

AGENDA FOR THURSDAY, JULY 23, 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. - General Fund Budget Revision Workshop
- 5. 10:45 a.m. - Stephanie Grove - Legal Update and Report
- 6. 11:00 a.m. - Jennifer S. Maghan - County Clerk's Report
- Probate Office - Fiduciary Matters
- 7. 1:30 p.m. - County Commission Workshop with Libraries

OLD BUSINESS:

- 8. Legislative Issues
- 9. Zoning and Subdivision Ordinance Amendments Discussion
- 10. Report of Federal Stimulus Funds - Discussion
- 11. Organizational Planning - Discussion
- 12. Detailed Written Explanation of Causes of Deficiencies in County Procedures Regards
Recent Audit Report and Specific Steps Taken to Correct
- 13. Revision of Fund 001 - General Fund - For FY 2010
- 14. Letter to President Obama Inviting him to Speak here during Observance of John Brown
Raid 150 Years Ago
- 15. Appointment to the Potomac Headwaters RC&D

- 16. Office of Homeland Security and Emergency Management - Request for funding for the Rapid Notification System
- 17. Approval of Amended Classification Plan to Include Assessor's Office - Discussion/Action
- 18. Approval of Assessor's Office Job Descriptions - Discussion/Action
- 19. Jefferson County Spontaneous Volunteer Management Plan - Discussion/Action
- 20. Jefferson County Donations Management Plan - Discussion/Action
- 21. Schedule Annual Performance Evaluations for those Department Heads Reviewed by County Commission
- 22. Review/Approve Job Descriptions for County Administrator Staff: Administrative Assistant, Executive Assistant, Receptionist/Operator
- 23. Discussion and Consideration of Rescinding or Placing on Hold the Subdivision Ordinance Currently in Effect until Conflicting Sections of the Current Zoning Ordinance and the Subdivision Ordinance have been Resolved

NEW BUSINESS:

- 24. Request from Joe Hankins for Letter of Support for \$50 Million Grant Program for Potomac Preservation Legislation
- 25. Enforcing the Underage Drinking Laws Grant - Approval of Grant Contract Agreement
- 26. Appointment of Alternate Member to the Zoning Board of Appeals
- 27. On the first Thursday of every quarter (that would be the first Thursday of January, first Thursday of April, first Thursday of July, first Thursday of October) the County Commission will hold a work session to address topics and issues that should be addressed in the upcoming quarter - Discussion/Action (DM & LW)
- 28. HOME Cooperation Resolution and Agreement for 2010-2012 - Discussion/Action
- 29. Sheriff Shirley - Approval of Former Employee Reinstatement - Joseph Arthur Foreman
- 30. Approval of Letter of Support for Funding for American Public University System/Jefferson County Schools Department of Commerce Broadband Proposal - Discussion/Action
- 31. Request for Approval of Salary Increase for Magistrate Court Worthless Check Deputy

Clerk - Discussion/Action

- 32. Request from County Surveyor John Kusner to Purchase Office Furniture for County Surveyor's Office - Discussion/Action
- 33. County Administrator Reports
- 34. County Commission Reports

INFORMATION:

- 35. Appointment to be made to the Building Commission on July 30, 2009.
- 36. Correspondence received from the Prosecuting Attorney concerning Case Management Software.
- 37. Correspondence received from the Good Shepherds Interfaith Volunteer Caregivers concerning their FY2010 budget allocation.
- 38. Correspondence received from the West Virginia Development Office concerning grant programs time extensions.
- 39. Notice of hearing or trial received from Magistrate Court.
- 40. Correspondence received from the Historic Landmarks Commission concerning their FY2010 budget allocation.
- 41. Correspondence received from the Department of Environmental Protection concerning an appointment to the Solid Waste Authority.
- 42. News release received from AHA concerning an art show by Washington High School Valedictorian.
- 43. Meeting minutes received from the Jefferson County Public Service District.
- 44. Tentative agenda received for the 2009 Elections Conference on August 30 - September 1, 2009.
- 45. Correspondence received from the County Commission Association of West Virginia concerning the 2009 Educational Conference on Litter Control and Solid Waste Management.
- 46. Newsletter received from the Old Opera House for August 2009.
- 47. Correspondence received from the Local Government Leadership Academy Institute for

Public Affairs concerning the Fall 2009 Conference.

- ☐☐☐ 48. June 2009 Activity Report received from Jefferson County Animal Control.
- ☐☐☐ 49. Weekly settlement report received from the West Virginia Lottery for the Charles Town Races.

CORRESPONDENCE:

- ☐☐☐ 50. Correspondence received from Eric Lewis concerning the zoning vote and potential table games vote.
- ☐☐☐ 51. Postcards received from the following concerning public library funding:
 - MH Gillespie Eve Hansell
 - Christy Hagerty Marcia Alexander
 - Charlotte R. Porter Johanna Grodzicki
 - Melanie Condon Wendy Young

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.

#6

Laura Kuhn

From: "Karen Olden" <kolden@jeffersoncountywv.org>
To: "Laura Kuhn" <laura@jeffersoncountywv.org>; "Leslie D. Smith" <ldsmith@jeffersoncountywv.org>
Cc: <treetopsjodel@comcast.net>; <ldunn@bowlesrice.com>
Sent: Tuesday, July 14, 2009 3:48 PM
Subject: County Commission Meeting

Laura,

Please put the Probate Office on the agenda for Thursday, July 23, 2009 under the County Clerks time frame. The purpose for this Special Session is to go over Estates that had objections for the regular meeting on Thursday, July 16, 2009 also there are a few estates filed from the Fiduciary Commissioners that just missed the 10 day holding period for this office they will be presented also for approval.

Should you have any questions regarding either of these dates please call me.

Thanks,

Karen K. Olden
Jefferson County Probate Deputy Clerk
100 East Washington Street
PO Box 208
Charles Town, West Virginia 25414
304-728-3230 (Office)
304-728-1957 (Fax)
for News and Information go to: <http://groups.yahoo.com/group/j-a/>
VISIT US ONLINE at: <http://jeffersoncountyclerkwv.com>

#13

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 **RECEIVED**

TO: Leslie Smith

JUL 15 2009

FROM: F. Mark Schiavone *ms*

DATE: Wednesday, July 15, 2009

Jefferson County Commission

SUBJECT: Agenda Request for 23 and 30 July Regular Session

Leslie,

Please place the following item on the agendas for the last two Regular Sessions in July of 2009 as Old Business:

- Revision of Fund 001 – General Fund – For FY 2010

Old Business

#14

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

RECORDER
BETSY BAINBRIDGE

TREASURER
SHERRY GAIN

TOWN CLERK
BRENDA SMITH

COUNCIL MEMBERS

CHARLOTTE THOMPSON
DAN RISS
BRENDAN SOENNECKEN
ROBERT JOHNSON
JOE ANDERSON

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.

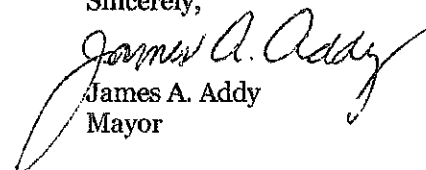
We believe that your presidential presence would be the capstone of the struggle from slavery to freedom in the great redoubt of human freedom – Harpers Ferry. Here the Brown Raid ignited the spark that eventually consumed the evil of slavery. Then in 1906 the first American meeting of the Niagara movement 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

Dear President Obama:

The County Commission of Jefferson, West Virginia, will be observing the 150th 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~~ ^{six} 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.

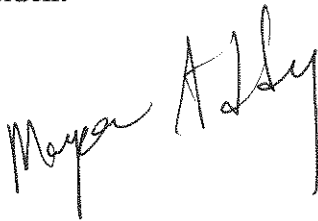
We would rejoice in sharing with you this most beautiful and arguably most historic, rural County in America. Besides the John Brown raid, over a hundred armed conflicts were fought here during the subsequent Civil War. A churchyard in Charles Town is where seventy-two members of the Washington family, 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".

#15

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.

POTOMAC HEADWATERS RC&D COUNCIL

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



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

#16

RECEIVED

JUN 30 2009

JEFFERSON COUNTY COMMISSION

Jefferson County Commissioners:

- Dale Masuol, President**
- James Surkamp, Vice President**
- Frances Morgan**
- Patsy Noland**
- Lyn Wydmyer**
- Jefferson County Office of Homeland Security and Emergency Management Steering Committee:
- John Sherwood, Chair**
- Bill Liengenfelter, Vice Chair-Eastern Panhandle Chapter, American Red Cross**
- Katherine Danbar, Good Shepherd Inter-Faith Caregivers**
- Mason Carter, Jefferson County Department of Engineering**
- Jeffrey A. Polczyaski, EPN, Jefferson County Emergency Communications Center**
- Dale Masuol, County Commission Representative**
- Kelly Parsons, Nichols, DeHaven & Associates**
- Jay Watson, Jefferson County Fire Association**
- Bobby Shirley, Jefferson County Sheriff**
- Sue Lawton, Jefferson County PSD**
- Jane Peters, Jefferson County Development Authority**
- Pamela Hoistala-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
304-728-3229-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

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

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

#17 + 18

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

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

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**

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

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**

Position Title:	Clerk	Grade Level:	
Department	Assessors Office/Property Assessment	Date:	
Reports to:	Chief Deputy Clerk	FLSA Status	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**

Position Title:	Mapper	Grade Level:	
Department	Assessors Office/Mapping	Date:	
Reports to:	County Assessor	FLSA Status	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**

Position Title:	Clerk (Administrative Assistant)	Grade Level:	
Department	Assessor	Date:	
Reports to:	Chief Deputy Clerk	FLSA Status	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.

Assessors Office
Personnel Assistant
6/30/2009

**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**

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

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

Assessor's Department
Senior Appraiser
6/30/2009

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

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.

Assessor's Department
Senior Appraiser
6/30/2009

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

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.

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

Position Title:	Clerk (Senior Clerk)	Grade Level:	
Department	Assessors Office/Property Assessment	Date:	
Reports to:	Chief Deputy Clerk	FLSA Status	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.

Assessors Office
Senior Clerk
6/30/2009

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

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

Assessors Office
Senior Clerk
6/30/2009

**Jefferson County, West Virginia
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.

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

Position Title:	Senior Tax Appraiser	Grade Level:	
Department	Assessing/Appraisal	Date:	
Reports to:	Appraisal Coordinator	FLSA Status	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

Assessor Department
Senior Tax Appraiser
6/30/09

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

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.
43. 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.
65. Participates in the maintenance and disposition of office records in accordance with

Assessor Department
Senior Tax Appraiser
6/30/09

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

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.

Assessor Department
Senior Tax Appraiser
6/30/09

**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 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.

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

Position Title:	Tax Appraiser	Grade Level:	
Department	Assessing	Date:	
Reports to:	Appraisal Coordinator	FLSA Status	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
Tax Appraiser
6/30/09

Jefferson County, West Virginia
Draft Job Description

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.

Assessor Department
Tax Appraiser
6/30/09

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

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

Assessor Department
Tax Appraiser
6/30/09

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

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.

