http://online.wsj.com/article/SB10001424052970204621904574248061750721736.html>>

have a family if they stay with the County. I once had excellent health insurance benefits from my previous employer but I came to Jefferson County knowing that the health insurance was much worse than what I was leaving but took the chance anyway. Knowing that I had an opportunity to make improvements in the emergency communications systems whereby affecting the lives of its citizens and growing what was then a sub-standard county 9-1-1 system, into the state-of-the-art system it is today, I felt I could make a difference and I have always been hopeful that the County Commission one day would improve the health insurance benefits offered making Jefferson County a better place to work.

If the County doesn't change its health insurance, I truly feel that many employees will once again be completely discouraged and continue to believe that the Commission does not care about its employees. The employees of Jefferson County Emergency Communications make up the majority of employees that elect to pay for family health insurance coverage. Most of the employees in the department are the primary breadwinners for their families. Many of the employees have expressed frustration that they simply cannot afford the family health insurance coverage due to its high costs and the amount of out-of-pocket expenses. Many employees have families that have no health insurance coverage at all. Morale of my employees will continue a downward spiral and being a department head, good morale is important to fostering a healthy organization. I have talked to many employees who are hopeful that the County makes this benefit change and are optimistic that the Commission will do the right thing by changing to Blue Cross & Blue Shield.

Please also remember that those that are promoting the Guardian plan, who claim that all of their costs for significant medical expenses were covered under the Guardian plan and don't want to change this, will continue to enjoy those same benefits of coverage under the BCBS with a greater network of providers. Although I will still be frustrated at the amount of money that I will put out of pocket for premiums – half costs for family because County does not pay for greater than half of the family costs (which would be almost 50% less for BCBS over Guardian) - at least I will be able to take advantage of a significantly larger provider network which will reduce out-of-pocket expenses (no 20% or UCR).

In summary, I wholly endorse the change to Mountain State Blue Cross & Blue Shield. The time has come for the Commission to take care of ALL of the employees.



Jefferson County Emergency Communications  
DEPARTMENTAL MEMORANDUM

---

**TO:** Jefferson County Commission

**FROM:** Pamela Dudash

**DATE:** June 25, 2009

**SUBJECT:** Medical Insurance

---

I understand you are contemplating switching from Guardian Insurance to Blue Cross/Blue Shield. I am hoping that this is true. As it stands, I recently had to cancel my family plan due to the fact that I could no longer afford to have that money taken from my paycheck. I have looked over and read the information pertaining to the Blue Cross/Blue Shield and this would benefit myself and family greatly. Please take the time and listen to our needs. We would appreciate the switch to the new insurance company.

Thank you for your time,

Sincerely,

Pamela A. Dudash

To: Jefferson County Commission

25 June 2009

From: William Schweitzer

Jefferson Co. Emer. Communications

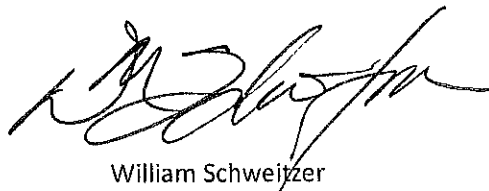
Subj: Medical Insurance

With regards to the current possibility of switching the County's insurance carrier from Guardian to Blue Cross/Blue Shield, I would like to express my hope and desire that the Commission in fact make this change.

As an employee that must carry family coverage, the cost savings in the bi-weekly deductions is enough to considerably affect my paycheck. The fact that the coverage offered by Blue Cross/Blue Shield does not differ significantly from the coverage offered by Guardian only makes a stronger case. In some areas of coverage, specifically long term prescriptions, Blue Cross/Blue Shield offers a better plan. It is also my understanding that there could be a significant savings for the County in terms of the overall cost of providing Blue Cross/Blue Shield versus Guardian.

Once again, it is my hope that the County Commission does indeed convert to the coverage offered by Blue Cross/ Blue Shield for its employees.

Respectfully

A handwritten signature in black ink, appearing to read 'William Schweitzer', written in a cursive style.

William Schweitzer

June 16, 2009

To Jefferson County Commission,

I currently have guardian insurance for myself and my husband. I would first like to say that when I came to Jefferson Co from working at Martinsburg Police Dept. one of the major reasons for coming to Jefferson Co was the cost of the insurance . Since coming to Jefferson Co. the insurance has risen and our pay has not. The only person I have on my insurance is my husband so I'm paying the same cost for him as I would for a family of five. I understand that there are some employees in the county who want to stay with Guardian however I have talked to the employees here at Communications; the cost of the family plan is too much compared to our wages. I will be honest if we stay with Guardian I will most likely be looking for another job with insurance that cost less. I am for the county changing to Mt St B/C B/S. I have had Mt St. B/C B/S in Berkeley Co. and Martinsburg PD. and I was very happy with that insurance and will be extremely happy if we change.

Staci Hovermale



Jefferson Co Communication

## Leslie D. Smith

---

**From:** Jeffrey A. Polczynski, ENP [jpolczynski@jeffersoncountywv.org]  
**Sent:** Monday, June 29, 2009 10:35 AM  
**To:** 'Leslie D. Smith'  
**Subject:** FW: Mountain State Blue Cross & Blue Shield versus Guardian Insurance  
**Attachments:** Letter to Commission on BCBS Health Insurance.pdf; Scan of BCBS Letter - William Schweitzer.pdf; Scan of BCBS Letter - Pamela Dudash.pdf; Scan of BCBS Letter - Staci Hovermale.pdf

Leslie,

Looking at the email, I know why it didn't have your email address on it. I originally took the email that you sent about the meeting notification and did a reply to all but then I opened up another email and just copied and pasted the addresses in the "to". I thought I had added you to the "to" line but obviously failed to do it. There was obviously never any intention not to send you this email.

Jeff

---

Jeffrey A. Polczynski, ENP  
Director of Communications  
Jefferson County Emergency Communications  
Jefferson County, West Virginia  
~An EMD Accredited Center of Excellence~

304-728-3317 - Office  
304-725-5436 - FAX  
304-279-1823 - Blackberry

---

**From:** Jeffrey A. Polczynski, ENP [mailto:jpolczynski@jeffersoncountywv.org]  
**Sent:** Friday, June 26, 2009 1:56 PM  
**To:** 'Dale Manuel'; 'fberrymorgan@aol.com'; 'Frances Morgan'; 'Lyn Widmyer'; 'April Blaker'; 'Stephen Groh, APA'; 'Assessor's Office'; 'Barb Miller'; 'Becky Burns'; 'Bill Polk'; 'Brandy Sims'; 'Christine Chalmers'; 'Collet Crabill'; 'Donald Longerbeam'; 'Donita Scott'; 'Elizabeth Maloney'; 'F. Mark Schiavone'; 'James Casimiro'; 'Jennifer Brockman'; 'Jennifer Maghan'; 'Jennifer Snyder'; 'Jesse Jones'; 'Judy Matlick'; 'Kellie Boles'; 'Kim Sisk'; 'Kirk Davis'; 'Laura Kuhn'; 'laurarattenni@yahoo.com'; 'Patsy Noland'; 'Ralph Lorenzetti'; 'Roger Goodwin'; 'sgran@jeffersoncountywv.org'; 'Sandy Slusher McDonald'; 'Shannon Phillips'; 'Stephanie Grove'; 'jenkinsteresa@hotmail.com'; 'Teresa Tritelli'; 'Tessa Yvonne Reed'; 'Todd Fagan'; 'Vivian Fields'; 'Whitney Burch'; 'Janet Collier'; 'thansen'; 'Tom Hansen'; 'Dave Colbert'; Robert Shirley (rshirley@jcsdvw.com)  
**Cc:** 'Pam Dudash (E-mail)'; 'Jim Hayden (E-mail)'; 'David Holmes'; 'Nancy Dopson'; 'lpope@jeffersoncountywv.org'; 'Merri McIntyre (E-mail)'; 'Shawn Breeden'; 'John Considine'; 'tmiranda@jeffersoncountywv.org'; 'Fred Wood'; 'Christine Miller'; 'Morgan Windle (E-mail)'; 'Staci Hovermale'; 'bshipe@jeffersoncountywv.org'; 'William Schweitzer'; 'Rob Amick'; 'Amy Martin'; Kimberly "Kym" Burke (callmefor911@aol.com); Lynn Carroll (lcarroll@jeffersoncountywv.org); Stephanie Perdue (sperdue@jeffersoncountywv.org)  
**Subject:** Mountain State Blue Cross & Blue Shield versus Guardian Insurance

I have also attached my formal documentation to the County Commission, along with all of the letters I received from several employees of the Communications Center intended for forwarding to the Commission. Of those employees that have provided documentation to be forwarded to the Commission, I have not received a single letter endorsing Guardian. As I receive them, I will forward all letters to the Commission.

Also, interesting article in the Wall Street Journal posted on June 25, 2009 about Health Insurance firms underpaying claims because of how they calculate "out-of-network" "reasonable and customary" charges.

<http://online.wsj.com/article/SB10001424052970204621904574248061750721736.html#mod=rss> Today's Most Popular

Update to above article:

<http://online.wsj.com/article/BT-CO-20090624-716478.html>

Washington Post version:

<http://www.washingtonpost.com/wp-dyn/content/article/2009/06/24/AR2009062401636.html?hpid=sec-politics>

This is one of the many problems that our employees face when dealing with the Guardian Insurance. For those that go to their regular doctor in Winchester or Frederick MD or to a specialist - who are all out-of-network because of the small footprint of in-network providers under the Guardian plan - the out-of-network charges and the UCR (usual, customary & reasonable) charges all add up to much more money than what an employee would be charged under the BCBS network of providers. We all know that Jefferson County has limited specialists therefore, on most occasions the employees are required to seek medical treatment in another state which is not within the Guardian network.

My family's doctors are in Winchester. We do not trust the local doctors because of past bad experiences. We have given the Guardian network a chance to work for us however, it failed. We have to go out of network. On top of the deductible amount (\$750) and the 20% out of network charge, we also are saddled with the UCR charges that Guardian refuses to pay which adds to an amount much greater than 20%. This applies to a single employee or a family (minus the \$500 difference in the deductible for single versus family). The Senate Commerce Committee is investigating this problem. This wouldn't be a problem if we had a better insurance company that had a larger network of providers - such as what Mountain State Blue Cross & Blue Shield provides. Under BCBS, we would pay much, much less out of pocket, the premiums would be reduced, we would be in-network, and have very reasonable co-pay amounts for the doctor visits.

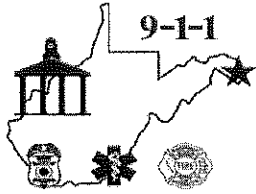
The County pays an outrageous amount for a poor health plan with limited in-network availability and saddles the employee and their family with huge expenses not just in the premiums, 20% out of network costs, unexpected UCR charges that the employee is confronted with AFTER the doctor's visit, and the huge "up-front" costs of prescriptions.

Guardian is the worst health insurance I have ever encountered. I wholeheartedly support the move to Mountain State Blue Cross & Blue Shield.

Jeff

---

Jeffrey A. Polczynski, ENP  
Director of Communications  
Jefferson County Emergency Communications  
Jefferson County, West Virginia



## Jefferson County Emergency Communications DEPARTMENTAL MEMORANDUM

---

**TO:** The County Commission of Jefferson County

**FROM:** Jeffrey A. Polczynski, ENP – Director of Communications

**DATE:** June 26, 2009

**SUBJECT:** Health Insurance Benefits – Blue Cross/Blue Shield versus Guardian

---

The purpose of this document is to express my opinion to the County Commission about the proposed benefit change to Mountain State Blue Cross Blue Shield.

I have reviewed the proposal and **enthusiastically support the move to Mountain State Blue Cross Blue Shield**. I hope the County Commission has the foresight to see that not only will this change of health insurance plans save the County taxpayers a *significant* amount of money over the Guardian plan; that this plan will also provide an all-around better benefit to its employees and their families. The BCBS plan will allow many of the employees that do not have family coverage because of enormous costs to finally take advantage of family health insurance. I am extremely hopeful that the County Commission migrates to the Mountain State Blue Cross Blue Shield health insurance plan.

I have been one of the few employees that have elected to pay for the Guardian family health coverage and have regrettably done so since coming to Jefferson County in 2001. I have always felt that the health insurance offered by the County has been sub-standard because of the high premiums the employee is required to pay (for family coverage), high deductibles, an 80/20 out-of-network cost, UCR (usual, customary, reasonable) charges that Guardian fails to pay, and lack of an in-network footprint of providers.

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- BCBS has a large network of providers *throughout the United States*. It is harder to find a doctor out of network than it is to find one in-network. Guardian’s network is small and continually shrinking. Out of network = additional charges to the employee. (PRO)

- Because of the limited SelectNET network, very little discount is provided to the County hence the high premiums. BCBS network is greater, and the County is offered a much greater discount (25% BCBS vs. 2% Guardian). (PRO)
- BCBS has \$10 co-pay for office visit. No requirement to fulfill a deductible to visit the doctor. No large hit at the beginning of the year to satisfy a deductible (\$750 for my family). (PRO)
- In-network provides 100% coverage. Being in-network removes the UCR charges. (PRO)
- Deductible amounts are the same for employee and less for family. (PRO)
- It is quite possible that an employees and a family that has routine illnesses (colds, flu's, asthmas) would pay significantly less out of pocket expenses throughout the year because of the co-pay and the non-deductible. It is quite possible that an employee would not ever reach the amount equal of the deductible amount. (PRO)
- \$10 co-pay for generic prescription. No requirement to fulfill a deductible. Generic prescriptions are plentiful. No large up-front costs and no waiting for a reimbursement. (PRO)
- The argument that "formularly prescription charges" creates more expense for the employee has been the most common argument for those wanting to stay with Guardian. (CON)
- If the County implements the proposed HSA funding plan with BCBS, this eliminates the problem of paying these \$40 prescription charges. (PRO)
- The accompanying HSA plan would cover those charges that the employee pays out of pocket under BCBS such as co-pays and deductibles. (PRO)
- Guardian/Select Net has a very limited network of providers that take the insurance. That is why there are no discounts provided by Guardian hence the high premiums. (PRO)

It is dissatisfying that I pay enormous premiums, and then have to pay a large deductible, then pay 20% of the doctor bill, then fight with Guardian on the UCR (usual, reasonable, customary) charges.

On June 25, 2009, The Wall Street Journal posted an article titled "*Big Health Firms Underpay Claims*"<sup>1</sup> where West Virginia's own Senator Rockefeller, Chairman of the Commerce Committee, is cited lashing out at the private health insurance companies for underpaying medical bills and is said to be "exploring why consumers get such a raw deal from their insurance companies". The County Commission, being with a health insurance provider such as Guardian, indirectly promotes this action because of the lack of alternatives of in-network coverage.

Over the previous eight years I have been with the County, I have always been hopeful that the County would change its health insurance providers to a better plan that takes care of the employee and the employee who has a family. Let's face it, employees have families and if they come to the County as a single person, they eventually could/will

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<sup>1</sup> "Big Health Firms Underpay Claims." The Wall Street Journal. Johnson, Fawn. 25 June 2009. <<http://online.wsj.com/article/SB10001424052970204621904574248061750721736.html>>

have a family if they stay with the County. I once had excellent health insurance benefits from my previous employer but I came to Jefferson County knowing that the health insurance was much worse than what I was leaving but took the chance anyway. Knowing that I had an opportunity to make improvements in the emergency communications systems whereby affecting the lives of its citizens and growing what was then a sub-standard county 9-1-1 system, into the state-of-the-art system it is today, I felt I could make a difference and I have always been hopeful that the County Commission one day would improve the health insurance benefits offered making Jefferson County a better place to work.

If the County doesn't change its health insurance, I truly feel that many employees will once again be completely discouraged and continue to believe that the Commission does not care about its employees. The employees of Jefferson County Emergency Communications make up the majority of employees that elect to pay for family health insurance coverage. Most of the employees in the department are the primary breadwinners for their families. Many of the employees have expressed frustration that they simply cannot afford the family health insurance coverage due to its high costs and the amount of out-of-pocket expenses. Many employees have families that have no health insurance coverage at all. Morale of my employees will continue a downward spiral and being a department head, good morale is important to fostering a healthy organization. I have talked to many employees who are hopeful that the County makes this benefit change and are optimistic that the Commission will do the right thing by changing to Blue Cross & Blue Shield.

Please also remember that those that are promoting the Guardian plan, who claim that all of their costs for significant medical expenses were covered under the Guardian plan and don't want to change this, will continue to enjoy those same benefits of coverage under the BCBS with a greater network of providers. Although I will still be frustrated at the amount of money that I will put out of pocket for premiums – half costs for family because County does not pay for greater than half of the family costs (which would be almost 50% less for BCBS over Guardian) - at least I will be able to take advantage of a significantly larger provider network which will reduce out-of-pocket expenses (no 20% or UCR).

In summary, I wholly endorse the change to Mountain State Blue Cross & Blue Shield. The time has come for the Commission to take care of ALL of the employees.

## Leslie D. Smith

---

**From:** Todd Fagan [tfagan@jeffersoncountywv.org]  
**Sent:** Monday, June 29, 2009 9:40 AM  
**To:** 'Dale Manuel'; fmorgan@jeffersoncountywv.org; 'Lyn Widmyer'; jsurkamp@comcast.net; pnoland@jeffersoncountywv.org; 'Leslie D. Smith'  
**Cc:** 'Jeffrey A. Polczynski, ENP'  
**Subject:** RE: Mountain State Blue Cross & Blue Shield versus Guardian Insurance

To the decision makers,  
Not to contradict my director's view, but I have personally been satisfied with my individual coverage under Guardian. Perhaps because I have been lucky with my health needs.  
I do agree with Jeff, in that the local, in-network doctors are not very good. I have lobbied to get my former physician to enroll, but have met a dead end every time.  
But financially, the individual plan is good for me, in my personal situation. I hope my current individual costs do not increase or benefits decrease because of a change in providers.

Every employee's family and personal health situation is different. It's impossible to please everyone and it seems unfair if one plan costs more than another. I sympathize with those under the current family plan.  
The question was asked of Mr. Slonaker in the open meeting, "Why can't there be more than one plan"? and his response was, "You can only have one provider."

I think that's baloney.

I don't know why that may be true and I plead ignorance on this one. But unless some State law mandates that condition, County Staff should have more than one option for a health care plan or provider. If it is a law, please help us work to change it.

This whole debate should not be pitting employees and their unique circumstances against each other. A fair plan is one that each staffer can choose for themselves from a varied selection of providers.

Thank you, Commissioners, for taking on this task to consider a change and especially for carefully listening to all staffers' concerns. I know each of you are sincerely trying to limit our personal costs, while providing the best benefits possible.

Todd

Todd Fagan, GISP  
GIS Specialist - Addressing Office  
Jefferson County Commission  
116 E. Washington St. Suite 201  
Charles Town, WV 25414  
Office: 304.728.6679  
Fax: 304.724.8992  
[tfagan@jeffersoncountywv.org](mailto:tfagan@jeffersoncountywv.org)

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**From:** Jeffrey A. Polczynski, ENP [mailto:jpolczynski@jeffersoncountywv.org]  
**Sent:** Friday, June 26, 2009 1:56 PM  
**To:** 'Dale Manuel'; fberrymorgan@aol.com; 'Frances Morgan'; 'Lyn Widmyer'; 'April Blaker'; 'Stephen Groh, APA'; 'Assessor's Office'; 'Barb Miller'; 'Becky Burns'; 'Bill Polk'; 'Brandy Sims'; 'Christine Chalmers'; 'Collet Crabill'; 'Donald Longerbeam'; 'Donita Scott'; 'Elizabeth Maloney'; 'F. Mark Schiavone'; 'James Casimiro'; 'Jennifer Brockman'; 'Jennifer Maghan'; 'Jennifer Snyder'; 'Jesse Jones'; 'Judy Matlick'; 'Kellie Boles'; 'Kim Sisk'; 'Kirk Davis'; 'Laura Kuhn'; laurarattenni@yahoo.com; 'Patsy Noland'; 'Ralph Lorenzetti'; 'Roger Goodwin'; sgran@jeffersoncountywv.org; 'Sandy Slusher McDonald'; 'Shannon Phillips'; 'Stephanie Grove'; jenkinssteresa@hotmail.com; 'Teresa Tritelli'; 'Tessa Yvonne Reed'; 'Todd Fagan'; 'Vivian Fields'; 'Whitney Burch'; 'Janet Collier'; 'thansen'; 'Tom Hansen'; 'Dave Colbert'; Robert Shirley  
**Cc:** 'Pam Dudash (E-mail)'; 'Jim Hayden (E-mail)'; 'David Holmes'; 'Nancy Dopson'; lpope@jeffersoncountywv.org; 'Merri

McIntyre (E-mail); 'Shawn Breeden'; 'John Considine'; tmiranda@jeffersoncountywv.org; 'Fred Wood'; 'Christine Miller'; 'Morgan Windle (E-mail)'; 'Staci Hovermale'; bshipe@jeffersoncountywv.org; 'William Schweitzer'; 'Rob Amick'; 'Amy Martin'; Kimberly "Kym" Burke; Lynn Carroll; Stephanie Perdue

**Subject:** Mountain State Blue Cross & Blue Shield versus Guardian Insurance

I have also attached my formal documentation to the County Commission, along with all of the letters I received from several employees of the Communications Center intended for forwarding to the Commission. Of those employees that have provided documentation to be forwarded to the Commission, I have not received a single letter endorsing Guardian. As I receive them, I will forward all letters to the Commission.

Also, interesting article in the Wall Street Journal posted on June 25, 2009 about Health Insurance firms underpaying claims because of how they calculate "out-of-network" "reasonable and customary" charges.

<http://online.wsj.com/article/SB10001424052970204621904574248061750721736.html#mod=rss> Today's Most Popular

Update to above article:

<http://online.wsj.com/article/BT-CO-20090624-716478.html>

Washington Post version:

<http://www.washingtonpost.com/wp-dyn/content/article/2009/06/24/AR2009062401636.html?hpid=sec-politics>

This is one of the many problems that our employees face when dealing with the Guardian Insurance. For those that go to their regular doctor in Winchester or Frederick MD or to a specialist - who are all out-of-network because of the small footprint of in-network providers under the Guardian plan - the out-of-network charges and the UCR (usual, customary & reasonable) charges all add up to much more money than what an employee would be charged under the BCBS network of providers. We all know that Jefferson County has limited specialists therefore, on most occasions the employees are required to seek medical treatment in another state which is not within the Guardian network.