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
TABLE OF CONTENTS**

INTRODUCTION

Promulgation Statement – Resolution.....	i
Table of Contents.....	ii
Distribution List.....	iv
Record of Changes.....	v

SVM PLAN

I. INTRODUCTION.....	1
A. Purpose.....	1
B. Scope & Applicability.....	2
C. Authorities.....	2
D. References.....	3
II. PLANNING ASSUMPTIONS AND CONSIDERATIONS.....	3
A. ASSUMPTIONS.....	3
III. CONCEPT OF OPERATIONS.....	4
A. General.....	4
B. Local Response.....	5
C. Escalating to State Response.....	6
D. Escalating to Federal Response.....	6
E. Recovery.....	6
IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES.....	6
A. Organization.....	6
B. Roles & Responsibilities.....	7
V. DIRECTION AND CONTROL.....	12
A. Plan Activation.....	12
B. Decision Process.....	12
C. Alert & Notification	12
D. Relationship Between VMC & Jefferson County EOC.....	13
E. Volunteer Mobilization Center Staff Assignments.....	13
VI. ADMINISTRATION AND LOGISTICS.....	18
VII. PLAN DEVELOPMENT, MAINTENANCE AND TRAINING.....	20
VIII. LIST OF APPENDICES.....	20
IX. AUTHENTICATION.....	21

APPENDICES

Appendix 1 – Community Participation Diagram.....	22
Appendix 2 – Universal Volunteer Application.....	23
Appendix 3 – Agency Request & Volunteer Referral.....	25
Appendix 4 – Volunteer Mobilization Center Floor Plan & Signage.....	26
Appendix 5 – VMC Supplies & Equipment Checklist.....	28
Appendix 6 – VMC Staff Sign-in / Sign-out Record.....	30
Appendix 7 – Expenses Incurred by VMC Coordinating Agency in Response to Disaster.....	31
Appendix 8 – Spontaneous Volunteer Interview Example.....	32
Appendix 9 – Volunteer Health & Safety Fact Sheet.....	33
Appendix 10 – Volunteer Debriefing Checklist.....	34
Appendix 11 – Sample Press Release.....	35
Appendix 12 – Sample Memorandum of Understanding.....	36
Appendix 13 – Definition of Terms & Acronyms.....	38

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
Total	14

RECORD OF CHANGES

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

Document Title	Jefferson County SVM Plan
-----------------------	----------------------------------

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

Primary Agencies:	County Commission of Jefferson County Jefferson County Homeland Security & Emergency Management
Support Agencies:	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
Supporting Plans:	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
Related Federal ESFs:	ESF #5 – Emergency Management ESF #7 – Resource Support ESF #14 – Long-Term Community Recovery and Mitigation Volunteer and Donations Management Support Annex
West Virginia Code:	§ 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

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

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

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

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

- 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

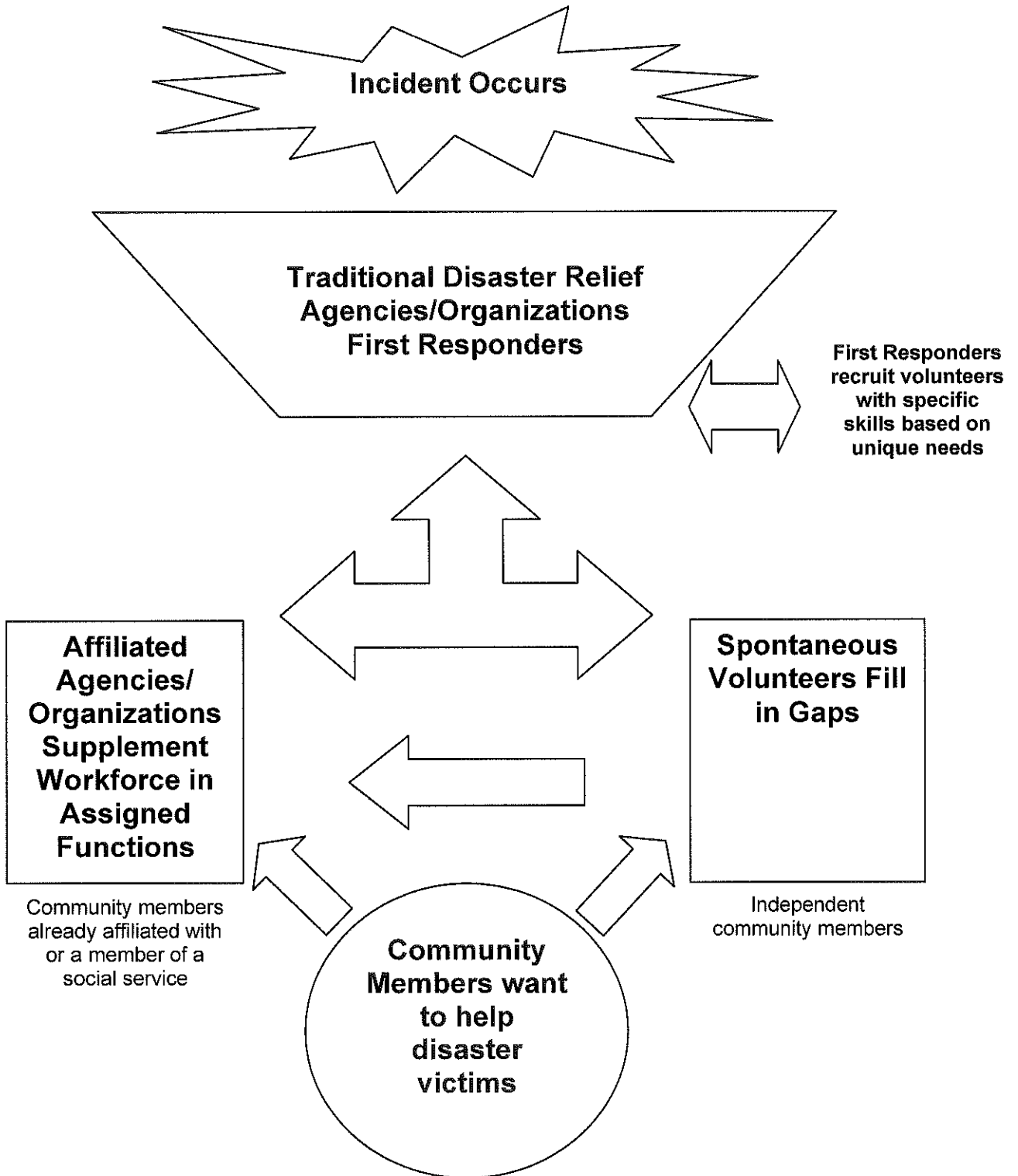
Date

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			
Volunteer Name: _____	Phone # Primary: _____ Cell: _____	ID # _____	PRINT INITIALS ____ 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 Contact: _____ Work Site Phone: _____
 Work Site Preferred Mode of Contact: Phone site go to site other _____

Skills Needed: Please select from skills listed below

Job Skill #	Description
-------------	-------------

SKILLS

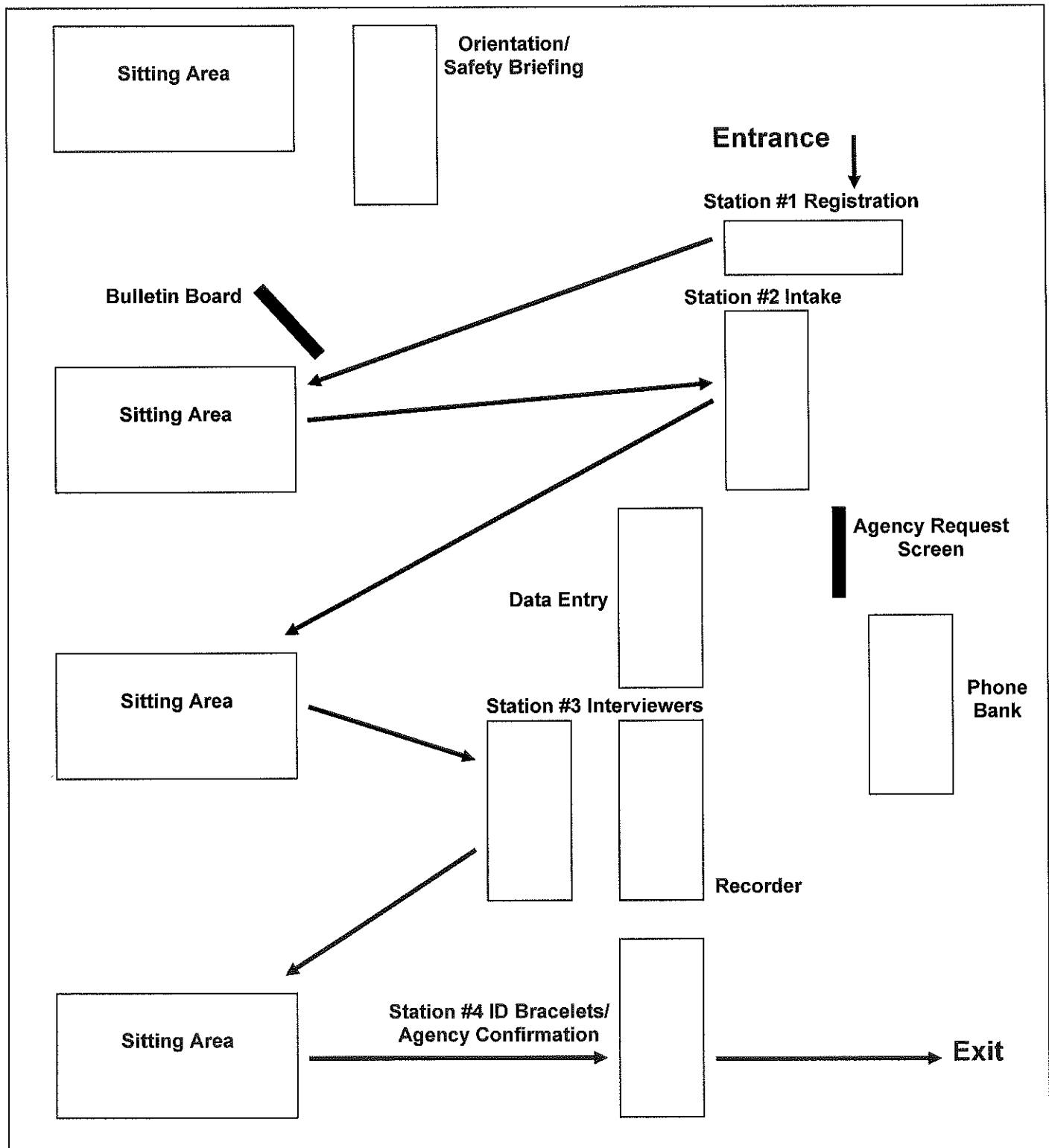
<p><u>MEDICAL</u> _____ 110 Doctor Specialty: _____ 120 Nurse Specialty: _____ 130 Emerg. Medical cert. _____ 140 Mental health counsel. _____ 150 Veterinarian _____ 160 Veterinary technician _____ 170 First Aid/CPR _____ 180 Other _____</p> <p><u>COMMUNICATIONS</u> _____ 210 CB or ham operator _____ 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><u>Language Other than English</u> _____ 261 Spanish _____ 262 Korean _____ 263 Chinese Mandarin _____ 264 Chinese Cantonese _____ 265 Sign Language _____ 266 _____ _____ 267 _____</p>	<p><u>OFFICE SUPPORT</u> _____ 310 Clerical – filing, copying _____ 320 Data entry Software: _____ _____ 330 Phone receptionist _____ 340 Program Management</p> <p><u>SERVICES</u> _____ 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><u>STRUCTURAL</u> _____ 510 Damage assessment _____ 520 Metal construction _____ 530 Wood construction _____ 540 Block construction Cert. # _____ _____ 550 Plumbing Cert. # _____ _____ 560 Electrical Cert. # _____ _____ 570 Roofing Cert. # _____</p>	<p><u>TRANSPORTATION</u> _____ 610 Car _____ 615 Station wagon/mini van _____ 620 Maxi-van, capacity _____ _____ 625 ATV _____ 630 Own off-road vehicle 4wd _____ 635 Own truck, description _____ _____ 640 Own boat, capacity _____ type _____ _____ 650 Commercial driver Class & License # _____ _____ 660 Camper/RV, capacity & type _____</p> <p><u>LABOR</u> _____ 710 Loading/shipping _____ 720 Sorting/packing _____ 730 Clean-up _____ 740 Operate equipment types _____ _____ 750 Have experience supervising others</p> <p><u>EQUIPMENT</u> _____ 810 Backhoe _____ 820 Chainsaw _____ 830 Generator _____ 840 Snow blower/plow _____ 850 Other _____</p>
--	--	--

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.

Signs Needed	Where to Post
Volunteer Mobilization Center (2)	On street visible from either direction
Orientation	Posted outside VMC Entrance
Station #1 Registration	Registration Area
Enter	Volunteer Entrance to VMC
Station #2 Intake/Forms Checkers	Intake Area visible from Volunteer Entry
Station #3 Interviews Interviews – Medical Reserve Corps	Interview Area visible from Volunteer Sitting Area
Data Agency Coordinator	Visible from Interview Station
Station #4 Volunteer ID Area	ID Area visible from Station #4
Exit	Exit visible from Station #4
Phone Bank	Agency Coordination area
Staff Only (2+ as needed)	Staff rest area, supply area, etc.
Current Needs	Dry erase board near Interview area
Agency Name	On table with Agency Request Forms
Public Information Officer	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 9

VOLUNTEER HEALTH & SAFETY FACT SHEET

Purpose	To ensue we follow good health and safety practices by identifying, eliminating, isolating and minimizing hazards.
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"> • Where the emergency exits are? <input type="checkbox"/> • Who here is trained in first aid? <input type="checkbox"/> • Where the First Aid kits are? <input type="checkbox"/> • What the actual and potential hazards of this place are? <input type="checkbox"/> • The results of any monitoring of those hazards? <input type="checkbox"/> • Who to report to if an accident or near miss occurs? <input type="checkbox"/>
You have a responsibility to follow good health and safety practices by	<ul style="list-style-type: none"> • Wearing the required personal protective equipment <input type="checkbox"/> • Taking steps to change the situation if you think an unsafe practice is being carried out, by yourself or others <input type="checkbox"/> • Making your workplace safe. If you cannot, inform your supervisor. <input type="checkbox"/> • Following our procedures for reporting Accidents and near misses <input type="checkbox"/> • Illness and injury <input type="checkbox"/> • Hazards <input type="checkbox"/> • Cooperating with the monitoring of workplace hazards and others' health <input type="checkbox"/>
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

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

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

2009



JEFFERSON
COUNTY

DONATIONS
MANAGEMENT
PLAN



Stantec

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
TABLE OF CONTENTS**

INTRODUCTION

Promulgation Statement – Resolution.....	i
Table of Contents.....	ii
Distribution List.....	iv
Record of Changes.....	v

DONATIONS MANAGEMENT PLAN

I. INTRODUCTION.....	1
A. Purpose.....	1
B. Scope & Applicability.....	2
C. Authorities.....	2
D. References.....	3
II. PLANNING ASSUMPTIONS AND CONSIDERATIONS.....	4
A. ASSUMPTIONS.....	4
III. CONCEPT OF OPERATIONS.....	5
A. General.....	5
B. Donated Goods and Storage Facilities.....	5
C. Financial Contributions.....	7
D. Demobilization.....	7
IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES.....	8
A. Organization.....	8
B. Roles & Responsibilities.....	8
V. DIRECTION AND CONTROL.....	10
A. Plan Activation.....	10
B. Decision Process.....	10
C. Alert & Notification.....	11
VI. ADMINISTRATION AND LOGISTICS.....	11
VII. PLAN DEVELOPMENT, MAINTENANCE AND TRAINING.....	12
VIII. LIST OF APPENDICES.....	12
IX. AUTHENTICATION.....	12

APPENDICES

Appendix 1 – Current Donation Needs List.....	14
Appendix 2 – Record of Donation Letter.....	15
Appendix 3 – Sample Public Information Release.....	16

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
Total	12

RECORD OF CHANGES

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

Document Title	Jefferson County Donations Management Plan
-----------------------	---

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

JEFFERSON COUNTY DONATIONS MANAGEMENT PLAN

Primary Agencies:	County Commission of Jefferson County Jefferson County Homeland Security & Emergency Management Volunteer Organizations
Support Agencies:	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
Supporting Plans:	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
Related Federal ESFs:	ESF #5 – Emergency Management ESF #7 – Logistics Management & Resource Support ESF #14 – Long-Term Community Recovery Volunteer and Donations Management (Support Annex)
West Virginia Code:	§ 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

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

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

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

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 activate 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

- 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

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

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

IX. AUTHENTICATION

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: _____

1. Needed a. Goods	
b. Services	
2. Unneeded	

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

31

Leslie D. Smith

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.

#30

Jefferson County, West Virginia
Draft Job Description

Position Title:	Administrative Assistant	Grade Level:	
Department	County Commission Administration Office	Date:	
Reports to:	County Administrator	FLSA Status	

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**

Position Title:	Executive Assistant	Grade Level:	
Department	County Commission Administrative Offices	Date:	
Reports to:	County Administrator	FLSA Status	

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.

#33

Leslie D. Smith

From: Patricia Noland [patsynol@gmail.com]
Sent: Wednesday, July 08, 2009 5:34 PM
To: Leslie Smith
Subject: Agenda Item for July 16.

Dear Leslie,

Please place the following item on the agenda for July 16.

Thank you.

Patsy

Discussion and consideration of resending or placing on hold the Subdivision Ordinance currently in effect until conflicting sections of the current Zoning Ordinance and the Subdivision Ordinance have been resolved.

#34

Leslie D. Smith

From: Joseph A. Hankins [j.hankins@freshwaterinstitute.org]
Sent: Thursday, July 09, 2009 4:58 PM
To: Leslie D. Smith
Subject: Moran proposes \$50M for Potomac preservation
Attachments: HR2986.pdf; Capper Cramton summary -5-15-09.doc; Hankins_6July09 letter to Rep Capito requesting support for HR 2986.pdf

Leslie-

Please forward this letter requesting support of Rep. Capito, cc'd Dale Manuel to the County Commission. I believe this proposed federal legislation may have significant benefit to Jefferson County and may be worthy of County Commission consideration.

I have attached background information to be distributed as appropriate.

Thanks.

Joseph A. Hankins
Vice President, The Conservation Fund
jhankins@conservationfund.org (email)
www.conservationfund.org
Director, The Freshwater Institute
1098 Turner Road
Shepherdstown, WV 25443-4228
www.freshwaterinstitute.org
304.876.2815 x212 (voice)
304.870.2205 (fax)
304.268.2639 (mobile)

For Immediate Release:
June 19, 2009
www.moran.house.gov

Contact: Austin Durrer
202-225-4376

\$50 Million Grant Program for Potomac Preservation Introduced
Provides State and Local Funding for Land Preservation in Capital Region

Alexandria, VA, June 19th – At a press conference this morning in Founders Park along the Alexandria waterfront, Congressman Jim Moran (D-VA), along with leaders from key conservation organizations, announced introduction of the “National Capital Region Land Conservation Act” which will create a new \$50 million grant program that will fund land preservation efforts along the Potomac River in the Washington Metropolitan area. The bill has received support from over 22 national, state, and local conservation and government organizations, as well as the entire regional congressional delegation.

“Development density in our region is outpacing population growth by a four to one margin,” **said Moran**. “It’s unsustainable and without increasing land preservation efforts it will result in the continued decline of the Chesapeake Bay and Potomac River. >From the phenomenon of male bass with female organs to large fish

New Business

THE CONSERVATION FUND

JOSEPH A. HANKINS

VICE PRESIDENT and DIRECTOR, THE FRESHWATER INSTITUTE

1098 TURNER ROAD

SHEPHERDSTOWN, WEST VIRGINIA 25443

VOICE: 304-876-2815

FAX: 304-870-2205

jhankins@conservationfund.org

July 6, 2009

Honorable Shelly Moore Capito
U.S. House of Representatives
1431 Longworth House Office Building
Washington DC 20515

Dear Representative Capito:


I would like to indicate full support for the National Capital Region Land Conservation Act of 2009 (H.R. 2986). Sponsored by Representative Jim Moran, this bill amends the Capper-Cramton Act of 1930 to expand the original definition of the National Capital region and authorizes a grant program to preserve resources in the area.

H.R. 2986 creates a matching grant program administered by the National Park Service, a longtime community member and neighbor in Jefferson County. The broad flexibility intended by H.R. 2986 could provide up to \$50 million annually for the protection and conservation of resources important to Jefferson County citizens and the nation. As the green gateway to West Virginia, Jefferson County could utilize this funding to protect cultural history, provide river corridor and water resource protection, create parks and recreation spaces, protect working farms and forests and provide habitat for fish and wildlife in our rural landscape. The funding that could result from this legislation would provide important advantage and complementary matching capacity for the recently created West Virginia Outdoor Heritage Conservation Fund.

Jefferson County is uniquely positioned to benefit from this regional legislation as the only West Virginia county currently included in the Washington Metropolitan Statistical Area. Jefferson County has completed an assessment of its green infrastructure -- the natural areas and open space important to ecosystem function and recreation -- and the citizens of Jefferson County understand that strategic protection of such resources through long range planning and acquisition is vital to the future economic vitality of the community.

I respectfully request that you support this legislation and consider co-sponsoring H.R. 2986.

Sincerely,



Joseph A. Hankins
Vice President

The Conservation Fund

cc: Mr. Dale Manuel, President, County Commission of Jefferson County
Peggy Smith, Mayor, City of Charles Town
A. David Hamill, Mayor, City of Ranson

kills, nature is telling us the time to act is now. By preserving more land for parks and other green space, we can reverse this deadly trend and save our precious waterways before it's too late."

The "**National Capital Region Land Conservation Act**" would amend the Capper-Cramton Act of 1930, authorizing appropriations of up to \$50 million per year for cost share grants to State, regional and local governments. The funding would be used to acquire land in the greater Washington Metropolitan area (as defined by the US Census) for a variety of conservation, environmental and recreational purposes. The grant program would be administered by the US National Park Service but the land would be held by local governments.

Pollutants in rain water run-off are the leading cause of environmental degradation in the Potomac River and Chesapeake Bay. As our region's green spaces are replaced with greater development in the form of impermeable roads, parking lots and buildings, the amount of dirty run-off is increased because rain water is not able to naturally seep into the ground.

From 1990 until today, the population in the National Capital Region increased by 10 percent, yet the amount of impermeable surfaces has increased by 40 percent.

Moran's bill would update the Capper-Cramton Act, enacted in 1930, which created the National Capital Planning Commission that authorized purchase of all the green space along both sides of the Baltimore Washington Parkway, the GW Parkway and Rock Creek Parkway. Capper-Cramton was responsible for implementing the remaining portions of the famous 'McMillan Plan' which laid a blueprint for the National Mall, and other green space areas surrounding the City's monuments. That foresight has resulted in a greener, more livable nation's Capital.

Virginia State Senator Patsy Ticer remarked, "This legislation has personal significance for me. In 1965, my late husband Jack, then a member of the Alexandria City Council, helped develop the National Capital Open Space Program which was implemented through the Capper-Cramton Act. Congressman Moran's legislation brings new energy and resources to a program that's responsible for the majority of parks and green space in the Capital region. As Chairwoman of the Senate Committee on Conservation and the Environment, I wholeheartedly endorse this bill."

Ann Swanson, Executive Director of the Chesapeake Bay Commission stated, "Protecting critical habitat is the key to restoration. Without it, we will not have a vibrant Potomac or a productive Chesapeake Bay. This legislation will help the federal government help the National Capital Region reach its preservation goals. The Chesapeake Bay Commission strongly supports this bill and appreciates Rep. Moran's leadership on the issue."

Patrick Noonan, Chairman Emeritus of the Conservation Fund quoted, "I commend the Congressman for his leadership to conserve the Capital region's treasured landscapes. When Captain John Smith first explored the Potomac River in 1608, he saw a vast unspoiled land. Although our region is much altered by history and growth, many natural treasures remain. Rep. Moran's bill will help us conserve our region's heritage and reflects his leadership of the new era in America's conservation movement."

Original Cosponsors: Hoyer (D-MD), Holmes Norton (D-DC), Wolf (R-VA), Connolly (D-VA), Van Hollen (D-MD), Wittman (R-VA), Donna Edwards (D-MD)

Conservation Groups who have endorsed the bill:

National

The Nature Conservancy
The Trust for Public Land
The Conservation Fund

Regional

State of Maryland

Audubon Naturalist

Friends of the John Smith Chesapeake Trail

Virginia

Northern Virginia Conservation Trust

Potomac Conservancy

Piedmont Environmental Council

Virginia Association for Parks

Prince William County Conservation Alliance

The Mount Vernon Ladies Association

D.C.

Chesapeake Bay Foundation

Anacostia Watershed Society

Maryland

Conservancy for Charles County

Mattawoman Watershed Society

Maryland Bass Federation Nation

Port Tobacco River Conservancy

Accokeek Foundation

Southern Maryland Audubon Society

Chapman Forest Foundation

Friends of Chapman State Park, Inc.

111TH CONGRESS
1ST SESSION

H. R. 2986

To amend the Act of May 29, 1930 (Chapter 354; 46 Stat. 482; commonly known as the Capper-Cramton Act), to authorize a grant program to preserve resources in the National Capital region, and for other purposes.

IN THE HOUSE OF REPRESENTATIVES

JUNE 19, 2009

Mr. MORAN of Virginia (for himself, Ms. NORTON, Mr. CONNOLLY of Virginia, Mr. WITTMAN, Ms. EDWARDS of Maryland, Mr. VAN HOLLEN, Mr. WOLF, and Mr. HOYER) introduced the following bill; which was referred to the Committee on Natural Resources

A BILL

To amend the Act of May 29, 1930 (Chapter 354; 46 Stat. 482; commonly known as the Capper-Cramton Act), to authorize a grant program to preserve resources in the National Capital region, and for other purposes.

1 *Be it enacted by the Senate and House of Representa-*
2 *tives of the United States of America in Congress assembled,*

3 **SECTION 1. SHORT TITLE.**

4 This Act may be cited as the “National Capital Re-
5 gion Land Conservation Act of 2009”.

1 **SEC. 2. AUTHORIZATION OF GRANT PROGRAM.**

2 The Act of May 29, 1930 (Chapter 354; 46 Stat.
3 482; commonly known as the Capper-Cramton Act), is
4 amended by adding at the end the following:

5 **“SEC. 7. GRANT PROGRAM TO PRESERVE RESOURCES IN**
6 **THE NATIONAL CAPITAL REGION.**

7 “(a) ESTABLISHMENT.—Out of amounts appro-
8 priated to carry out this section, the Secretary of the Inte-
9 rior, acting through the Director of the National Park
10 Service, is authorized to make grants to covered States
11 and covered local governments to assist the acquisition of
12 lands and interests therein that affect or are within the
13 National Capital region and that will be used for any of
14 the following purposes:

15 “(1) Parks.