My family's doctors are in Winchester. We do not trust the local doctors because of past bad experiences. We have given the Guardian network a chance to work for us however, it failed. We have to go out of network. On top of the deductible amount (\$750) and the 20% out of network charge, we also are saddled with the UCR charges that Guardian refuses to pay which adds to an amount much greater than 20%. This applies to a single employee or a family (minus the \$500 difference in the deductible for single versus family). The Senate Commerce Committee is investigating this problem. This wouldn't be a problem if we had a better insurance company that had a larger network of providers - such as what Mountain State Blue Cross & Blue Shield provides. Under BCBS, we would pay much, much less out of pocket, the premiums would be reduced, we would be in-network, and have very reasonable co-pay amounts for the doctor visits.

The County pays an outrageous amount for a poor health plan with limited in-network availability and saddles the employee and their family with huge expenses not just in the premiums, 20% out

**of network costs, unexpected UCR charges that the employee is confronted with AFTER the doctor's visit, and the huge "up-front" costs of prescriptions.**

**Guardian is the worst health insurance I have ever encountered. I wholeheartedly support the move to Mountain State Blue Cross & Blue Shield.**

**Jeff**

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**Jeffrey A. Polczynski, ENP  
Director of Communications  
Jefferson County Emergency Communications  
Jefferson County, West Virginia  
~An EMD Accredited Center of Excellence~**

**304-728-3317 - Office  
304-725-5436 - FAX  
304-279-1823 - Blackberry**

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June 25, 2009

Certified #7006010000043 159208

**RECEIVED**

West Virginia Human Rights Commission  
1321 Plaza East, Room 108A  
Charleston, West Virginia 25301

JUN 26 2009

**Jefferson County Commission**

Dear Madam or Sir:

Please accept this as my official notification of sexual harassment and hostile working environment by Mr. Michael Mood, Fire Chief/President of the Middleway Volunteer Fire Company, Post Office Box 1, Summit Point, WV 25446.

I applied to this fire department in June, 2008. This is a newly formed fire department that was not recognized by the West Virginia Fire Commission until September, 2008. I was never notified of my acceptance or non-acceptance as per the company by-laws. Currently, there are two sets of by-laws. The original by-laws that were submitted to the fire commission's office were re-written by Mr. Mood. However, I do not believe that there has been a vote taken upon them. Thereby making it extremely difficult as to which set of "rules" under which this company is operating.

During a company meeting in October, 2008 the question arose as to the issue of someone desiring to become a member without completing the proper paperwork. I openly objected to this process and stated that "it places the department in a vulnerable legal position in that everyone else has to complete this process and to make an exception could be deemed discrimination or appearing that we are showing favoritism in that the person in question was in the process of selling the members t-shirts at an extremely low price." Mr. Mood allowed the person to become a member despite this issue only to have the board of directors to correct this situation later by revoking the membership and requiring the person to complete the process as per the by-laws.

After this meeting, Mr. Mood approached me and began to verbally harass me about this issue in front of the membership. He accused me of several items. I denied his allegations and began to inform him of his obligations as President of this department which include, but are not limited to ensuring equality, fairness, and professionalism. This chosen confrontation by Mr. Mood ended by my quickly getting into my vehicle and departing the premises.

The hostile environment began soon after this verbal attack on me by Mr. Mood. He would be nice to me in front of others and the opposite when no one was present. Mr. Mood came into my place of employment and was speaking with me in a very nice tone. Our company received a call for a traffic accident within one block of my building.

Mr. Mood left and I arrived minutes later only to be ignored and was not given any instructions from Mr. Mood even when I directly inquired.

He turned his back to me and acted as though he did not know who I was or why I was on the scene. This is unacceptable in that he would be my immediate supervisor and the person to give me instructions other than the incident commander. As a result of his obvious disparaging and intimidating behavior, I have reluctantly now kept my distance from this department. Especially Mr. Mood in that his blatant and intentional hostile behavior causes me severe anxiety and embarrassment. This has ultimately resulted in my taking a leave of absence from this department in order to maintain my emotional and mental well being.

Most recently, I received a letter from Mr. Mood stating that I am now being placed in an inactive status as a member of this department in that I have not attended meetings for more than 180 days. I did ask to be excused and was granted it by the Vice-President. Mr. Mood relies on the by-laws in making this decision. He further states that the by-laws do not allow for any member to be excused for any reason. This statement is untrue in that other members have been excused from meetings in the past (see enclosure). Mr. Mood also states that he is removing me from all equipment and requiring me to be retrained prior to becoming an active member again. Mr. Mood, nor the board of directors have required this of any other member as of this writing except me. This is blatant discrimination and obvious hostile behavior to say the least.

Mr. Mood has treated me differently since the first day that this department was placed into service. Within minutes of being placed into service, we received a call. I was the only person who did not receive training or clearance in order to ride the equipment. Consequently, they left me at the station like some secretary so everyone else could run the call. How everyone else received training except me prior to this department's first day of service is evidence once again that Mr. Mood is not selective but discriminatory. I finally received training but only after a few weeks of this company being in service. Normally, all members are trained at the same time, with the same instructor, and cleared to ride the equipment. This was obviously not the case.

In addition, it has come to my attention that I wasn't even made a full active member of this company until March, 2009. I cannot confirm this information in that this department has not responded to my request for copies of the minutes of this meeting. This request was made under the Freedom of Information Act and sent via certified mail (attachment C). This would mean that 180 days would commence from March, 2009 forward and not from November, 2008. This only lends to my allegations that Mr. Mood is acting in a blatant and intentional manner towards me. Not to mention that he is knowingly relying upon his own misstatements in order to enforce his intentions upon me and that is to remove me as a member of this company.

I have chosen to serve as a volunteer for the benefit of the community and I have personally purchased my own equipment for this department so as to not place the burden on them or the county in which I serve. I feel that Mr. Mood's actions are not only damaging to me emotionally and mentally, but his actions are illegal in that he is choosing to treat me differently than other members of this department. He is intentional with his actions and this is in violation of my civil rights as a woman and as a member of this fire department. The hostile working environment that he has created for me is unacceptable and will not be tolerated any longer.

I have attempted to resolve these issues. I have notified the Jefferson County Commissioner's Office, the West Virginia Fire Commissioner's Office, the Jefferson County Fire and Rescue Association, as well as Mr. Mood and the Board of Directors for this department. I have received no response from anyone. This total lack of communication on the part of this department is abhorrent and shows their arrogance to say the least, and only further supports my allegations.

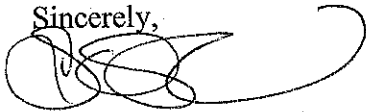
Since joining the Middleway Volunteer Fire Department, I have never been treated in such a more unprofessional, disparaging, and illegal manner. As a Postmaster of the United States Postal Service, with thirty years of experience, I am appalled at this behavior and would have already lost my job if I would have treated any one of my employees in this manner.

In closing, I have been in the volunteer ranks for more than 12 years. I have run calls beside many men and women who never once treated me as though I was inferior or intimidating. They treated me with great respect and as one of the team. They were willing to teach me anything about the fire service that I requested. This was a wonderful experience in that we saved many properties, lives, and gave us all a sense of fulfillment.

I feel that I have tried to resolve this issue and it is with great regret that I bring forth this complaint in that it surely will be the end of my status as a volunteer within Jefferson County, West Virginia. I can only say that this is a perfect example as to why women do not desire to participate in this activity. It is not worth the damage to our self confidence, our sense of pride, and our mental well being. Not to mention that we have better things to do than to be "doormats" to someone else's blatant and illegal actions.

Thanking you in advance for your kind attention.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kimberly A. Saladini', with a large, sweeping flourish extending to the right.

Kimberly A. Saladini  
EMT/firefighter  
Middleway Volunteer Fire Department  
312 Poets Lane  
Inwood, WV 25428  
304-725-3354 (W)  
304-229-6014 (H)

Cc: Jefferson County, WV Commission  
WV Fire Commission  
Jefferson County Fire and Rescue Association  
Attorney

Enclosures

OFFICE OF



JEFFERSON COUNTY

## MAGISTRATE COURT

P.O. BOX 607  
CHARLES TOWN, WEST VIRGINIA 25414

TELEPHONE: 304-728-3233  
FAX: 304-728-3235

**RECEIVED**

JUN 30 2009

June 30, 2009

Leslie Smith  
Jefferson County Commission  
Jefferson County Courthouse  
Charles Town, WV 25414

**Jefferson County Commission**

Dear Leslie:

Kim Hamilton has done a great job in the past three months she has been here as the worthless check deputy clerk. I would like to increase her salary to \$8.50 per hour starting with the next pay period.

Sincerely,

Bonnie L. Seal  
Magistrate Clerk

cc: Kim

*Public Service Commission  
Of West Virginia*

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201 Brooks Street, P. O. Box 812  
Charleston, West Virginia 25323



Phone: (304) 340-0300  
FAX: (304) 340-0325

June 26, 2009

**RECEIVED**

JUN 29 2009

The County Commission of Jefferson County  
Dale Manuel, Commission President  
PO Box 250  
124 East Washington Street  
Charles Town, WV 25414

**Jefferson County Commission**

RE: Case No. 09-0347-PSD-PC-CN  
Jefferson County Public Service District

Dear Mr. Manuel:

Thank you for your letter of support, received today. It has been entered into the record of the above-styled proceeding and forwarded to Commission Staff for their review and consideration.

You have the ability to view documents as they are filed in this case if you have email. Please visit our web site [www.psc.state.wv.us](http://www.psc.state.wv.us) and register with our email subscription system to receive customized daily activity information in this case. The public will not be given access to your email address.

Please contact this office if we may be of further assistance in the future.

Sincerely,

*Sandra Squire*  
Sandra Squire, Director  
Executive Secretary Division

SS/mm



June 24, 2009

**RECEIVED**

JUN 26 2009

The Honorable Dale Manuel, President  
Jefferson County Commission  
P O Box 250  
124 East Washington Street  
Charles Town, WV 25414

**Jefferson County Commission**

Dear Commissioner Manuel;

The time has come for the Jefferson County Commission to determine one individual to appoint to the Eastern Panhandle Regional Planning and Development Council-Region 9. Each appointee serves a one year term beginning, July 1 thru June 30.

The following individual wishes to continue to serve as a Jefferson County appointee and simply needs to be reappointed to the Region 9 Council for July 1, 2009 –June 30, 2010:

Neal Carpenter

Region 9 requests a letter from the Commission confirming this reappointment by July 1, 2009. Thank you for appointing Mr. Carpenter to the Council. He has served as a valuable and dedicated member to Region 9 and has actively served as the role of Treasurer. I look forward to a productive year.