16 “(2) Open space.

17 “(3) Green space corridors that link public
18 lands, lands subject to conservation restrictions, or
19 a combination of such lands.

20 “(4) Agriculture.

21 “(5) Forests.

22 “(6) Fish and wildlife habitat.

23 “(7) Watershed protection.

24 “(8) Historic preservation.

25 “(9) Sensitive environmental area protection.

26 “(10) Public recreation.

1 “(b) RESTRICTION TO CERTAIN USES.—The Sec-
2 retary shall require that, for each grant under subsection
3 (a), any land or interest therein acquired through the as-
4 sistance of such grant may not be used for a purpose other
5 than a purpose described in subsection (a).

6 “(c) GRANT DETERMINATIONS.—In determining
7 whether to make a grant under subsection (a), the Sec-
8 retary shall consider the following:

9 “(1) How the proposed acquisition furthers
10 local and regional planning and policy objectives.

11 “(2) The amount of non-Federal funding to be
12 provided for the proposed acquisition.

13 “(3) The relationship of the proposed acquisi-
14 tion to other public lands and conservation areas.

15 “(4) The relative need of an area for the pro-
16 posed acquisition due to such area’s limited or lack-
17 ing quality or quantity of protected resources.

18 “(5) Any impending threat to the resource
19 under consideration for protection by the proposed
20 acquisition.

21 “(d) MATCHING REQUIREMENT.—Grants under sub-
22 section (a) shall be in an amount not to exceed 50 percent
23 of the total cost of the acquisition such grant will assist,
24 which includes costs relating to purchase price, appraisal,

1 survey, title clearance, and closing. The non-Federal share
2 of such cost may be in cash or in kind.

3 “(e) APPLICABLE LAWS.—Acquisitions assisted by a
4 grant under subsection (a) shall be in accord with the laws
5 of the applicable covered State, including any require-
6 ments for appraisal and acceptable title.

7 “(f) TITLE AND MANAGEMENT OF LANDS.—Title to
8 lands and interests therein acquired with the assistance
9 of a grant under subsection (a) shall be held by the cov-
10 ered State or covered local government making the acqui-
11 sition. Management responsibilities for the lands and in-
12 terests may be delegated to nonprofit organizations on
13 such terms and conditions deemed by the title holder to
14 be in the public interest.

15 “(g) RELATIONSHIP TO OTHER FEDERAL FUND-
16 ING.—The authority of the Secretary to make grants
17 under subsection (a) is in addition to any other authority
18 provided to acquire lands and interests therein for related
19 purposes, except that Federal funds provided under any
20 other authority may not be used for the non-Federal share
21 required under subsection (d).

22 “(h) PLANNING GRANTS.—The Secretary is author-
23 ized to make grants to covered States, covered local gov-
24 ernments, and nonprofit organizations for the purpose of
25 planning and evaluating acquisitions eligible for a grant

1 under subsection (a). The sum of the amounts of grants
2 made under this subsection in a fiscal year may not exceed
3 5 percent of the amount of funds appropriated to carry
4 out this section in the fiscal year.

5 “(i) ADMINISTRATIVE COSTS.—Not more than 2 per-
6 cent of the amount of funds appropriated to carry out this
7 section in a fiscal year may be used for administrative
8 costs.

9 “(j) RELATIONSHIP TO OTHER PROVISIONS OF THIS
10 ACT.—No requirement of this Act, except a requirement
11 under this section, applies to an activity under this sec-
12 tion.

13 “(k) DEFINITIONS.—In this section, the following
14 definitions apply:

15 “(1) COVERED LOCAL GOVERNMENT.—The
16 term ‘covered local government’ means a political
17 subdivision of a covered State.

18 “(2) COVERED STATE.—The term ‘covered
19 State’ means each of Maryland, Virginia, West Vir-
20 ginia, and the District of Columbia, including any
21 department or agency thereof.

22 “(3) NATIONAL CAPITAL REGION.—The term
23 ‘National Capital region’ means the Washington-Ar-
24 lington-Alexandria, DC-VA-MD-WV Metropolitan
25 Statistical Area as such Area is defined by the Of-

1 fice of Management and Budget’s OMB Bulletin No.
2 09–01, dated November 20, 2008, and as such Area
3 may be revised by the Office of Management and
4 Budget from time to time.

5 “(4) SECRETARY.—The term ‘Secretary’ means
6 the Secretary of the Interior, acting through the Di-
7 rector of the National Park Service.

8 “(1) AUTHORIZATION OF APPROPRIATIONS.—To
9 carry out this section, there is authorized to be appro-
10 priated to the Secretary \$50,000,000 for each of fiscal
11 years 2010 through 2014.”.

○

**NATIONAL CAPITAL REGION LAND CONSERVATION
ACT OF 2009
Amendment to the Capper Cramton Act of 1930**

On January 8, 2009 Representative Jim Moran announced his intent to introduce legislation that would amend the Capper Cramton Act of 1930 (46 Stat. 482) authorizing appropriation of \$50M/year for 50-50 cost share grants to local, regional and State agencies for land conservation acquisitions in the greater Washington DC area. This would be a competitive grant program administered by the Secretary of Interior.

Objective of the legislation:

- As one of the most admired, beautiful, yet rapidly expanding capital cities and metropolitan regions in the world, Washington DC must continue to protect its natural assets to serve future generations. This is accomplished by building on the McMillan report of 1901, which envisioned a system of public parks and playgrounds both in the District of Columbia and the surrounding environs.¹
- This act will create an incentive program whereby the States of Maryland, Virginia, and West Virginia and the District of Columbia, their subordinate agencies within the DC metropolitan area, foundations, and non governmental organizations within the DC Metropolitan area will be encouraged to identify worthy land conservation projects to be acquired for public benefit and protection of the regions natural assets.
- This act recognizes that Green infrastructure is vital to the future development of the Washington DC area and is best obtained through long range planning before pressures develop for commercial exploitation of the land.² Green infrastructure is a relatively new term used for the concept of putting in place mechanisms that protect regions critical natural areas. The urban planners of the Washington DC area in the early 20th century understood these principals by identifying and setting aside natural areas for outdoor playgrounds, areas to protect drinking water supplies, address

¹ For an articulation of the vision for the Washington DC regional system of parks see **City Planning – July 1927 – “Planning Washington and its Environs”** by Charles W. Eliot 2nd. This article sets forth two competing visions for Washington DC – one an industrial metropolis like New York City or another like the ideal expressed by President Coolidge – “..a city of stately proportion, symmetrically laid out and adorned with the best that there is It should be not only the art center of our own country, but the art center of the world. Around it should center all that is best in science, in learning, in letters and in art.”

² See Mark Benedict and Edward McMahon (2006), *Green Infrastructure, Linking Landscapes and Communities*. Island Press, Washington, DC

water pollution issues including the management of stormwater. Today Green Infrastructure is associated with a variety of environmental, economic, and human health benefits particularly in urban and suburban areas.³

- The Act specifies that the selection of proposals to be funded will be made by objective criteria as set forth by USDI regulations with highest priority given to those applications which further local and regional planning objectives (for example as set forth in approved comprehensive plans), that indicate a high level of non federal financing, and are for protected lands in an area of need relative to other areas where land is already protected.

Need:

- Identifying and setting aside land for public purposes, sensitive environments where development should not occur, parkland where the public can recreate, and large natural expanses of natural forests has long been recognized as an essential element of enlightened long range community planning. This was manifest in the design of many major US cities during the City beautiful movement of the late 19th and early 20th. Century.
- According to a May 1950 article in the Washington Post, it was noted that there were then no public parks located in the entire northern Virginia region other than Arlington's Lubber Run and Glen Carlyn, with a total of 57 acres and the National Park Services parkway along the Potomac River.
- According to Martin Zimmerman, an architect and urban planner, "a mere 4% of the National Capital Region is currently open space in public ownership. Park planners data indicates that this satisfies less than half of the (areas) pent up demand."⁴
- The Washington DC area is one of the fastest growing regions of US⁵. According to the Metropolitan Washington Council of Governments, the regions population is expected to continue to grow steadily over the next 25 years particularly in Fairfax, Loudoun, Montgomery, Frederick and Prince William Counties. The outer jurisdictions will experience the fastest rates of growth led by Loudoun (89%) and Stafford (79%). Even the District of Columbia will grow about 24% during the forecast period.
- As the area's population and intensity of development grows, there is an urgent need to look to the adequacy of not only of its built infrastructure (roads, utilities,

³ See Managing Wet Weather with Green Infrastructure at the US EPA website – http://cfpub.epa.gov/npdes/home.cfm?program_id=298

⁴ Zimmerman, "Open Space Design in the National Capital Region," Blueprints Magazine, National Building Museum, Fall, 1991. See <http://nbm.org/blueprints/90s/fall91/contents/contents.htm>

⁵ See "Growth Trends to 2030: Cooperative Forecasting in the Washington Region," Fall 2007, Metropolitan Washington Council of Governments. See <http://www.mwcog.org/planning/planning/trends/>.

schools, etc.) but also its green infrastructure⁶ - public parkland to accommodate the needs of future populations, protect sensitive environments and drinking water sources, floodplains, forests, and wetlands. The long-term economic benefits of investing in green infrastructure have been shown to more than offset the cost of acquiring and conserving the land. Preserving such lands contribute to meeting many environmental, economic and human health goals such as:

- Reduced and delayed storm water runoff volumes and pollutant reductions. This assists the region in addressing many of the Chesapeake Bay Protection goals.
 - Mitigate against floods of storms and rising sea levels by setting aside wetlands and flood plains along the areas rivers and streams
 - Address pollution issues associated with the regions drinking water supplies particularly along the Potomac and its tributary streams and rivers.
 - Increase carbon sequestration by allowing the plants, trees and soils left in a natural state to remove carbon dioxide from the atmosphere via photosynthesis
 - Increase land values – According to the 2007 Virginia Outdoor Plan, more than 77% of homebuyers consider natural open space as a community necessity and this is reflected in the increased value of properties
- Land should be acquired before the pressures of impending development increase land values to the point the land becomes unaffordable
 - The National Capital Planning Commission developed a generalized park-planning document for the region in 1966. However only a portion of the plan was ever effectuated. Much of the land identified for protection by that effort remains. Although the regional planning responsibilities of the NCPC were significantly reduced during the 1960's and early 1970's,⁷ their 2004 Comprehensive Plan for the National Capital addresses many of the areas green infrastructure needs.⁸
 - The most recent and substantial addition to public park land and open space in the Virginia portion of region was the 3,000 acre parcel acquired by Fairfax County in 2002 under the terms of the *Lorton Technical Corrections Act* of 1998.

⁶ “Green Infrastructure is our nation’s natural life support system – an interconnected network of waterways, wetlands, woodlands, wildlife habitats and other natural areas: greenways, parks and other conservation lands... .. (such lands) maintain natural ecological processes, sustain air and water resourcres, and contribute to the health and quality of life...” **Green Infrastructure**, - Benedict and McMahon, 2006

⁷ See p. 314-315 **Worthy of the Nation 2nd**. Ed. by Frederick Gutheim and Antoinette Lee, John Hopkins University Press, Baltimore, MD , 2006.

⁸ Visit <http://www.ncpc.gov>

- In 2008, the State of Maryland acquired the two large properties in Charles and St. Mary's Counties from the Maryland Providence of the Society of Jesus, which includes nearly 20 miles of Potomac River waterfront.⁹
- Opportunities for land conservation remain in the region – in Virginia along the upper Potomac between Algonkian Regional Park and Harpers Ferry, the Blue Ridge ridgeline, Goose Creek watershed, land along the Occoquan River and Reservoir in Prince William County, and at Crows Neck in Stafford County. In Maryland, significant opportunities for land conservation remain.
- The primary constraining factor in acquiring public parkland has been funding. Land in the Washington DC area is expensive given that local communities, hard pressed to fund essential public services such as public safety and education without appreciable increased property taxes, find it difficult to finance the purchase of large tracts of land that, for the most part, will remain in a natural condition.
- Virtually all of the larger tracts of public owned natural area parks in the Washington DC region owned by non Federal agencies were purchased in part by Capper Cramton funds (until the late 1960's), Land and Water Conservation Funds, or Open Space grants under title VII of the Housing Act of 1961. This has been significantly augmented by the Maryland Open Space program.
- Given the high cost of land in the region, competition for the limited federal funds available for cost share land acquisition is challenging

What is Capper Cramton?

- In 1922, the Committee on Parks and Reservations for the Washington Board of Trade with endorsements by the US Chamber of Commerce, American Civic Association, American Forestry Association and other prominent interest groups called on Congress to create what would become the National Capital Park Commission noting the destruction of the areas forests and green areas.¹⁰
- In 1926, Congress created the National Capital Park and Planning Commission¹¹ - a multi jurisdictional institution that could acquire land in

⁹ See "Landmark Conservation Deal Celebrates Maryland History" at <http://www.conservationfund.org/node/930>.

¹⁰ "Weaving The Grand Tapestry – Open Space Design in the National Capital Region," by Martin Zimmerman, Blueprints, Vol. IX , No. 4, Fall 1991 – <http://www.nbm.org/blueprints/90s/fall91/contents/contents.htm>

¹¹ Public Law 69-159

the District, Virginia and Maryland and effectuate many of the recommendations of the McMillan Plan.¹²

- The Capper Cramton Act is a visionary statute, enacted on May 29, 1930, that provided the authority for the National Parks and Planning Commission (now the National Capital Planning Commission or NCPC) to develop a comprehensive plan for the greater Washington DC region and effectuate those plans with funding provided by Congressional appropriations. The act was necessary given that prior to its passage, Congress dealt with the recommendations of the then NCPC on an ad hoc – project by project basis. The act provides for "...the acquisition, establishment and development of the George Washington Memorial Parkway along the Potomac from Mount Vernon and Fort Washington to the Great Falls, and to provide for the acquisition of lands in the District of Columbia and the States of Maryland and Virginia requisite to the comprehensive park, parkway, and playground system of the Nation's Capital." Exclusion was made for both the District and the City of Alexandria given local commercial interests did not wish to be threatened with Federal takings for the parkways through their communities.
- Section 3 of Public Law 592 of July 19, 1952 further amended Capper Cramton by adding additional authorization for appropriations "For the extension of the park and parkway system of the National Capital in the Virginia environs of Washington, as may be agreed upon between the NCPC and a park authority established under the Park Authorities Act of the State of Virginia"¹³ A number of Virginia stream valleys were enumerated as well as other desirable lands in the amendment. Restrictions were included concerning sewerage disposal and storm-water flow. It does not appear that meaningful appropriations to carry out this provision of the Act were ever realized.
- The 1952 amendments designated the NCPC as the central planning agency for the National Capital Region and further defined the region as including the District, Montgomery and Prince Georges Counties in Maryland; Arlington, Fairfax, Loudoun and Prince William in Virginia and all cities in Maryland and Virginia within the geographical area bounded by those counties.¹⁴
- Currently the NCPC still functions as designed by the 1952 amendments, but only overseeing the federal aspects of plans for the National Capital region.¹⁵

¹² Zimmerman, pg. 5 – The Regional City – 1926-2000

¹³ Virginia Park Authorities Act of 1950, Code of Virginia § 15.2-5700-5714.

¹⁴ P.L. 82-592, 66 Stat. 782 (1952)

¹⁵ In 1966, Reorganization Plan number 5 (31 CFR 11857), 80 Stat 1611 established home rule for the District of Columbia and abolished the National Capital Regional Planning Commission deferring their

- Capper Cramton spoke to the need for public parkland, protection of the wild scenic beauty of the Potomac River and its tributary streams, and dealing with storm water and water pollution.
- Capper Cramton was extensively used by Federal agencies and the Maryland National Capital Park and Planning Commission (MNCPPC) to acquire parkland. Given there was not a comparable agency to MNCPPC in Virginia until 1959 and due to other social, political and financial reasons, Virginia's use of Capper Cramton cost share funding was very limited.¹⁶ Capper Crampton provided for extension of Rock Creek Park into Maryland and the extension of the Anacostia Park System further up the Anacostia River.¹⁷

Why use Capper Cramton?

- Congress established via the Capper Cramton Act that the greater Washington DC area, given it is the nation's capital and home to the federal Government, should have a system of interconnecting public parkland for the beatification, recreational, and protection of the Potomac River – particularly Great Falls and the Gorge. This is established policy that dates to the founding of the nation.
- Capper Cramton has, under the stewardship of the National Capital Planning Commission (NPCC), demonstrated over a period of almost 80 years its flexibility and utility in both regional planning for and acquisition of (through other federal agencies, the impacted states, regional and local governments) a system of publicly owned lands much of which is categorized as public parkland. Although as noted earlier the authority of the NPCC has been somewhat reduced, the recommendations concerning stewardship of the regions natural resources as contained in their 2004 Comprehensive Plan reflects a great sensitivity to the need for green infrastructure in the region.¹⁸

coordination responsibilities to the Metropolitan Washington Council of Governments and to other local and regional planning authorities.

¹⁶ Many reasons are suggested why Virginia did not respond as Maryland did in building a system of regional parks using Capper Cramton funds. The most compelling was that Virginia's social order was one of separate but equal racial segregation (see "Managing White Supremacy" by J. Douglas Smith, 2002, The University of North Carolina Press). If Capper Cramton or other Federal funds were accepted for parkland acquisition, so the reasoning went, there might be requirements for racial integration. As late as 1955, Virginia insisted in operating its State park system on a segregated basis. Litigation over the integration of its State parks come to the point that in 1955 Virginia Governor Thomas Stanley approved the leasing of the Seashore State Park to a private firm (who presumably could under Virginia law legally restrict use of the facility to persons of one race). This decision was enjoined by the US District Court for the Eastern District of Virginia - Norfolk Virginia - in the case of Lavinia G. Tate, et als plaintiffs v. VA Department of Conservation and Development , Raymond V. Long, et als, Defendants.

¹⁷ P. 215, "Worthy of the Nation," 2nd. Ed. Frederick Gutheim and Antoinette Lee, 2006 John Hopkins University Press, Baltimore, MD.

¹⁸ See pages 198-201.

What led to passage of the Capper Cramton Act?

- The McMillan report of 1901 greatly accelerated realization of the L'Enfant plan of 1791 for the nation's capital, Washington, DC. Some of the great projects that resulted from that report and that were constructed or approved during the 1920's were the Botanical Garden, Arlington Memorial Bridge, Lincoln Memorial, the Mall, Mount Vernon Memorial Highway (now part of the George Washington parkway), and many of the Federal buildings in downtown DC.¹⁹
- During this period it was increasingly recognized that areas in MD and VA surrounding the District of Columbia needed to be rationally planned to ensure the regions natural, cultural and historic resources were protected, natural area parks set aside for the enjoyment of future generations, drinking water supplies secured, and pollution and storm water issues were addressed. To accomplish this in an orderly manner, The National Capital Park and Planning Commission was established in 1926 and instructed by law to implement most of the McMillan Plan's park proposal and develop a comprehensive, systematic, and continuous plan for parks, parkway, and playground systems of the National Capital and its environs." Led by a regional planner of distinction, Frederic Delano, and supported by persons such as Frederick Law Olmstead, Stephen Mather, and William Greeley, the commission developed plans for both the district and " its environs" in Virginia and Maryland as well as development of legislation which would grant to the Commission both the authority to develop the plans and provide authorization for appropriations to effectuate those plans. The result was a bill was introduced in the House by Rep. Louis C. Cramton (R of Michigan), and in the Senate by Sen. Arthur Capper, (R- Kansas) Chairman of the Senate Committee on the District of Columbia
- In his last annual message to Congress, President Coolidge stressed eloquently the vital place of the National Capital in the life of the Nation saying:
" If our country wishes to compete with others, let it not be in the support of armaments but in the making of a beautiful Capital City. Let it express the soul of America."
- President Hoover said:
" This is more than the making of a beautiful city. Washington is not only the nation's Capital; it is the symbol of America. By its dignity and architectural inspiration we stimulate pride in our country."
-

¹⁹ Congressional Record, January 27, 1930 – Speech of Representative Louis C. Cramton, in the US House of Representatives regarding plans for the development of the National Capital and region.

- An unprecedented number of endorsements were received for HR 15524,” a bill respecting the planning and purchase of parkland in the national Capital region.”This included: the Washington Board of Trade, the Issac Walton League, American Society of Landscape Architects, the American Civic Association, the National Capital Park and Planning Commission, the Washington Post and the New York Times. The bill was opposed by electric power interests who were then seeking a permit from the Federal Power Commission to create two hydroelectric dams on the Potomac River, one above Great Falls (at River bend) and the other at Key Bridge.²⁰

Passage of the Capper Cramton Act:

- Capper Cramton was enacted into law in 1930 and has over the years been slightly amended – the last in 1956 when special provision was made for funding of a regional park authority in Virginia, which would be somewhat comparable to the Maryland National Capital Parks and Planning Commission. In 1950, the Commonwealth of Virginia passed legislation that would allow for the creation of multi jurisdiction regional park authority if the population of an area exceeded a certain threshold and the adjoining rural area agreed to having the authority purchase land within their jurisdiction. Unlike the State of Maryland, which provided the MNCPPC with a small property tax levy to finance their operations, the Virginia legislation provided no means of sustainable financing for Virginia park authorities other than by contributions from the various member jurisdictions. After some futile attempts to establish a regional park agency in the early 1950’s, such an organization was not realized until 1959 when Fairfax and Arlington Counties and the City of Falls Church joined together to form the Northern Virginia Regional Park Authority.²¹
- Capper Crampton was essentially a planning statute that gave authority for the National Parks and Planning Commission to develop comprehensive plans for the District of Columbia and applicable areas of Virginia and Maryland, secure annual appropriations, and then allocate funds to appropriate agencies for implementation of specific elements of the plan. This avoided the need for Congress to be involved in each and every project in the district and region.
- The Maryland National Capital Parks and Planning Commission extensively used the act in the planning and acquisition of parkland in Montgomery and Prince

²⁰ See article reprinted from American Forests and Forest Life entitled “*Power or Parks on the Potomac?*” by Harlean James. Found undated at the National Archives.

²¹ See <http://www.nvrpa.org> . Member jurisdictions now also include the cities of Fairfax and Alexandria and Loudoun County. Unlike MNCPPC and virtually all multi regional park districts and authorities throughout the US, the Virginia Park Authorities Act does not provide a sustainable source of funding (e.g. property tax levy) for the operation of the authority.

George's counties. This includes Rock Creek Park and its extension into Maryland and by the US government in acquisition and development of such areas as the George Washington Parkway, Greenbelt, Great Falls national Park, the C&O Canal.

What is the scope of the amendments – i.e. what now should constitute the National Capital region?

- When Capper Cramton was enacted, the National Capital region was defined as a 15-mile radius from the White House. That included all of the District of Columbia, Fairfax and Arlington Counties and the City of Alexandria in Virginia. In Maryland it included Prince Georges and Montgomery Counties.
- In the 1952 Amendments to the act, Loudoun and Prince William Counties in Virginia were added. These “expansions of scope” appear to reflect the reality that the Washington DC region was growing at a rapid rate and becoming part of the urbanized northeastern seaboard of the United States that would eventually stretch from running from Boston Mass, to Richmond and Norfolk, VA. This was as predicted by Jean Gottmann, in his landmark book “Megalopolis” published in 1961. Professor Gottman emphasized the essentiality of green open space and parkland particularly in a rapidly urbanizing region for livability, protection of the environment, and “answering a deep human yearning” for connection to nature.²²
- The proposed amendment would define the National Capital region as the metropolitan statistical area of Washington DC as defined by the Office of Management and Budget. This includes the most densely populated of the region and the area most likely to be developed over the next decade. Using the OMB definition (which is based on US census data) for the region allows the scope of the act to grow over time as the Washington DC continues to grow southward toward Richmond, Virginia.
-

This would include:²³

1. All of the District of Columbia
 2. Stafford, Warren, Fauquier, Spotsylvania, Loudoun, Clarke, Fairfax, Arlington, Prince William, and Arlington Counties and the cities of Manassas, Manassas Park, Fredericksburg, Alexandria, Falls Church, and Fairfax in Virginia
 3. Jefferson County in West Virginia
 4. Montgomery, Prince Georges, St.Mary's, Frederick, Charles and Calvert Counties and in Maryland.
- As of the 2007 Census Bureau estimate, the population of this area was estimated to be 5,306,565.

²² **Megalopolis** by Jean Gottman, MIT Press, Cambridge, Mass. 1961

²³ Office of Management Bulletin 09-01 dated November 20, 2008.

- As was demonstrated by the past accomplishments of the Maryland National Capital Park and Planning Commission, long term planning and conservation of natural areas are inseparable. The proposed Act provides the means to again protect land by acquisition in anticipation of future development when land costs are lower. Provision is provided for the Secretary of Interior to make planning grants to covered States, covered local government and nonprofit organizations for the purposes of planning and evaluating the acquisitions eligible for grants made under this authority. A limit is placed on the amount that may be devoted to planning recognizing that acquisition is the highest priority and that many of the most desirable tracts of land that should be acquired have already been identified.
- A no more than 50% cost share provision is provided to encourage leverage of Federal funds with State, local, and non governmental sources of funding thereby increasing the impact of Federal appropriations provided by this provision of the Act. Funds from other Federal sources (e.g. Land and Water Conservation Fund, Cooperative Forestry Assistance program, etc.) may not be used for the match.
- The scope of the Act includes the most densely developed area of the Potomac River watershed – the area where loss of impermeable surface, storm water, and pollution is greatest. Well-planned and properly situated green infrastructure parks can help mitigate against many of these problems and significantly contribute to the meeting of the Chesapeake Bay Agreement goals.