Sincerely,

Carol A. Crabtree  
Executive Director

CAC/bjk

cc: Leslie D. Smith, County Administrator



## NACo Prescription Drug Discount Card Program

Jefferson County, WV														
MONTH	TOTAL	PLAN PRICED	% OF PLAN PRICED	RETAIL PRICED	% OF RETAIL PRICED	MEMBER COST	AVG MEMBER COST	RETAIL SUBMITTED PRICE	AVG RETAIL SUBMITTED PRICE	PRICE SAVINGS	AVG PRICE SAVINGS	% OF PRICE SAVINGS	TOTAL UTILIZERS	
<b>2009</b>														
MAY	133	90	67.67%	43	32.33%	\$ 4,725.98	\$ 35.53	\$ 6,245.27	\$ 46.96	\$ 1,519.29	\$ 11.42	24.33%	59	
APRIL	108	70	64.81%	38	35.19%	\$ 5,222.65	\$ 48.36	\$ 6,718.16	\$ 62.21	\$ 1,495.51	\$ 13.85	22.26%	52	
MARCH	69	48	69.57%	21	30.43%	\$ 2,677.59	\$ 38.81	\$ 3,480.86	\$ 50.45	\$ 803.27	\$ 11.64	23.08%	34	
FEBRUARY	11	7	63.64%	4	36.36%	\$ 402.25	\$ 36.57	\$ 521.64	\$ 47.42	\$ 119.39	\$ 10.85	22.89%	5	
<b>TOTALS:</b>	<b>321</b>	<b>215</b>	<b>66.98%</b>	<b>106</b>	<b>33.02%</b>			<b>\$ 16,965.93</b>	<b>\$ 52.85</b>	<b>\$ 3,937.46</b>	<b>\$ 12.27</b>	<b>23.21%</b>	<b>150.00</b>	

Column Headers from left to right:

1. Total Rx's: This is the total number of Rx's that were adjudicated or attempted to adjudicate through the use of the card (the explanation of the next couple of headers will help explain the necessity of this column).
2. Plan Priced Rx's: Caremark tracks all attempts to use the cards including when the pharmacy offers a lower price than the card can give. This is usually when the pharmacy sells a drug at cost or below cost to create foot traffic for the pharmacy or under a special purchase arrangement. This is the amount of Rx's that the card gave the best price vs. the pharmacy.
3. % Plan Priced Rx's: What percentage of the total attempted Rx's adjudicated via best price with the card.
4. Retail Priced Rx's: How many prescriptions where the pharmacy had a lower price.
5. % Retail Priced Rx's: Percentage of Rx's where the pharmacy had a lower price.
6. Total Drug Cost: All prescriptions totaled together at their card discount prices.
7. Average Drug Cost: Average Drug Cost per Rx at the card discounted price.
8. Retail Submitted Price: What the price would have been if the prescriptions weren't filled with the card.
9. Average Retail Submitted Price: Average Per Prescription price if the card wasn't presented at a discount.
10. Price Savings: Total dollar savings for all Rx's filled with the card.
11. Average Price Savings: Average price savings per prescription.
12. % Price Savings: Percentage price savings per prescription.
13. Total Utilizers: This is the total amount of people who represent the total amount of prescriptions i.e. some people fill multiple prescriptions. This gives you an indication of how many residents you are helping.

As always, if you have questions, don't hesitate to contact me. Thank you for being a member county, borough or parish and participating in this member program.

Andrew Goldschmidt  
 Director, Membership/Marketing  
 NACo--National Association of Counties



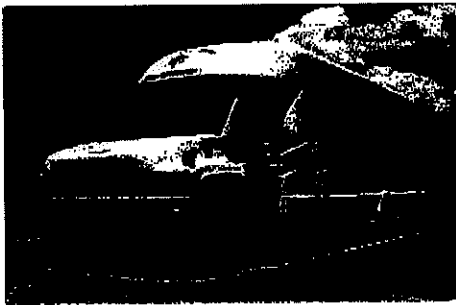
WEST VIRGINIA DEPARTMENT OF JUSTICE OFFICE OF THE ATTORNEY GENERAL & PUBLIC SAFETY  
HOMELAND SECURITY ADVISOR

Volume 2, Issue 2, Jun. 09

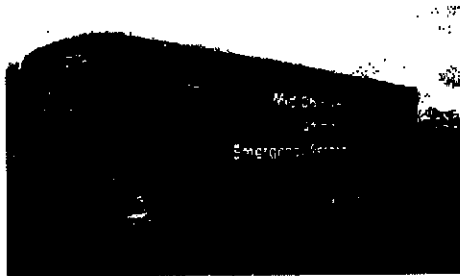
# The Homeland Security Advisor

## Counties Continue to Enhance Abilities with Grant Funded Equipment

In March, Randolph County took possession of a new mobile command center secured with homeland security funding. While the vehicle is assigned to the Randolph County Sheriff Department it is available to and will be shared by ten counties.



The Mid Ohio Valley Animal Emergency Response Team purchased a trailer for use in emergencies or events requiring the care of animals with funds made available through homeland security grant opportunities. The trailer was placed into operation earlier this year.



## Flood Response Assisted by Homeland Security Funding

Response to areas effected during recent flooding in the state was enhanced by the availability of resources that had been previously secured through funding from homeland security grant programs. Some of these resources included:

- MRE type meals that had been purchased in support of an exercise but not used were distributed.
- Trailers and sheltering supplies purchased for the Red Cross were utilized during the relief efforts.
- Radios purchased as part of the interoperable radio program were also used by various agencies.

## West Virginia Intelligence Fusion Center

In the spring of 2008 the West Virginia Intelligence Fusion Center was little more than a collection of empty office space. In slightly over a year the fusion center has become an operational entity with a full time staff and representatives from state and federal agencies working with the center.

The concept of fusion centers arose after 9/11 according to the Thom Kirk, the center director. Prior to September 11, 2001, "there was a lot of information out there, but different people had it and they either didn't know where to take it to or kept it close to them, and as a result, 9/11 happened." Kirk said.

"Shortly after that was when the concept of fusion centers came along. It gives not only a place for information to come into, but to be able to take that information and analyze it, turn it into credible, usable intelligence and send it back out to those agencies who can effectively use that information." Stated Kirk.

According to Kirk, fusion centers began with an emphasis on terrorist type information but have evolved to an all crimes and hazards approach.

Currently 40 states have fusion centers.

Anyone wanting more information on the West Virginia Intelligence Fusion Center may contact the center at (304) 558-4831.

**Fusion Center Information Tip Line**  
**1-866-WYWATCH**  
**(989-2824)**



Harpers Ferry National Historical Park

National Park Service  
U.S. Department of the Interior



# Community Bulletin



## America's Picnic: Celebrating the Glorious 4th

On Saturday July 4th, Harpers Ferry National Historical Park invites visitors to experience America's Picnic: Celebrating the Glorious Fourth.

This special event showcases a Harpers Ferry of the past--an 1860 town decked out in patriotic finery to celebrate Independence Day, July 4, 1860. Americans celebrated the nation's birthday with picnics, band concerts, and patriotic speeches honoring the founding fathers and the glorious republic. Americans looked back to reflect upon nearly a century of progress on the

American experiment. Looking ahead, Americans also wondered whether the country would still be one united nation for next year's celebration or if civil war would tear that nation apart. John Brown's Raid and execution, as well as the coming Presidential election, stirred fervor and pushed questions about the nation's future to the forefront.

Volunteers and staff in historic costuming will help set the mid-century scene. Visitors are invited to witness the latest

and greatest technology of the 19th century in the Wonders of the Modern World exhibition. Families can enjoy a special ranger-guided walking tours throughout the day and sit down to enjoy *Patriotism, Pride, and a Slice of Early America*, an 1860's hometown band concert with the Wildcat Regiment Band of the 105th Pennsylvania Volunteer Infantry.

For additional information, please call the Information Center at 304-535-6029.

## 2009 Federal Recreation Lands Photo Contest

America's Federal Recreation Lands are special places that bring people together and leave visitors enriched. From scenic vistas to diverse wildlife to historic landmarks, these lands offer a myriad of picture perfect moments to capture. We invite you to get out and explore these places and share your experience by entering up to three photos into the Share the Experience Photo Contest. This year in celebration of these special places, we've included two exciting categories and you can enter your 3 images in only one category or both.

You can enter your photos in the Federal Recreation Lands Pass Category for a chance to have your winning

photo adorn the 2011 Federal Recreation Lands Pass, earn you an Olympus E-3 DSLR Camera Kit and a trip to a Federal Recreation Area of your choice. There are fourteen chances to win national recognition and many great prizes.

You can also enter the America at Its Best Category. This special category is being included to acknowledge the PBS special by Ken Burns entitled, "National Parks -- America's Best Idea." Land set aside to be preserved unimpaired as National Parks has been called America's Best Idea. For more than a century, America has preserved and protected some of the greatest natural resources on this earth as national

parks, national forests, fish and wildlife refuges and other lands. Take a photo in any of the federal recreation lands that you believe showcases "America at Its Best." The winning photo will be featured in an issue of Parks magazine and the winner of this one time category will receive an Olympus E-30 DSLR camera kit and the Ken Burns "National Parks -- America's Best Idea" DVD and companion book.

Additional information can be found online at <http://nationalparks.promo.eprize.com/experiencecontest2009/> This contest is sponsored by Olympus and The National Park Foundation.

## Volunteer of the Month

This month Helen Liptak was unanimously nominated Volunteer of the Month by the Harpers Ferry NHP Management Team. In early May Helen was recruited by her granddaughter to sewing over 100 volunteer patches on new polo shirts. These shirts were purchased as a result of special project funding the park received because of its substantial and highly visible volunteer program. Over 250 shirts were purchased altogether, with nearly 125 being patchless. As soon as the boxes of shirts arrived at her doorstep, the sewing began. Within a two week period Helen had completed over 60 shirts. This is not her first time volunteering with for National Park Service. In 1999, Helen performed similar work for staff at Minute Man National Historical Park in Concord, Massachusetts.

Helen, an 89-year old Massachusetts native, graduated in 1939 from Bay Path College in Springfield, Massachusetts. After graduation she was employed by



Liberty Mutual Insurance before marrying and starting a family. Over the past 65 years Helen has volunteered her time and talents to a number of organizations including; the local Catholic Church, the Boy Scouts of America and the National Park Service. Her call to volunteer service remains strong and she has certainly instilled that ethic in her children and grandchildren. Mother of four and grandmother to six, Helen remains very active for her 89 years. In addition to sewing, she enjoys gardening, birding, cooking, walking, vacationing on Cape Cod and spending time with her family.

## Summer Events

July 4th "America's Picnic: Celebrating the Glorious Fourth!" 11-4pm A special living history program on how the 4th was celebrated in America. Traditional hometown band concert with the Wildcat Regiment Band, the Regimental Band of the 105th Pennsylvania Volunteer Infantry.

July 5 Workshop "Ices, Creamed Ice, and Custards" 2-4pm Roeder's Confectionery. Observers welcomed. Call the living history offices at 304-535-6063 to register. Workshop limited to 20 people: 16 yrs or older, 5.00. Under 16 free with paying adults.

July 11-12 "Giving Aid and Comfort: Medical and Relief Work during the Civil War" 11-4pm The living history volunteers will portray the medical and relief efforts that provided aid and comfort to the thousands of soldiers fighting during the American Civil War.

July 18 - 19 "Under Fire: The Battle of Harpers Ferry 1862" Bolivar Heights Battlefield. Artillery demonstration and program on General Stonewall Jackson's capture of the 12,500-man Union garrison. Programs at 12 noon 2pm & 3pm


July 25 "Slavery, the Abolitionist Movement and Reflections of Jefferson & Lincoln" 1 and 3 pm An insightful dramatic presentation on the issue of slavery featuring Jim Getty as Abraham Lincoln & Bill Barker as Thomas Jefferson. Arsenal Square

August 1-2 "I Will Follow Them To the Death: Sheridan's Soldiers 1864" 11-4pm Members of the living history group 11th New Jersey will demonstrate union army garrison duties and maintaining military security in a occupied enemy town.