What type of lands will qualify for funding?

- Public access parks including for example pocket parks in highly populated areas to large natural reserve regional parks on which there may be active or passive outdoor recreation compatible with the character of the land and its conservation.
- Open space including the purchase of easements to protect a view shed; establish a buffer zone around populated areas, etc. Green space corridors that provide interconnection between existing lands in public ownership allowing for movement of wildlife and people. A publicly accessible bike or hiking trail, for example, would qualify.
- Agriculture – This includes purchase of development rights from land owners provided they use the land for the growing of crops and or animals that will be primarily sold and consumed in the National Capital region. In more populated areas, this would include land made available for community gardens. It would also provide for lands such as Frying Pan Park in Fairfax County or Accokeek colonial Farm in Maryland.

- Forests – an example is St. Inigoes peninsula, a 985-acre tract that was recently purchased by the State of Maryland from the Maryland Province of the Society of Jesus to become a State forest.
- Watershed protection - This could include land surrounding or having a direct impact on the regions potable drinking water supplies. An example are the plans of the Northern Virginia Regional Park Authority to purchase the 300 acre White's Ford farm along the banks of the Potomac River in Loudoun County Virginia upstream from the potable water intake for large portions of Northern Virginia and the District of Columbia.
- Historic preservation: This includes lands surrounding a place of local, regional or national historic significance. . The land eased by the Northern Virginia Conservation Trust around the historic Salona home in Fairfax County is an example.
- Sensitive environmental area protection – this would include wetlands and areas where endangered species reside
- Public recreation – this includes playgrounds, sports fields, public swimming facilities, golf courses, etc. This could include Federal assistance in the purchase of land on Alexandria's waterfront turning old commercial properties into public parkland.

How will the Act be administered?

- By the National park Service under the direction of the Secretary of Interior
- Regulations governing the submission, selection, and award of grants will be issued by USDI

Congressional Districts (and members) impacted by this bill:

State/County	Congressional District	US Member
District of Columbia		Eleanor Holmes Norton
Virginia		
Stafford County(most) Prince William County (part) Spotsylvania County Fauquier County (part)	1 st .	Robert Wittman
Fairfax County Fairfax City Prince William County (part)	11 th .	Gerry Connolly
Arlington County Alexandria City Falls Church Fairfax County (some)	7 th .	James Moran
Loudoun County Fauquier County (part) Warren County Frederick County Winchester City	10 th	Frank Wolf
Maryland		
Prince Georges County (part) Charles County St. Mary's County Calvert County	5 th .	Steny Hoyer
Montgomery County (part)	8 th .	Chris Van Hollen
Frederick County Washington County	6 th .	Donna Edwards
West Virginia		
Jefferson County	2 nd .	Shelly Capito

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

205

RECEIVED

July 9, 2009

JUL 13 2009

Jefferson County Commission

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

**RE: Enforcing the Underage Drinking Laws Grant Program
Award: \$10,500.00**

Dear Commissioner Manuel:

Congratulations on your recently awarded Enforcing the Underage Drinking Laws 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, no copies will be accepted.

Documents required for signature include:

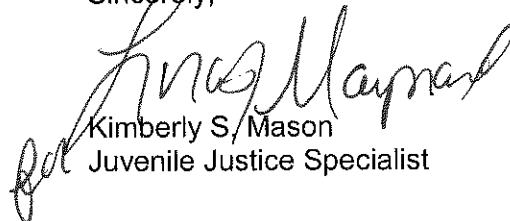
1. Contract Agreement
2. Resolution
3. Special Conditions
4. EEOP Certification
5. Certification Prohibiting Supplanting
6. Certification Regarding Lobbying and Debarment

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.

Please note that failure to submit the above referenced items will prohibit the processing of the complete grant application and prohibit you from receiving financial reimbursement for your grant until such documents are received and processed.

If you have any questions, please do not hesitate to contact me at (304) 558-8814, extension 284.

Sincerely,


Kimberly S. Mason
Juvenile Justice Specialist

KSM/aw
Enclosure
c: Christa Shifflett



GRANT CONTRACT AGREEMENT

BETWEEN THE

DIVISION OF CRIMINAL JUSTICE SERVICES

AND

Jefferson County Commission

09-EUD-116

This **AGREEMENT**, entered into this 24th 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 **Jefferson County Commission**, hereinafter referred to as "Grantee."

WHEREAS, DCJS is the recipient of a Enforcing Underage Drinking grant from the United States Department of Justice, and

WHEREAS, the Grantee is an eligible applicant who is desirous of receiving funds. **Grant funds will be used to provide a two point approach to reducing underage drinking: 1) Underage stings conducted by the Jefferson County Sheriff's Department and the Ranson Police Department. 2) Utilize a group of students from the middle and high schools to create several educational campaigns by utilizing TV, radio, billboards, and school announcements to convey the message that underage drinking is hazardous to the developing body.**

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 June 1, 2009, and shall continue those services/activities until May 31, 2010. The grant period is contingent upon receipt of Federal EUDL Funds. 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 **\$10,500.00** 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. Grantee recognizes and understands that the total sum of this contract will be derived from yet to be awarded, anticipated federal funds and is directly contingent upon receipt of those funds at the time of executing this contract.
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.

Dale Manuel, President
Authorized Official

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 of **Jefferson County** hereby authorizes **Dale Manuel, President** of the **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 Enforcing Underage Drinking program.

Signed: _____
County Clerk

This Special Conditions page must be signed by the Authorized Official, the same individual who signed the grant application of Page 1. This should not be signed by the Project Director.

Grantee:	Jefferson County Commission
Grant Number:	09-EUD-116

In addition to the Standard Grant Conditions to which this Grant is subject to, it is also conditioned upon and subject to compliance with the following special conditions:

1. **Commencement Within 60 Days:** If the project is not operational within 60 days of the original starting date of the grant period, the sub-grantee must report in writing to the Division of Criminal Justice Services (DCJS) the steps taken to initiate the project, the reasons for the delay, and the expected starting date.
2. **Operational Within 90 Days:** If the project is not operational within 90 days of the original starting date of the grant period, the sub-grantee must submit a second statement to DCJS explaining the implementation delay. Upon receipt of the 90 day letter, and unless warranted by extenuating circumstances, DCJS will cancel the project and redistribute the funds to other projects.
3. The sub-grantee must obtain written approval from DCJS for major project changes. These include: (1) changes in project activities and services, (2) changes in job qualifications for any Enforcing the Underage Drinking Laws (EUDL) Grant-funded staff position, (3) any adjustment to budget line items within the approved budget, and (4) grant extensions.
4. The sub-grantee must advise DCJS immediately in writing if there are any changes in the: (1) Project Director, (2) Fiscal Officer, (3) Authorized Official, or (4) EUDL Grant-funded Staff Position(s). Please also submit to DCJS a new membership list if there are any changes in the members of a governing board, such as County Commission or City Council, or changes in members of the Planning & Evaluation Team.
5. **The sub-grantee is required to form a three-to-five member interagency Planning and Evaluation Team** to meet at least every other month to review the status of grant objectives, to develop strategies for resolving any problems or barriers, and to perform quarterly project evaluations. This Planning and Evaluation Team will submit to DCJS: (1) minutes of team meetings with the grant monthly progress reports and (2) written quarterly project evaluations.
6. Sub-grantee representatives (project director and EUDL-funded staff positions) and Planning and Evaluation Team members will be required to attend a training workshop on Project Evaluation and Planning Strategies sponsored by DCJS which will be conducted in various regions of the State.
7. The sub-grantee is required to submit monthly financial reports to DCJS by the 20th day of each month which are to include:
 - o Request for Reimbursement – Must be signed by Fiscal Officer or Authorized Official (only the original signature is acceptable).
 - o Financial Report – Must identify the amount of grant funds expended in each budget category during the month and expended-to-date.
 - o Backup documentation – Appropriate documentation, such as timesheets, payroll register, receipts, canceled checks, etc. must be submitted to substantiate any grant expenditures. Travel voucher must identify purpose of travel.
 - o NOTE – If the project site is not the same as the official sub-grantee and the project director completes the monthly financial report, the fiscal officer of the official sub-grantee must review the complete report (request for reimbursement, financial report, and any back-up documentation) before signing the request for reimbursement.

8. The sub-grantee is required to submit monthly progress reports by the 20th day of each month to DCJS which are to include:
 - o A summary of activities for the month on a weekly basis which should be prepared by EUDL-funded staff. The project director should also submit a monthly summary report reflecting the status of the project.
 - o A monthly calendar outlining events, meetings, etc.
 - o Attendance Records – These records should be maintained for any youth participating in the project identifying the activity, the youth in attendance by reflecting first name only or an identification number, the age of the youth, and the date the youth attended.
 - o Demographics Report – This report reflects the number of youth served as well as age levels, etc.
 - o Copies of minutes from the grantee governing board and the Planning and Evaluation Team.
9. If no direct service is provided during a month, no direct service salary expenses should be charge to the grant.
10. Sub-grantee must maintain client files for all youth served to document services provided and the level of improvement and achievements for each youth, whether it be academic, mental, emotional, etc. Therefore, the sub-grantee must maintain service plans, pre-tests, post-tests, and records of routine evaluations performed in relation to each youth as well as periodic overall program evaluations. These records are to be available at any time for review by DCJS.
11. Any sub-grantee receiving EUDL Grant funding for training must submit in writing to DCJS a training plan, and must request in writing any adjustments to a training plan. Also, any EUDL Grant-funded staff position that attends any training workshop or conference must submit a written narrative identifying the training, its purpose, what specific workshops were attended, and the useful information obtained that will assist in implementing the EUDL Grant project. **All training must be approved in advance by DCJS** by submitting a written request identifying the staff person who will be attending, the name of the conference and purpose, and attaching a brochure outlining the costs and the agenda.
12. Sub-grantee must maintain a grant file containing all grant-related documents, such as the grant agreement, monthly financial reports, monthly progress reports, and any grant-related correspondence. In some situations, the project site is at a different location than the official sub-grantee. Therefore, an official grant file should be maintained by both the official sub-grantee and the project site. These records are to be available at any time for review by DCJS.
13. Hiring procedures outlined in the grant application should be followed in hiring EUDL Grant-funded staff positions. Staff hired must meet the qualifications outlined in the job description for the position. DCJS is to be advised in writing if there are any difficulties in filling EUDL Grant-Funded staff positions.
14. Sub-grantee must develop a formal referral protocol and interagency agreements; copies of interagency agreements and referral protocols are to be submitted with the application.
15. **Conflict of Interest** – No public official or employee or board member of the grantee agency who performs any duties under the project may participate in an administrative decision with respect to the project if such a decision can be expected to result in any benefit of remuneration to him or his immediate family. Therefore, no executive director, project director, or a member of the board of the sub-grantee agency may hire members of his or her immediate family for EUDL Grant-funded staff positions. This situation would be an unethical use of federal grant funds and is prohibited. **If a grantee violates this clause, the grant will be terminated immediately.**

16. Program Accountability – Federal Audit Requirements

- I. Federal Office of Management and Budget (OMB) Circular A-133 sets forth standards for obtaining consistency and uniformity for the audit of states, local government, and non-profit organizations expending Federal awards. This subgrant shall adhere to the audit requirements set forth in OMB Circular A-133 at the time of subaward.

As of 10/1/04, the requirements set forth by OMB Circular A-133 are as follows:

Non-Federal entities that expend \$500,000 or more in a year in Federal awards shall have a single or program-specific audit conducted for that year. Non-Federal entities that expend less than \$500,000 a year in Federal awards are exempt from Federal audit requirements for that year, but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and General Accounting Office.

- II. Federal Office of Management and Budget (OMB) Circular A-110 sets forth standards for obtaining consistency and uniformity for the audit of institutions of higher education, hospitals, and other non-profit organizations expending Federal awards. This subgrant shall adhere to the audit requirements set forth in OMB Circular A-110

As of 10/1/04, the requirements set forth by OMB Circular A-110 are as follows:

Recipients and subrecipients that are institutions of higher education or other non-profit organizations (including hospitals) shall be subject to the audit requirements contained in the Single Audit Act Amendments of 1996 (31 USC 7501-7507) and revised OMB Circular A-133.

- III. If an audit must be conducted pursuant to OMB Circular A-133 and A-110, a copy of the audit shall be submitted to DCJS as well as to the Federal clearinghouse.