August 8 - 9 "Under Fire: The Battle of Harpers Ferry 1862" Bolivar Heights Battlefield. Artillery demonstration and program on General Stonewall Jackson's capture of the 12,500-man Union garrison. Programs at 12 noon 2pm & 3pm

August 15 - 16 "A Summer of Fire: Harpers Ferry 1864" 11-4pm Living history volunteers of the 42nd Pennsylvania and 20th Maine Hospital interpret the Union occupation of Harpers Ferry during the summer of 1864. Ranger guided historic weapons, drill and firing demonstrations will be featured.

August 23 Niagara Movement Pilgrimage to John Brown's Fort 8:30-11am Retrace the 1906 footsteps of the men and women of Niagara during this commemorative walk to the site of the John Brown's Fort in 1906. A 10:00 a.m. memorial service will follow at the Curtis Freewill Baptist Church.



National Park Service  
U.S. Department of the Interior

The history of Harpers Ferry has few parallels in the American drama. It is more than one event, one date, or one individual. It is multi-layered, involving a diverse number of people and events, decisions and actions that influenced the course of our nation's history. Visit Harpers Ferry and step into history.

Harpers Ferry National Historical Park  
P.O. Box 65  
Harpers Ferry, West Virginia 25425

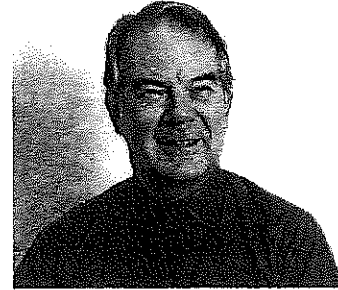
Visitor Center  
304-535-6029

Harpers Ferry Historical Association Bookshop  
304-525-6881

Harpers Ferry NHP Home Page  
[www.nps.gov/hafe/](http://www.nps.gov/hafe/)

The National Park Service cares for the special places saved by the American people so that all may experience our heritage.

**CARL D. MOORE, Esq.**  
Orlean, Virginia



**Carl D. Moore** is an employment law attorney specializing in Diversity, EEO & Affirmative Action, Dispute Resolution and Supervisory and Leadership Skills training and development. Much of his career has been spent in preventive law and in training employees, supervisors, managers, and other attorneys in the practical application of effective management techniques through improved communications skills. Mr. Moore has served as a management attorney, a union attorney, and as general counsel for a federal employee appeals board. He has been a litigator and a law office manager and has conducted training for more than 25,000 individuals in a wide range of employment matters.

Mr. Moore served as Executive Director and General Counsel for the **National Education Association** State affiliate that represents teachers who work for the Department of Defense Dependents Schools. In this capacity, he negotiated the first Cabinet level labor-management agreement in the Federal Government between the Secretary of Defense and the **Association**.

As Chief Counsel for the Civilian Personnel Director for the **Department of the Navy**, he served as the agency's lead attorney in all labor, EEO and employment litigation. As General Counsel for the **GAO Personnel Appeals Board**, Mr. Moore created the Board's appeal processes and administered those processes for over a dozen years.

Mr. Moore is the principal co-author of the first textbook on the market that summarized almost the entire spectrum of Federal civil service personnel law (**Civil Service Law And Procedure: A Basic Guide**, Bureau of National Affairs, 1984 and 1991). For the **Department of Justice**, Legal Education Institute, Mr. Moore designed a two-day course for government attorneys on Federal Employment Law. As an instructor in that course, he trained more than 1,800 government attorneys.

Based on his extensive experience in employment issues, he was selected by the Majority and Minority Leaders of the United States Senate to create and administer the first EEO complaint process in the history of the Senate. In his role in the **U. S. Senate**, he also spent five years training Senators and Senate staff in a wide range of Human Resources issues including EEO, Diversity, Management and Supervisory Skills, and Conflict Management. He trained more than 1,300 managers and employees in the Senate.

Immediately after leaving the U. S. Senate, Mr. Moore became the Senior Vice President for Consulting and Training for Hubbard & Revo-Cohen, Inc. (HRC), a leading HR consulting firm based in Vienna, Virginia. In his six years in this position, he was Project Manager for consulting and training projects for managers and employees in a wide range of human resources issues including Diversity, EEO, Affirmative Action, Conflict Management, Supervisory Skills, and Leadership Skills. For example, he led major Train-the-Trainer projects for Ford Motor Company and the United Auto Workers, Sordexho and Monsanto. For Ford Motor Company and the UAW, he led the team that trained over 200 internal Diversity trainers and his 4-member team at Monsanto led a

Diversity Train-the-Trainer effort that many participants described as "a life-changing experience." He has also led Diversity training programs for Mobil, Marsh, Skadden Arps (the largest law firm in the U.S.), NASA, the Federal Deposit Insurance Corporation, and NeuStar. Other EEO focused training programs he has led have been for the Society for Human Resource Management, Otsuka Pharmaceuticals, the Federal Reserve Board, the Civil Rights Division of the U.S. Department of Justice and the Architect of the Capitol, to name only a few.

Mr. Moore received his Bachelor of Arts from Texas Tech University and his Juris Doctor from the University of Texas School of Law. He is a member of the Bars of Texas and the District of Columbia.

# Supervisor's Boot Camp

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2

## **Conflict Resolution**

Managers can spend more time on resolving conflict in the work place than any one single thing. This class can equip you with the strategies, tactics, and insights you'll need to gain control in tough conflict situations. It provides an introduction to practical skills for understanding and resolving conflicts in the workplace.

### **Objectives**

- To be able to define and recognize conflict and disagreement
- To know and understand the differences between conflict and disagreement
- To assess your own conflict management style through a conflict assessment
- To know and understand resolution strategies for managing conflict

## **Delegation**

Effective, successful managers understand that to grow and lead others they must develop their team members. Learn why and when to delegate, preparation and steps to delegating, establishing feedback and reporting. Understand how to overcome the reluctance to delegate, empower others, improve productivity and establish the need for accountability and responsibility.

### **Objectives**

- To know the advantages for delegating and a plan for delegating.
- To develop a plan for delegating.
- To know the keys to effective delegation.
- To know the levels of authority to consider when delegating

## **Retention, Retaining Talent**

The number one reason employees leave an organization is their leader. Are your leaders doing all they can proactively to retain your most valuable assets, ... your people? This course helps leaders create an environment in which people feel valued & satisfied in their jobs.

### **Objectives**

- To understand why retention is so important in today's working environment
- To help participants understand the need to develop ways to make a difference in the work environment
- To understand how to get there
- To start a strategy that promotes retention as a significant business objective

# Supervisor's Boot Camp

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1

## **What Makes a Great Manager?**

This class covers the basic skills and responsibilities of managers. This covers the areas of basic supervision, delegating, coaching and achieving goals.

### **Objectives**

- To understand the change of moving from the role of peer to supervisor
- To know the basics of coaching and how to
- To know the importance of delegating and basic steps of how to delegate
- To know and understand the basic managerial skills and responsibilities
- To know the importance of personal productivity and getting others to be productive

## **Communication**

The number one business skill is communications. Learning the power of this critical core competency - listening to verbal communication and observing nonverbal expressions, to discovering why miscommunication happens— establishes the foundation for being a successful manager.

### **Objectives**

- To be able to clearly define good communications
- To know and understand the importance of listening skills
- To know and use the techniques of excellent communications
- To clearly articulate instructions and information

## **Problem Solving**

The emphasis is on initiative in today's workplace. This course identifies the skills you need to recognize, define, and analyze problems and then develop workable solutions. This is an essential skill for managers to lead and train others.

### **Objectives**

- To be able to clearly define a problem
- To know and understand the skills necessary for solving problems
- To apply and implement a problem solving process
- To evaluate and critique the outcome of the solution

Public Service Commission  
Of West Virginia

201 Brooks Street, P. O. Box 812  
Charleston, West Virginia 25323



Phone: (304) 340-0300  
FAX: (304) 340-0325

**RECEIVED**

June 22, 2009

JUN 24 2009

**Jefferson County Commission**

Jefferson County Commission  
110 East Washington Street  
Charles Town, WV 25414

SUBJECT: Disbursement of Wireless E-911 Subscriber Fees

Dear County Commissioner:

Enclosed is a check in the amount of \$155,070.97 representing a disbursement of Wireless E-911 subscriber fees. This amount is your County's share of the fees remitted to the Public Service Commission for the months of March, April, and May 2009. The next disbursement will be in three months.

I can be reached at our toll-free number, 1-800-344-5113, Extension 364, or direct at 304-340-0364, should you have any questions about the disbursement calculation or about the fees in general.

Sincerely,

A handwritten signature in cursive script that reads "Herb Brooks".

Herb Brooks  
Budget and Finance Manager

HB:kp

CTL # 24772797

THIS WARRANT HAS MULTIPLE SECURITY FEATURES TO DETER FRAUD AND COUNTERFEITING  
VOID UNLESS PRESENTED FOR PAYMENT WITHIN SIX MONTHS

# State of West Virginia

STATE WARRANT # 1007093363

Important remittance information on top panel

Remitter: PUBLIC SERVICE COMMISSION

Questions? Contact: ACCOUNTS PAYABLE at 304-340-0364

PAYEE: JEFFERSON COUNTY COMM

JUNE 16, 2009

\*\*\*\*\*\$155,070.97\*\*

1007093363

*John D. Perdue*

STATE TREASURER

WEST VIRGINIA TREASURY

*Ellen B. Gorman III*

STATE AUDITOR

⑈ 1007093363⑈ ⑆051902322⑆ 0005270537822⑈



000004CL7H

FEIN: 222473234  
Reporting Period: 05/01/2009 to 05/31/2009  
Amount: 78.30

AT&T IXCs & Alascom, M.E.  
AT&T Communications of West Virginia  
c/o Tax Partners, L.L.C.  
3100 Cumberland Boulevard, Suite 900  
Atlanta, GA 30339

**RECEIVED**

JUN 26 2009

Jefferson County Commission



0000000000

Drawer: Returns  
Company: AT&T IXCs & Alascom, M.E.  
Entity ID: 001402  
Entity Name: AT&T Communications of West Virginia  
Return Code: WV\_JEFF\_E9  
Return Description: West Virginia, Jefferson County E911  
Due Date: 20  
Year: 2009  
Month: 05  
Sequence Number: 1  
Indexed Time: 6/6/2009 7:57:00 PM  
Printed By: LANSEL  
Printed Time: 6/17/2009 11:25:37 AM

0000550871

THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND ON WHITE PAPER

AT&T Communications of West Virginia  
C/O TAX PARTNERS, L.L.C.  
3100 Cumberland Boulevard, Suite 900  
Atlanta, GA 30339  
(877) 829-4141