As of 10/1/04, the Federal clearinghouse is as follows:

Federal Audit Clearinghouse
Bureau of the Census
1202 E. 10th Street
Jeffersonville, IN 47132

17. The U.S. Department of Justice, Office of EUDL Grant has issued the following additional special condition:

When issuing statements, press releases, requests for proposals, bid solicitation, and other documents describing projects or programs funded in whole or in part with federal money, all grantees receiving federal funds, including but not limited to State and local governments, shall clearly state: (1) the federal source of funding, (2) the percentage of the total cost of the program or project which will be financed with federal money, and (3) the dollar amount of federal funds for the project or program.

I certify that federal funds made available under the EUDL Program will not be used to supplant State or local funds. I also certify that I have read the above listed special conditions and agree to comply with these requirements.

Dale Manuel, President

Authorized Official

**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: _____

Subgrantee Name: _____

Authorized Official's Name: _____

Subgrant Number: _____

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 7th 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 7th 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: _____ Title: _____ Date: _____

Authorized Official's Signature: _____

Certification Prohibiting Supplantation Of Federal Funds

Requirement of Subgrantees of the U.S. Department of Justice Funds

Certification Statement:

I, _____ (Authorized Official), certify that the _____
(Grantee/Organization), will use awarded Federal grant funds to supplement existing funds for program
activities and not replace those funds which have been appropriated for the same purpose. I also
understand that any potential supplanting will be the subject of application review, as well as pre-award
review, post-award monitoring and audit.

Signature of Authorized Official

Date

.....

Supplanting means to deliberately reduce State or local funds because of the existence of Federal
funds. An example would be: When County funds are appropriated for a stated purpose and Federal
funds are awarded for that same purpose, the County replaces its County funds with Federal funds,
thereby reducing the total amount available for the stated purpose.



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.

1. 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 sub-recipients 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 connection with obtaining, attempting to obtain, or performing a

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

(c) Are not presently indicted for 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, the employee will—

(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, 633 Indiana Avenue, 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 Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531.

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:

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date

ENFORCING THE UNDERAGE DRINKING LAWS GRANT PROGRAM

**BUDGET SUMMARY
PAGE 2**

Applicant:

Jefferson County Commission

FEIN Number:

55-6000333

Category	EUD Funds	Matching Funds	Total Budget
Personnel / Contractual	\$ 9,270.00	\$ 2,250.00	\$ 11,520.00
Travel / Training	-	-	-
Space	-	-	-
Equipment	-	-	-
Other	1,230.00	-	1,230.00
Total Budget	\$ 10,500.00	\$ 2,250.00	\$ 12,750.00

FUNDING STRATEGY

Funding Sources	Amount	Status
Enforcing the Underage Drinking Laws Grant	\$ 10,500.00	P
City of Charles Town/City of Ranson	\$ 2,250.00	P
TOTAL	\$ 12,750.00	

Funding Source -- Separately list each source of funds that will be used in the program

Amount -- Enter the amount received or anticipated for each grant

Status -- Indicate the status of each funding source of funds as follows:

- P - Projected grant, loan or donation
- A - Application submitted and under review
- C - Funds committed
- R - Funds received, appropriated or on hand

**ENFORCING THE UNDERAGE DRINKING
LAWS GRANT PROGRAM**

**BUDGET NARRATIVE
PAGE 3**

Applicant:	Other Funds	Requested EUD Funds	Approved EUD Funds
<u>Personnel / Contractual</u>			
Coordinator - Salary & Benefits \$30/hr x 4.5 hrs/week x 50 weeks	\$ 2,250.00	\$ 6,750.00	\$ 6,750.00
Buyer Sipend \$12/hr x 5 hrs/month x 12 months		\$ 720.00	\$ 720.00
Overtime for Officers - Salary & Benefits \$30/hr x \$5 hrs/moth x 12 months		\$ 1,800.00	\$ 1,800.00
 <u>Travel / Training</u>			
 <u>Space (Not a EUD - Funded Category)</u>			
<u>Equipment</u>			
 <u>Other</u>			
Office Supplies/Copying - posters, pens, cd's, etc.		\$ 360.00	\$ 360.00
Bilboard		\$ 570.00	\$ 570.00
Buy money		\$ 300.00	\$ 300.00
Total Other Funds	\$ 2,250.00		
Total Requested EUD Funds		\$ 10,500.00	
Total Approved EUD Funds			\$ 10,500.00

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.

June 26, 2009

County Commission of Jefferson County

Charles Town, WV 25414

RECEIVED

JUN 30 2009

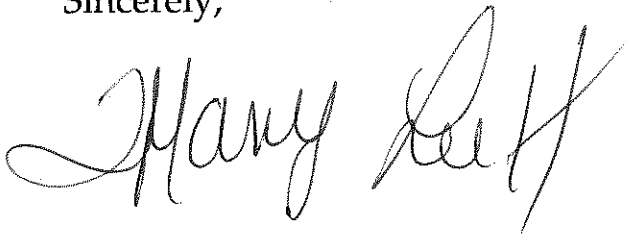
Jefferson County Commission

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.

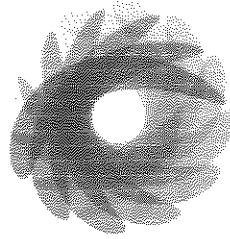
Tyler is a proud resident of Jefferson County and should definitely be considered for a position with the ZBA. Thank you for your time and consideration.

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, consisting of a series of loops and a long, sweeping horizontal line that extends to the right.

Dorcas Quynn McWilliams
Owner/Director
Sol Yoga, LLC
256 West Patrick Street
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

Jefferson MD.

24 June 2009

Dear Commissioners,

I have known John Tyler
Geary since the 1960's.

When I was Chairman of the
Frederick County, Md. Board of George
Appeals, I served with Mr. Geary.

I have always found Mr. Geary
to be an honest and capable
family man. He is very knowledgeable
about zoning matters and how
and quickly construction

Mr. Geary was an asset to the
the Board of Appeals when he served
for years. Frederick County

I served as Frederick County
Commissioner Md. from 2002 - 2006.
and had an opportunity to interview
many people.

2.

with that being said.

I recommend Mr. Green
to you for the position of the
Jefferson County Jury Appeals.

I know that he will be
prepared and knowledgeable about
every 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,


FOR JOHN TYLER GAYNOR
38 BELVIERE FARM LANE
CHARLES TOWN, W. VA.
25414

6/24/09

Dear Jefferson County
Commissioners,
Please appoint John Tyler
Gaynor to the Jefferson County
Board of Zoning Appeals.
Sincerely,
John Tyler Gaynor

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 Quynn
June 25, 2009

J. TYLER QUYNN

~~QUYNN@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

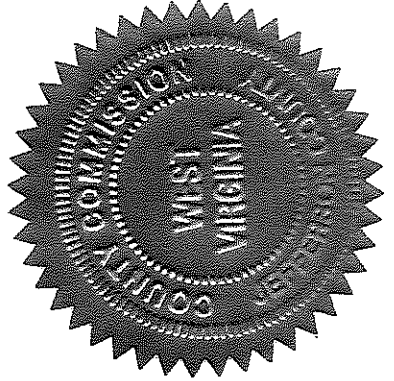
The above oath was taken and subscribed on this 31 day of March, 2006 at the Jefferson County Court House, 100 East Washington Street, Charles Town, West Virginia.

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

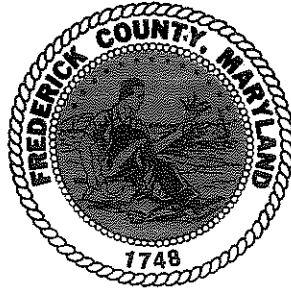
By: 

Mark L. Hoke, President

MLH/jmg

pc: Michael C. Thompson, Zoning Administrator,
Department of Planning and Zoning

*See, I know you would like this as letter than the
other letter! Welcome aboard!*

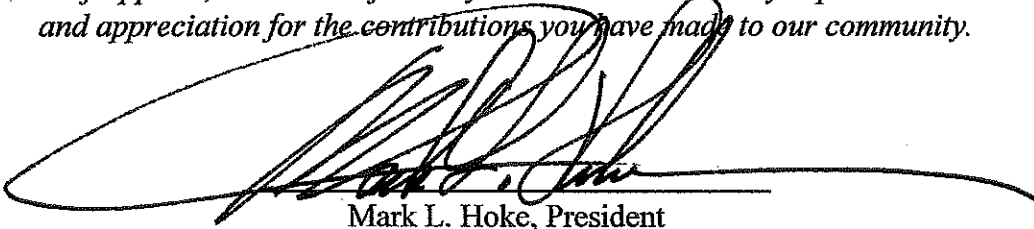


Certificate of Appreciation

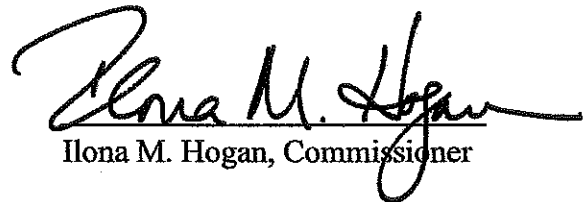
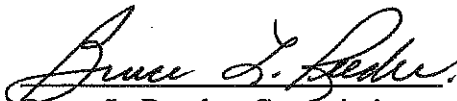

is presented to

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 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 for 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 MacLean (Mayhem)
728-3347 Fri. 3/12 10:00 AM*

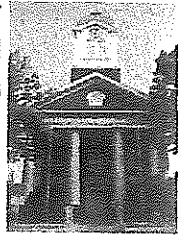
If you have any questions about your appointment, please feel free to contact me. Thank you for your willingness to serve Jefferson County.

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

Fax: 304/725-7916



May 4th, 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: JENNIFERS. 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".

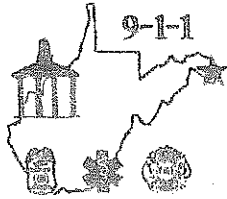
In re: CREATION OF A HOME CONSORTIUM
Commissioner Manuel reported on the meetings held with Jefferson County, Berkeley County and Morgan County officials with regard to Creation of a Home Consortium.

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) 724-6759 • FAX: (304) 724-8992
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.

Sincerely, ---

Ms. Donita Scott, Supervisor
Jefferson County Addressing Office

DS/tm



Harriet Chapel
12625 Catoctin Furnace Road
Thurmont, MD 21788
301-271-4554
harrietchapel@yahoo.com

July 9, 2009

RECEIVED

JUL 10 2009

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

Jefferson County Commission

Dear Members of the Jefferson County Commission,

I am writing to provide a reference for J. Tyler Quynn of Belvedere Farm Lane in Charles Town who would like to serve as an alternate member to the Board of Zoning Appeals in Jefferson County. I have known Tyler for approximately ten years. We originally became acquainted through membership in All Saints Episcopal Church and then Tyler and his wife Pat and I were members of two Mission Teams that served in Honduras building houses, a medical clinic and other necessary structures after the devastation of Hurricane Mitch. On these trips he impressed me with his strong work ethic, his concern for the people we were assisting and for his deeply ingrained sense of integrity. We have maintained a friendship over the years and I am please to be able to recommend him for this position.

In the time I have known him I have always been impressed with Tyler's knowledge of the intricacies of zoning regulations, permitting processes, and building codes. He grasps complex situations with ease and is always willing to share his knowledge and make suggestions about how to achieve a beneficial outcome. Tyler is a man of strong convictions who is interested in serving others by sharing his knowledge and talents. I think he would be an asset to your Board of Zoning Appeals and would serve admirably.

Please feel free to contact me if you have any questions. If you cannot reach me at the church you may call me on my cell phone. That number is 301-712-5356.

Sincerely,

The Rev. Sally Joyner-Giffin
Rector, Catoctin Episcopal Parish

#37
New Business

Laura Kuhn

From: <ldsmith@jeffersoncountywv.org>
To: "Laura Kuhn" <laura@jeffersoncountywv.org>
Sent: Wednesday, July 15, 2009 3:23 PM
Subject: Fw: Item for July23 agenda

Sent from my BlackBerry® wireless device

From: Lyn Widmyer
Date: Wed, 15 Jul 2009 14:43:42 -0400
To: Leslie Smith<ldsmith@jeffersoncountywv.org>
Subject: Item for July23 agenda

>From Dale Manuel and Lyn Widmyer, please add the following agenda item:

Discuss/approve following recommendation:

On the first Thursday of every quarter (that would be the first Thursday of January, first Thursday of April, first Thursday of July , first Thursday of October) the County Commission will hold a worksession to address topics and issues that should be addressed in the upcoming quarter. This long range agenda will help provide staff and the public with upcoming actions that may be taken by the County Commission.