WACHOVIA, NA  
64-022/610

0000550871

VOID AFTER 120 DAYS FROM DATE 6/17/2009

PAY Seventy Eight and 30/100\*\*\*\*\*

78.30

TO JEFFERSON COUNTY COMMISSION  
P.O. Box 250  
Charlestown, WV 25414

*Sandra Muthersough*  
TWO SIGNATURES REQUIRED IF \$250,000 OR OVER

THE REVERSE SIDE OF THIS DOCUMENT INCLUDES AN ORIGINAL WATERMARK - HOLD AT AN ANGLE TO VIEW

0000550871 06 000227 2000 169458 14



000004CRM7

FEIN: 383483729  
Reporting Period: 05/01/2009 to 05/31/2009  
Amount: 34.80

ACN Communications Services Inc.  
ACN Communications Services Inc.  
c/o Tax Partners, L.L.C.  
3100 Cumberland Boulevard, Suite 900  
Atlanta, GA 30339



0000000000

Drawer: Returns  
Company: ACN Communications Services Inc.  
Entity ID: 001228  
Entity Name: ACN Communications Services Inc.  
Return Code: WV\_JEFF\_E9  
Return Description: West Virginia, Jefferson County E911  
Due Date: 20  
Year: 2009  
Month: 05  
Sequence Number: 1  
Indexed Time: 6/8/2009 4:17:00 PM  
Printed By: LANSEL  
Printed Time: 6/11/2009 11:31:44 AM

**RECEIVED**

JUN 26 2009

**Jefferson County Commission**

0002044808

THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND ON WHITE PAPER

ACN Communications Services Inc.  
C/O TAX PARTNERS, L.L.C.  
3100 Cumberland Boulevard, Suite 900  
Atlanta, GA 30339  
(877) 829-4141

WACHOVIA, NA  
64-022/610

0002044808

VOID AFTER 120 DAYS FROM DATE 6/11/2009

PAY Thirty Four and 80/100\*\*\*\*\*

34.80

TO JEFFERSON COUNTY COMMISSION  
P.O. Box 250  
Charlestown, WV 25414

*Sandra Muthersboyle*  
TWO SIGNATURES REQUIRED IF \$250,000 OR OVER

THE REVERSE SIDE OF THIS DOCUMENT INCLUDES AN ORIGINAL WATERMARK - HOLD AT AN ANGLE TO VIEW

000 2044808 06 1000 2 27 20000 169458 27

WV

West Virginia, Jefferson County E911

Reporting Period: May 1, 2009 to May 31, 2009

RECEIVED

Comtel Telcom Assets LP

Tax Identification Number

203237782

c/o Tax Partners, L.L.C.  
3100 Cumberland Boulevard, Suite 900  
Atlanta, GA 30339  
8778294141 - Phone  
7709560700 - Fax

JUN 26 2009

Jefferson County Commission

Return Due: 06/20/2009

	Gross Units	Less: Exempt Units	Units Subject to Tax	Tax Rate	Gross Tax
<b>Return Totals:</b>	0	0	0		0.00

REMIT TO:

Jefferson County Commission  
P.O. Box 250  
Charlestown, WV 25414

Total Gross Tax Due:	0.00
Less: Vendor's Compensation:	(0.00)
Change in Prepayments:	0.00
Less: Tax Credits:	(0.00)
<b>Net Tax Amount to be Remitted:</b>	<b>0.00</b>

*Sharon H. Williams*

Sharon Williams, Attorney-in-Fact

6/10/2009

*I hereby declare that all information provided herein is true, complete and accurate to the best of my knowledge.*

WV LOTTERY  
WEST VIRGINIA LOTTERY  
First Benchmark  
Charles Town  
County / City Split  
Fiscal Year 2009

Charles Town  
1999 Net Terminal Revenue \$ 45,603,174  
Benchmark Goal @ 2% \$ 912,063.48

DATE	2% OF ADJ. NET REVENUE	TO JEFFERSON COUNTY	TO FIVE CITIES	BOLIVAR 12.42%	CHARLES TOWN 34.56%	HARPERS FERRY 3.65%	RAMSON 35.08%	SHEPHERDS TOWN 14.29%
5 days ending: 7/1/08 - 7/5/08	\$ 169,912.56	\$ 169,912.56	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Week ending: 7/6/08 - 7/12/08	\$ 176,592.38	\$ 176,592.38	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/19/08	\$ 160,344.08	\$ 160,344.08	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/26/08	\$ 162,982.74	\$ 162,982.74	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/02/08	\$ 178,171.04	\$ 178,171.04	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/09/08	\$ 183,015.36	\$ 123,538.04	\$ 59,477.34	\$ 7,367.09	\$ 20,555.37	\$ 2,170.92	\$ 20,864.65	\$ 8,499.31
08/16/08	\$ 164,985.78	\$ 82,482.89	\$ 82,482.89	\$ 10,244.37	\$ 28,508.09	\$ 3,010.83	\$ 28,935.00	\$ 11,786.80
08/23/08	\$ 152,852.36	\$ 76,426.18	\$ 76,426.18	\$ 9,492.13	\$ 26,412.89	\$ 2,789.56	\$ 26,810.30	\$ 10,921.30
08/30/08	\$ 178,919.72	\$ 89,459.86	\$ 89,459.86	\$ 11,110.91	\$ 30,817.33	\$ 3,265.29	\$ 31,382.52	\$ 12,783.81
09/06/08	\$ 183,288.92	\$ 81,644.46	\$ 81,644.46	\$ 11,382.24	\$ 31,672.33	\$ 3,345.02	\$ 32,148.88	\$ 13,085.99
09/13/08	\$ 169,459.86	\$ 79,729.93	\$ 79,729.93	\$ 9,902.46	\$ 27,554.86	\$ 2,910.14	\$ 27,969.26	\$ 11,393.41
09/20/08	\$ 142,538.72	\$ 71,269.36	\$ 71,269.36	\$ 8,851.65	\$ 24,630.69	\$ 2,601.34	\$ 25,001.29	\$ 10,184.39
09/27/08	\$ 159,471.48	\$ 79,735.73	\$ 79,735.73	\$ 9,803.18	\$ 27,556.67	\$ 2,910.35	\$ 27,971.29	\$ 11,394.24
10/04/08	\$ 150,372.44	\$ 75,186.22	\$ 75,186.22	\$ 9,338.13	\$ 25,984.36	\$ 2,744.30	\$ 26,375.32	\$ 10,744.11
10/11/08	\$ 154,278.08	\$ 77,139.04	\$ 77,139.04	\$ 9,580.67	\$ 26,859.25	\$ 2,815.57	\$ 27,060.38	\$ 10,423.17
10/18/08	\$ 161,336.52	\$ 80,668.26	\$ 80,668.26	\$ 10,019.00	\$ 27,878.95	\$ 2,944.39	\$ 28,296.43	\$ 11,527.49
10/25/08	\$ 128,758.88	\$ 64,379.44	\$ 64,379.44	\$ 7,895.83	\$ 22,249.53	\$ 2,349.85	\$ 22,584.31	\$ 9,199.82
11/01/08	\$ 136,704.84	\$ 68,352.42	\$ 68,352.42	\$ 8,489.37	\$ 23,622.60	\$ 2,494.86	\$ 23,978.03	\$ 9,767.56
11/08/08	\$ 141,646.04	\$ 70,823.02	\$ 70,823.02	\$ 8,796.22	\$ 24,476.44	\$ 2,585.04	\$ 24,844.71	\$ 10,120.61
11/15/08	\$ 131,131.00	\$ 65,565.50	\$ 65,565.50	\$ 8,143.24	\$ 22,669.44	\$ 2,393.14	\$ 23,000.37	\$ 9,369.31
11/22/08	\$ 127,787.60	\$ 63,883.80	\$ 63,883.80	\$ 7,934.37	\$ 22,078.24	\$ 2,331.76	\$ 22,410.43	\$ 9,129.00
11/29/08	\$ 139,700.24	\$ 69,850.12	\$ 69,850.12	\$ 8,675.38	\$ 24,140.20	\$ 2,549.54	\$ 24,503.42	\$ 9,981.58
12/06/08	\$ 111,393.36	\$ 55,896.68	\$ 55,896.68	\$ 6,917.53	\$ 19,248.77	\$ 2,032.93	\$ 19,536.39	\$ 7,959.06
12/13/08	\$ 120,358.08	\$ 60,178.04	\$ 60,178.04	\$ 7,474.11	\$ 20,797.53	\$ 2,196.50	\$ 21,110.46	\$ 8,599.44
12/20/08	\$ 104,378.38	\$ 52,189.19	\$ 52,189.19	\$ 6,481.90	\$ 18,036.58	\$ 1,904.81	\$ 18,307.96	\$ 7,457.84
12/27/08	\$ 144,411.82	\$ 72,205.91	\$ 72,205.91	\$ 8,967.97	\$ 24,954.36	\$ 2,635.53	\$ 25,329.83	\$ 10,318.22
01/03/09	\$ 193,009.30	\$ 96,504.65	\$ 96,504.65	\$ 11,985.88	\$ 33,352.01	\$ 3,522.42	\$ 33,853.83	\$ 13,790.51
01/10/09	\$ 106,573.24	\$ 53,286.62	\$ 53,286.62	\$ 6,618.20	\$ 18,415.85	\$ 1,944.96	\$ 18,692.95	\$ 7,614.66
01/17/09	\$ 112,137.74	\$ 56,068.87	\$ 56,068.87	\$ 6,963.75	\$ 19,377.40	\$ 2,046.52	\$ 19,666.96	\$ 8,012.24
01/24/09	\$ 142,949.28	\$ 71,474.63	\$ 71,474.63	\$ 8,877.15	\$ 24,701.63	\$ 2,608.83	\$ 25,073.30	\$ 10,213.72
01/31/09	\$ 122,179.60	\$ 61,089.80	\$ 61,089.80	\$ 7,587.35	\$ 21,112.83	\$ 2,229.79	\$ 21,430.30	\$ 8,729.73
02/07/09	\$ 187,079.26	\$ 83,539.63	\$ 83,539.63	\$ 10,375.62	\$ 28,871.30	\$ 3,049.20	\$ 29,305.70	\$ 11,937.61
02/14/09	\$ 152,108.88	\$ 76,054.44	\$ 76,054.44	\$ 9,445.95	\$ 26,284.41	\$ 2,775.99	\$ 26,679.90	\$ 10,868.18
02/21/09	\$ 183,876.82	\$ 91,838.41	\$ 91,838.41	\$ 11,406.33	\$ 31,738.35	\$ 3,352.11	\$ 32,216.91	\$ 13,123.71
02/28/09	\$ 161,813.76	\$ 80,806.88	\$ 80,806.88	\$ 10,036.21	\$ 27,926.86	\$ 2,849.46	\$ 28,347.05	\$ 11,547.30
03/07/09	\$ 97,674.26	\$ 48,837.13	\$ 48,837.13	\$ 6,065.57	\$ 16,878.10	\$ 1,782.56	\$ 17,132.07	\$ 6,978.83
03/14/09	\$ 192,050.78	\$ 96,025.39	\$ 96,025.39	\$ 11,926.35	\$ 33,186.37	\$ 3,504.93	\$ 33,685.71	\$ 13,722.03
03/21/09	\$ 158,005.64	\$ 79,002.82	\$ 79,002.82	\$ 9,812.15	\$ 27,303.38	\$ 2,883.60	\$ 27,714.18	\$ 11,289.50
03/28/09	\$ 158,501.86	\$ 79,250.83	\$ 79,250.83	\$ 9,842.95	\$ 27,389.09	\$ 2,692.66	\$ 27,801.19	\$ 11,324.94
04/04/08	\$ 151,836.60	\$ 75,968.30	\$ 75,968.30	\$ 9,435.26	\$ 26,254.65	\$ 2,772.84	\$ 26,649.68	\$ 10,855.87
04/11/09	\$ 151,929.68	\$ 75,984.84	\$ 75,984.84	\$ 9,434.85	\$ 26,253.48	\$ 2,772.72	\$ 26,648.50	\$ 10,855.30
04/18/09	\$ 161,196.44	\$ 80,598.22	\$ 80,598.22	\$ 10,010.30	\$ 27,854.74	\$ 2,941.84	\$ 28,273.85	\$ 11,517.49
04/25/09	\$ 151,142.92	\$ 75,571.46	\$ 75,571.46	\$ 9,385.98	\$ 28,117.50	\$ 2,758.36	\$ 28,510.46	\$ 10,789.16
05/02/09	\$ 147,914.10	\$ 73,957.05	\$ 73,957.05	\$ 9,185.47	\$ 25,559.56	\$ 2,699.43	\$ 25,944.13	\$ 10,568.46
05/09/09	\$ 153,394.44	\$ 76,697.22	\$ 76,697.22	\$ 9,525.79	\$ 26,506.57	\$ 2,799.45	\$ 26,905.38	\$ 10,960.03
05/16/09	\$ 143,851.40	\$ 71,925.70	\$ 71,925.70	\$ 8,933.17	\$ 24,857.52	\$ 2,625.29	\$ 25,231.54	\$ 10,278.18
05/23/09	\$ 162,790.86	\$ 81,395.43	\$ 81,395.43	\$ 10,109.31	\$ 28,130.26	\$ 2,970.93	\$ 28,553.52	\$ 11,831.41
05/30/09	\$ 164,323.10	\$ 82,161.55	\$ 82,161.55	\$ 10,204.46	\$ 28,395.03	\$ 2,988.50	\$ 28,822.27	\$ 11,740.89
06/06/09	\$ 149,791.48	\$ 74,895.74	\$ 74,895.74	\$ 9,302.05	\$ 25,883.87	\$ 2,733.69	\$ 26,273.43	\$ 10,702.60
06/13/09	\$ 134,654.46	\$ 67,327.23	\$ 67,327.23	\$ 8,362.04	\$ 23,288.29	\$ 2,457.44	\$ 23,618.40	\$ 8,621.06
06/20/08	\$ 151,001.06	\$ 75,500.53	\$ 75,500.53	\$ 9,377.17	\$ 26,092.98	\$ 2,755.77	\$ 26,485.58	\$ 10,789.03
Subtotal	\$ 7,886,237.22	\$ 4,304,150.36	\$ 3,392,086.88	\$ 421,287.17	\$ 1,172,305.21	\$ 123,811.26	\$ 1,189,844.03	\$ 494,729.19

Benchmark Goal @ 2% \$ 912,063.48

Remainder until 1% / 1% Split \$

**WEST VIRGINIA LOTTERY  
WEEKLY SETTLEMENT FOR CHARLES TOWN**

Week Ending Date	Week Ending June 20, 2009
To be Deposited on:	June 26, 2009
Amount Played	84,226,759.67
Amount Won	75,440,730.53
MWAP Contribution	<u>47,542.31</u>
Adjusted Gross Terminal Revenue	<u>8,738,486.83</u>
Administrative Costs @ 4%	0.00
Excess Lottery Fund @ 4%	<u>349,539.47</u>
Net Terminal Revenue	<u>8,388,947.36</u>
Surcharge @ 10%	838,894.73
State Share Excess @ 58%	486,558.94
Track Share of Capital Reinvestment @ 42%	352,335.79
Track Share of Capital Reinvestment @ 42% - 96%	\$ 338,242.36
Track Share of Capital Reinvestment @ 42% - 4%	\$ 14,093.43
Adjusted Net Terminal Revenue	<u>7,550,052.63</u>
Racetrack @ 46.50% / 42%	3,171,022.10
Lottery Fund @ 30% / 0%	0.00
Excess Lottery Fund @ 0% / 41%	3,095,521.59
Race Track Purses @ 7% / 14% / 8%	604,004.21
Workers' Compensation Debt Reduction @ 7%	0.00
Employee Pension Fund @ 1% / .5%	37,750.26
Greyhound Development @ .75%	56,625.39
Thoroughbred Development @ .75%	56,625.39
Racing Commission @ 1%	75,500.53
County/Municipality @ 2%	151,001.06
3% Funds:	
Tourism Promotion Fund @ 1.375%	103,613.22
Development Office Promotion Fund @ .375%	28,312.70
Research Challenge Fund @ .5%	37,750.26
Capitol Renovation and Improvement Fund @ .6875%	51,906.61
2004 Capitol Complex Parking Garage Fund @ .0625%	4,718.78
1% Funds:	
State Capitol Complex Parking Garage @ 1%	0.00
Cultural Facilities and Capitol Resources @ .5%	0.00
Capitol Dome and Capitol Improvements @ .5% / 1%	75,500.53
	<u>7,550,052.63</u>

WEST VIRGINIA LOTTERY  
 First Benchmark  
 Charles Town  
 County / City Split  
 Fiscal Year 2009

Charles Town  
 1999 Net Terminal Revenue \$ 45,603,174  
 Benchmark Goal @ 2% \$ 912,063.48

DATE	2% OF ADJ. NET REVENUE	TO JEFFERSON COUNTY	TO FIVE CITIES	BOLIVAR 12.42%	CHARLES TOWN 34.56%	HARPERS FERRY 3.65%	RANSON 35.08%	SHEPHERDS TOWN 14.29%
5 days ending: 7/1/08 - 7/5/08	\$ 169,912.56	\$ 169,912.56	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Week ending: 7/6/08 - 7/12/08	\$ 176,592.38	\$ 176,592.38	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/19/08	\$ 160,344.08	\$ 160,344.08	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/28/08	\$ 162,982.74	\$ 162,982.74	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/02/08	\$ 178,171.04	\$ 178,171.04	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/09/08	\$ 183,015.38	\$ 123,538.04	\$ 59,477.34	\$ 7,387.09	\$ 20,555.37	\$ 2,170.92	\$ 20,664.85	\$ 8,499.31
08/16/08	\$ 164,965.78	\$ 82,482.89	\$ 82,482.89	\$ 10,244.37	\$ 28,506.09	\$ 3,010.63	\$ 26,935.00	\$ 11,786.80
08/23/08	\$ 152,852.36	\$ 76,426.18	\$ 76,426.18	\$ 9,492.13	\$ 26,412.89	\$ 2,769.56	\$ 26,810.30	\$ 10,921.30
08/30/08	\$ 178,919.72	\$ 89,459.86	\$ 89,459.86	\$ 11,110.91	\$ 30,917.33	\$ 3,265.29	\$ 31,382.52	\$ 12,783.61
09/06/08	\$ 183,288.82	\$ 91,644.46	\$ 91,644.46	\$ 11,382.24	\$ 31,872.33	\$ 3,345.02	\$ 32,148.69	\$ 13,095.99
09/13/08	\$ 159,459.88	\$ 79,729.93	\$ 79,729.93	\$ 9,902.46	\$ 27,554.88	\$ 2,910.14	\$ 27,969.26	\$ 11,393.41
09/20/08	\$ 142,536.72	\$ 71,269.36	\$ 71,269.36	\$ 8,851.65	\$ 24,630.69	\$ 2,601.34	\$ 25,001.29	\$ 10,184.39
09/27/08	\$ 159,471.48	\$ 79,735.73	\$ 79,735.73	\$ 9,903.18	\$ 27,556.67	\$ 2,910.35	\$ 27,971.29	\$ 11,394.24
10/04/08	\$ 150,372.44	\$ 75,186.22	\$ 75,186.22	\$ 9,338.13	\$ 25,984.39	\$ 2,744.30	\$ 26,375.32	\$ 10,744.11
10/11/08	\$ 154,278.08	\$ 77,139.04	\$ 77,139.04	\$ 9,580.67	\$ 28,659.25	\$ 2,815.67	\$ 27,060.38	\$ 11,023.17
10/18/08	\$ 161,336.52	\$ 80,668.26	\$ 80,668.26	\$ 10,019.00	\$ 27,878.85	\$ 2,944.39	\$ 28,298.43	\$ 11,527.49
10/25/08	\$ 126,758.89	\$ 64,379.44	\$ 64,379.44	\$ 7,995.93	\$ 22,249.53	\$ 2,348.85	\$ 22,564.31	\$ 9,199.82
11/01/08	\$ 136,704.84	\$ 68,352.42	\$ 68,352.42	\$ 8,489.37	\$ 23,922.80	\$ 2,494.86	\$ 23,978.03	\$ 9,767.58
11/08/08	\$ 141,646.04	\$ 70,823.02	\$ 70,823.02	\$ 8,796.22	\$ 24,476.44	\$ 2,565.04	\$ 24,844.71	\$ 10,120.61
11/15/08	\$ 131,131.00	\$ 65,565.50	\$ 65,565.50	\$ 8,143.24	\$ 22,659.44	\$ 2,393.14	\$ 23,000.37	\$ 9,369.31
11/22/08	\$ 127,767.60	\$ 63,683.80	\$ 63,683.80	\$ 7,934.37	\$ 22,076.24	\$ 2,331.76	\$ 22,410.43	\$ 9,129.00
11/29/08	\$ 139,700.24	\$ 69,850.12	\$ 69,850.12	\$ 8,675.38	\$ 24,140.20	\$ 2,549.54	\$ 24,503.42	\$ 9,981.56
12/06/08	\$ 111,393.36	\$ 55,698.68	\$ 55,698.68	\$ 6,917.53	\$ 19,248.77	\$ 2,032.93	\$ 19,538.39	\$ 7,999.08
12/13/08	\$ 120,356.08	\$ 60,178.04	\$ 60,178.04	\$ 7,474.11	\$ 20,797.53	\$ 2,196.50	\$ 21,110.46	\$ 8,599.44
12/20/08	\$ 104,378.38	\$ 52,189.19	\$ 52,189.19	\$ 8,481.00	\$ 18,036.58	\$ 1,904.91	\$ 18,307.96	\$ 7,457.84
12/27/08	\$ 144,411.82	\$ 72,205.91	\$ 72,205.91	\$ 8,987.97	\$ 24,954.36	\$ 2,635.53	\$ 25,329.83	\$ 10,318.22
01/03/09	\$ 193,009.30	\$ 96,504.65	\$ 96,504.65	\$ 11,985.88	\$ 33,352.01	\$ 3,522.42	\$ 33,853.83	\$ 13,790.51
01/10/09	\$ 108,573.24	\$ 53,286.62	\$ 53,286.62	\$ 6,618.20	\$ 18,415.95	\$ 1,944.96	\$ 18,692.85	\$ 7,614.66
01/17/09	\$ 112,137.74	\$ 56,068.87	\$ 56,068.87	\$ 6,963.75	\$ 19,377.40	\$ 2,046.52	\$ 19,668.96	\$ 8,012.24
01/24/09	\$ 142,949.26	\$ 71,474.63	\$ 71,474.63	\$ 8,877.15	\$ 24,701.63	\$ 2,608.63	\$ 25,073.30	\$ 10,213.72
01/31/09	\$ 122,179.60	\$ 61,089.80	\$ 61,089.80	\$ 7,587.35	\$ 21,112.63	\$ 2,229.79	\$ 21,430.30	\$ 8,729.73
02/07/09	\$ 167,079.28	\$ 83,539.63	\$ 83,539.63	\$ 10,375.62	\$ 28,871.30	\$ 3,049.20	\$ 29,305.70	\$ 11,937.81
02/14/09	\$ 152,108.88	\$ 76,054.44	\$ 76,054.44	\$ 9,445.96	\$ 26,284.41	\$ 2,775.99	\$ 26,678.90	\$ 10,866.18
02/21/09	\$ 163,676.82	\$ 81,838.41	\$ 81,838.41	\$ 11,406.33	\$ 31,739.35	\$ 3,352.11	\$ 32,216.91	\$ 13,123.71
02/28/09	\$ 161,613.76	\$ 80,806.88	\$ 80,806.88	\$ 10,038.21	\$ 27,925.66	\$ 2,949.46	\$ 28,347.05	\$ 11,547.30
03/07/09	\$ 97,674.26	\$ 48,837.13	\$ 48,837.13	\$ 6,065.57	\$ 16,878.10	\$ 1,762.56	\$ 17,132.07	\$ 6,978.83
03/14/09	\$ 182,050.78	\$ 96,025.39	\$ 96,025.39	\$ 11,928.35	\$ 33,186.97	\$ 3,504.93	\$ 33,685.71	\$ 13,722.03
03/21/09	\$ 158,005.64	\$ 79,002.82	\$ 79,002.82	\$ 9,612.15	\$ 27,303.38	\$ 2,893.60	\$ 27,714.19	\$ 11,289.50
03/28/09	\$ 159,501.66	\$ 79,250.83	\$ 79,250.83	\$ 9,842.85	\$ 27,389.09	\$ 2,892.68	\$ 27,801.19	\$ 11,324.94
04/04/09	\$ 151,938.80	\$ 75,968.30	\$ 75,968.30	\$ 9,435.26	\$ 26,254.65	\$ 2,772.84	\$ 26,649.68	\$ 10,855.87
04/11/09	\$ 151,929.88	\$ 75,964.84	\$ 75,964.84	\$ 9,434.85	\$ 26,253.48	\$ 2,772.72	\$ 26,648.50	\$ 10,855.39
04/18/09	\$ 161,196.44	\$ 80,598.22	\$ 80,598.22	\$ 10,010.30	\$ 27,854.74	\$ 2,941.84	\$ 28,273.85	\$ 11,517.49
04/25/09	\$ 151,142.92	\$ 75,571.46	\$ 75,571.46	\$ 9,385.98	\$ 26,117.50	\$ 2,758.36	\$ 26,510.46	\$ 10,799.16
05/02/09	\$ 147,914.10	\$ 73,957.05	\$ 73,957.05	\$ 9,185.47	\$ 25,559.56	\$ 2,699.43	\$ 25,944.13	\$ 10,568.46
05/09/09	\$ 153,994.44	\$ 76,897.22	\$ 76,897.22	\$ 9,525.79	\$ 26,506.57	\$ 2,799.45	\$ 26,905.38	\$ 10,960.03
05/16/09	\$ 143,851.40	\$ 71,925.70	\$ 71,925.70	\$ 8,933.17	\$ 24,857.52	\$ 2,625.29	\$ 25,231.64	\$ 10,278.18
05/23/09	\$ 162,790.86	\$ 81,395.43	\$ 81,395.43	\$ 10,109.31	\$ 28,130.28	\$ 2,970.93	\$ 28,553.52	\$ 11,631.41
05/30/09	\$ 184,323.10	\$ 82,161.55	\$ 82,161.55	\$ 10,204.46	\$ 28,395.03	\$ 2,998.80	\$ 28,822.27	\$ 11,740.89
06/06/09	\$ 149,791.48	\$ 74,895.74	\$ 74,895.74	\$ 8,302.05	\$ 25,883.97	\$ 2,733.69	\$ 26,273.43	\$ 10,702.80
06/13/09	\$ 134,654.46	\$ 67,327.23	\$ 67,327.23	\$ 8,362.04	\$ 23,260.29	\$ 2,457.44	\$ 23,618.40	\$ 9,621.06
06/20/09	\$ 151,001.06	\$ 75,500.53	\$ 75,500.53	\$ 9,377.17	\$ 26,092.98	\$ 2,755.77	\$ 26,485.56	\$ 10,789.03
06/27/09	\$ 134,708.20	\$ 67,354.10	\$ 67,354.10	\$ 8,365.38	\$ 23,277.58	\$ 2,458.42	\$ 23,627.82	\$ 9,624.90
<b>Subtotal</b>	<b>\$ 7,630,945.42</b>	<b>\$ 4,371,504.46</b>	<b>\$ 3,459,440.86</b>	<b>\$ 429,662.55</b>	<b>\$ 1,195,582.79</b>	<b>\$ 126,269.68</b>	<b>\$ 1,213,571.65</b>	<b>\$ 494,354.08</b>

Benchmark Goal @ 2% \$ 912,063.48

Remainder until 1% / 1% Split \$ -

**WEST VIRGINIA LOTTERY  
WEEKLY SETTLEMENT FOR CHARLES TOWN**

Week Ending Date	Week Ending June 27, 2009
<b>To be Deposited on:</b>	July 6, 2009
Amount Played	77,485,819.94
Amount Won	69,646,897.25
MWAP Contribution	<u>43,509.66</u>
Adjusted Gross Terminal Revenue	<u>7,795,613.03</u>
Administrative Costs @ 4%	0.00
Excess Lottery Fund @ 4%	<u>311,824.54</u>
Net Terminal Revenue	<u>7,483,788.49</u>
Surcharge @ 10%	748,378.84
State Share Excess @ 58%	434,059.73
Track Share of Capital Reinvestment @ 42%	314,319.11
Track Share of Capital Reinvestment @ 42% - 88%	\$ 301,748.36
Track Share of Capital Reinvestment @ 42% - 4%	\$ 12,572.78
Adjusted Net Terminal Revenue	<u>6,735,409.65</u>
Racetrack @ 46.50% / 42%	2,828,872.05
Lottery Fund @ 30% / 0%	0.00
Excess Lottery Fund @ 0% / 41%	2,761,517.95
Race Track Purses @ 7% / 14% / 8%	538,832.77
Workers' Compensation Debt Reduction @ 7%	0.00
Employee Pension Fund @ 1% / .5%	33,677.05
Greyhound Development @ .75%	50,515.57
Thoroughbred Development @ .75%	50,515.57
Racing Commission @ 1%	67,354.10
County/Municipality @ 2%	134,708.20
3% Funds:	
Tourism Promotion Fund @ 1.375%	92,611.88
Development Office Promotion Fund @ .375%	25,257.79
Research Challenge Fund @ .5%	33,677.05
Capitol Renovation and Improvement Fund @ .6875%	46,305.94
2004 Capitol Complex Parking Garage Fund @ .0625%	4,208.63
1% Funds:	
State Capitol Complex Parking Garage @ 1%	0.00
Cultural Facilities and Capitol Resources @ .5%	0.00
Capitol Dome and Capitol Improvements @ .5% / 1%	67,354.10
	<u>6,735,409.65</u>



Commissioners:  
the Shepherdstown Public Library, I am asking  
for the \$20,000 in funding that was cut from our library's  
fiscal year 2010. A cut in funding such as this will result in fewer  
hours and cuts in the programs that are so important to  
us. Please consider restoring this money to our public library,  
I spent, and benefits the entire community, from children's  
job searches to Internet access.

our free, public libraries now more than ever!

Dorothy S. Bynum  
Shepherdstown, WV  
P.O. Box 1626  
Shepherdstown, WV 25443  
(Paid for by Friends of Shepherdstown Library)

Dear County Commissioners:  
the Shepherdstown Public Library, I am asking  
for the \$20,000 in funding that was cut from our library's  
fiscal year 2010. A cut in funding such as this will result in fewer  
hours and cuts in the programs that are so important to  
us. Please consider restoring this money to our public library,  
I spent, and benefits the entire community, from children's  
job searches to Internet access.

our free, public libraries now more than ever!

Kelly L. Edwards  
274 Stenkey's Ln  
Shepherdstown, WV 25443  
(Paid for by Friends of Shepherdstown Library)

Dear County Commissioners:  
Public Library, I am asking  
you to reinstate the \$20,000 in funding that was cut from our library's  
budget for fiscal year 2010. A cut in funding such as this will result in fewer  
materials, shorter hours and cuts in the programs that are so important to  
our community. Please consider restoring this money to our public library,  
It is money well spent, and benefits the entire community, from children's  
programs to job searches to Internet access.

We need our free, public libraries now more than ever!

Thank you,  
Signature Alice O. Reynolds  
Printed Name Alice O. Reynolds  
Address 291 Westwood Rd.  
City, State, Zip Summit Point WV 25446  
(Paid for by Friends of Shepherdstown Library)

Dear County Commissioners:  
Public Library, I am asking  
you to reinstate the \$20,000 in funding that was cut from our library's  
budget for fiscal year 2010. A cut in funding such as this will result in fewer  
materials, shorter hours and cuts in the programs that are so important to  
our community. Please consider restoring this money to our public library,  
It is money well spent, and benefits the entire community, from children's  
programs to job searches to Internet access.

We need our free, public libraries now more than ever!

Thank you,  
Signature Betty Ann Shipley  
Printed Name Betty Ann Shipley  
Address P.O. Box 52  
City, State, Zip Shepherdstown WV 25443  
(Paid for by Friends of Shepherdstown Library)

Correspondence

**Leslie D. Smith**

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**From:** JCC [info@jeffersoncountywv.org]  
**Sent:** Wednesday, July 01, 2009 9:10 AM  
**To:** ldsmith@jeffersoncountywv.org  
**Subject:** Fw: County Commission Agenda

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

**From:** "gil narro garcia" <gilnarrogarcia@comcast.net>  
**Sent:** 6/30/2009 7:07:45 PM  
**To:** info@jeffersoncountywv.org  
**Subject:** County Commission Agenda

As per your request that citizens submit comments on agenda items, please read and act on my query regarding the item on, "Postcards received from the following concerning public library funding".

On numerous occasions, you have listed the names of concerned citizens on this matter. Yet, I have not seen a formal entry on your agenda to discuss the matter; to say nothing of any notice of attempt to resolve the matter. Is it your intention to simply log in the correspondence and set it aside in the expectation that the matter will go away? Act now or disband as a Commission if you are not capable of governing on this simple matter.

Sincerely,

Gil N Garcia

Harpers Ferry

304-535-2235

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

**From:** Jefferson County Alerts  
**To:** jeffersoncountycommissionalerts@jeffersoncountywv.org  
**Sent:** Monday, June 29, 2009 11:48 AM  
**Subject:** County Commission Agenda

<http://www.jeffersoncountywv.org/ccagenda.html>

\*\*\*\*\*Please do not reply to this email. If you have questions or need assistance, please email [info@jeffersoncountywv.org](mailto:info@jeffersoncountywv.org) or call the County Commission office at 304-728-3284.\*\*\*\*\*