38

Laura Kuhn

From: <ldsmith@jeffersoncountywv.org>
To: "Laura Kuhn" <laura@jeffersoncountywv.org>
Sent: Wednesday, July 15, 2009 3:24 PM
Attach: HOUSING CONSORTIUM COOPERATION AGREEMENT_2010_2012.doc
Subject: Fw: HOME cooperation agreement for 2010-12

Sent from my BlackBerry® wireless device

From: "Patricia E. McMillan"
Date: Wed, 15 Jul 2009 13:39:29 -0400
To: Leslie D. Smith<ldsmith@jeffersoncountywv.org>; Dale Manuel<dmanuel@frontiernet.net>
Subject: HOME cooperation agreement for 2010-12

Hello, Leslie and Dale:

I was informed on Monday that the HUD national office is requiring all HOME Consortia that are in the last year of their 3-year qualifying period to indicate their interest in continuing to apply for HOME funds for FY 2010-2012 by submitting a new three-year housing cooperation agreement. I was also notified that this needs to happen and the signed agreements submitted to my HUD rep in Pittsburgh before August 1, 2009.

Signing this agreement will enable us to apply for next year's HOME funding as a consortium. Early next year, each local government will have the opportunity to pass a local resolution agreeing to participate in the local HOME program, on a year by year basis, prior to Martinsburg actually applying for the funds. That is the procedure we have followed each of the past 3 fiscal years.

The good news is that because we funded the original funding allocation shortfall in our first year as a consortium (difference between our allocation and \$750,000 threshold), we DO NOT have to do that again. I have that in writing from the HOME administrator at the national office.

So, with apologies for this very short notice, I am requesting that a representative for the Jefferson County Commission sign and return the attached housing cooperation agreement as soon as possible, but prior to August 1, 2009.

Thank you as always for your patience and cooperation. We are already seeing the benefit of the HOME program in your county and throughout the eastern panhandle as qualified households become homeowners. Please contact me with any questions.

Pat
 Patricia E. McMillan
 Community Development Director
 City of Martinsburg
 232 North Queen Street
 Martinsburg, WV 25401
www.cityofmartinsburg.org
 Tel. (304) 264-2131, ext. 278
 Fax (304) 264-2137

**HOUSING CONSORTIUM COOPERATION AGREEMENT
BY AND BETWEEN
THE CITY OF MARTINSBURG
AND
THE COUNTIES OF BERKELEY, JEFFERSON AND MORGAN
WEST VIRGINIA**

This **AGREEMENT** is made and entered into between the City of Martinsburg (hereinafter referred to as "City"); and the Berkeley County Commission for and on behalf of Berkeley County, a political subdivision of the State of West Virginia; the Jefferson County Commission for and on behalf of Jefferson County, a political subdivision of the State of West Virginia; and the Morgan County Commission for and on behalf of Morgan County, a political subdivision of the State of West Virginia (hereinafter referred to as "Counties"), and the incorporated communities contained in each of the above said Counties.

WHEREAS, Title 11 of the National Affordable Housing Act of 1990 provides for the creation of the HOME Investment Partnerships Program (hereinafter referred to as "HOME"); and

WHEREAS, the HOME regulations established by the U.S. Department of Housing and Urban Development (HUD) at 24 CFR Part 92 authorizes units of general local government to enter into Housing Consortium Cooperation Agreements for three year periods and allows for recertification of Consortia; and

WHEREAS, the City and Counties have determined that obtaining funding under the HOME Program as part of a Consortium Participating Jurisdiction will increase their ability to provide affordable housing for their low income constituencies.

NOW THEREFORE, the parties to this **AGREEMENT** do hereby agree as follows:

SECTION I – DEFINITIONS:

The definitions contained in 24 CFR Part 92, Subpart A., paragraph 92.2 are incorporated herein by reference and made a part hereof, and the terms defined in this section have the meanings given them:

- A. "Act" means Title 11, of the Cranston-Gonzalez National Affordable Housing Act of 1990 (Pub. Law 101-625), (42 U.S.C. 12701)
- B. "Consolidated Plan" means the comprehensive planning and application document as set forth in 24 CFR Part 91 and encompasses a local government's housing needs, with a focus on affordable housing for low income families.

- C. "HOME Program" means a procedure established for the use of funds made available from HUD through the Act to carry out multi-year housing strategies through acquisition, rehabilitation and new construction of housing, tenant-based rental assistance, and homebuyer assistance.
- D. "HUD" means the United States Department of Housing and Urban Development.
- E. "Regulations" means 24 CFR Part 92 HOME Investment in Affordable Housing implementing regulations as issued by HUD.
- F. "Member" means a unit of local government which is a signatory to this Agreement and therefore a member of the Consortium for the purpose of carrying out eligible activities under 24 CFR Part 92, (which is the City of Martinsburg, Berkeley County, Jefferson County, and Morgan County in this instance).
- G. "Representative Member" means the unit of local government designated hereafter as the one member to act in a representative capacity for all members for the purposes of this agreement. The Representative Member, which is the City of Martinsburg in this instance, will be delegated the overall responsibility for ensuring that the Consortium's HOME Program is carried out in compliance with the requirements of 24 CFR Part 92 and will be responsibility for the requirements concerning the Consolidated Plan (CP).

SECTION II – PURPOSE:

This Agreement is to form a **CONSORTIUM** of four (4) units of general local government geographically located for designation as a **PARTICIPATING JURISDICTION** under the **ACT**, said **PARTICIPATING JURISDICTION** to be known and hereinafter may be referred to as the Eastern Panhandle HOME Consortium of West Virginia.

The signatory parties agree to cooperate in undertaking, or assisting in undertaking housing assistance activities under the HOME Investment Partnerships Program in compliance with HUD regulations and the local Consolidated Plan of the member jurisdictions.

SECTION III – ADMINISTRATION:

- A. The City and the Counties, including the incorporated communities in each County, mutually agree that the City of Martinsburg shall act as the Representative Member for all participants is the Eastern Panhandle HOME Consortium for the purposes of the Act.

- B. The City and the Counties, including the incorporated communities in each County, mutually agree that the City of Martinsburg, in its role as Representative Member, is granted the overall responsibility for ensuring that the Eastern Panhandle HOME Consortium's Program is carried out in compliance with the requirements of the HOME Program.
- C. The Counties and the incorporated communities in each County agree to fully participate with the City of Martinsburg in the development and preparation of the Consolidated Plan for their portion of the Consortium Area.
- D. The City and the Counties, including the incorporated communities in each County, shall participate jointly in the development of the Eastern Panhandle HOME Consortium's HOME Program. The Consortium will form a council known as the Eastern Panhandle HOME Consortium Council. Each Member of the Consortium will appoint three (3) representatives to the Council. The City and the Counties will mutually agree and appoint a Chairperson of the Council, who will be in addition to the number of representatives appointed by the Member Jurisdictions.
- E. The HOME Consortium Council will define a strategy and programs in sufficient detail to accommodate the collective and individual needs and priorities of any and all of the Members constituting the Eastern Panhandle HOME Consortium. The Members shall review and approve the strategy and programs for the annual use of HOME funds, as well as, have the opportunity to review and approve any program changes or amendments prior to action being taken by the Representative Member's governing body.
- F. The City and Counties, including the incorporated communities in each County, shall be entitled to the amount of HOME Program funding based on its percentage of the low/moderate income population of the entire Consortium Area, as established by U.S. Census data of the total allocation to the Eastern Panhandle HOME Consortium. Members of the Consortium may elect to combine their allocations to carry out collaborative HOME activities. Any funds allocated to Members but remaining unobligated fifteen (15) months after the initial allocation date will be recaptured and redistributed by the HOME Consortium Council. Any funds recaptured will be offered to the other Members for reprogramming for eligible activities in accordance with the HOME Program Regulations. The final decision for distribution of these funds will be made by the HOME Consortium Council. If any party terminates this agreement in whole or in part, all work completed and uncompleted on this project will become the property of the remaining parties to this agreement, and the disposition or completion of uncompleted work on the project will become the responsibility of the remaining parties, pursuant to the conditions of this paragraph. Ownership of all personal property acquired by virtue of the execution of or performance under this agreement is vested in the parties, pursuant to the prorata share of funds

allocated to them, but the parties shall not take legal title to any real property, including, but not limited to, easements.

- G. The HOME Consortium Council may amend the Consortium Agreement to increase its Members in the Consortium if the areas are coterminous with the existing boundaries of the area. These new Members will be entitled to funding based on their low- and moderate-income population as established by the U.S. Census data as a percentage of the total allocation to the Consortium for the next funding period.
- H. Nothing in this Agreement will preclude the ability of the City or Counties, including the incorporated communities in each County, either individually or jointly in applying for financial assistance under the State of West Virginia HOME Program. Furthermore, it is expressly agreed and understood that any specific projects eligible for HOME funding may be submitted to the HOME Consortium Council by any Consortium Member, any participating municipality located in Member Counties, any authority, and/or nonprofit housing agency for funding under the Consortium's annual HOME entitlement funds.
- I. Each Member is responsible for submitting in a timely manner to the Representative Member all information necessary for participation in the Eastern Panhandle HOME Consortium as defined in the Regulations. This includes all information necessary for the Consolidated Plan, the Program Description, Certifications, written agreements with sub-recipients and performance reports. The Counties of Berkeley, Jefferson and Morgan will submit this documentation to the City of Martinsburg in order to insure a coordinated effort.
- J. Each Member shall be responsible for any required matching funds for specific eligible projects as determined by HUD submitted by that particular member. However, this does not limit the use of excessive local match from one HOME Member to another, if agreed to by the HOME Consortium Council and the Member which has the excess local match.
- K. Each Member shall be responsible for the following:
 - 1. Appoint three (3) representatives to the Eastern Panhandle HOME Consortium Council.
 - 2. Fill vacancies on the Consortium Council in a timely manner and ensure the attendance of their appointments at meetings.
 - 3. Provide information required for the preparation of revisions to the existing Five Year Consolidated Plan.
 - 4. Conduct an annual housing needs public hearing for the use of HOME funds.
 - 5. Adopt by resolution and renew annually the participation in the Eastern Panhandle HOME Consortium.

6. Be responsible for determining local housing needs and the use of HOME funds to address those needs.
 7. Provide an annual description of proposed project activities in accordance with the annual budget and distribution of funds.
 8. Obtain written agreements for the expenditures of HOME funds from sub-recipients, contractors, homebuyers, etc. and provide copies to the Representative Member.
 9. Provide documentation for matching funds or donations to the HOME Program.
 10. Maintain files and documentation for compliance with Federal regulations and make these files available for review and monitoring by HUD and/or the Representative Member.
 11. Prepare, process and forward requisitions of funds to the Representative Member.
 12. Receive payment of funds from the Representative Member and pay sub-recipients, contractors, homebuyers, etc. in a timely manner.
 13. Review and approve any amendment to the cooperation agreement.
- L. The Representative Member shall be responsible for the overall administration of the HOME Program and meeting the Federal guidelines. In particular the following are the duties and responsibilities:
1. Provide staff to manage the program.
 2. Revise the existing Five Year Consolidated Plan to include the HOME Program and statistical information on the other consortium members.
 3. Prepare and submit all required notices, plans, performance reports, and other documentation as required by HUD.
 4. Ensure that the program and activities are in compliance with the Federal regulations.
 5. Provide the other members with guide form contracts, agreements, advertisements, etc.
 6. Hold a public hearing on the annual HOME Program and adopt the budgets and activities outlines by the HOME Consortium Council.
 7. Assist the other Consortium members in meeting the Citizen Participation requirements of HUD.
 8. Review and approve all project funding agreements for each activity.
 9. Monitor the other members for compliance with the Federal regulations.
 10. Prepare an environmental review record for the HOME Program and secure the release of funds from HUD for program activities.
 11. Provide guidance and assistance to the other members to ensure compliance with the Federal labor standards.
 12. Prepare and execute all written agreement with sub-recipients, contractors, etc. who receive HOME funds.
 13. Maintain files on each project activity for monitoring by HUD.
 14. Prepare and maintain the HOME match log as required by HUD.

15. Prepare the annual Consolidated Annual Performance Evaluation Report (CAPER) for annual submission to HUD.
16. Establish and maintain a local HOME fund account including Federal drawdowns, program income, etc.
17. Process Federal drawdowns of funds from the U.S. Treasury for project activities.
18. Process payment requisitions and requests for funds from the other consortium members for project activities.
19. Prepare an annual budget showing the distribution of HOME funds to each Consortium member.
20. Prepare monthly financial statements on expenditures, commitment of funds, and remaining balances for each consortium member and their project activities.
21. Contract for an annual audit of the HOME Program by an outside independent auditing firm.
22. Supervise the closeout of annual grants with HUD.

M. The HOME Consortium Council shall be formed to oversee the program and provide guidance on the use of funds. The specific duties and responsibilities of the Consortium Council is as follows:

1. Each member of the HOME Consortium shall have three (3) representative to the Consortium Council.
2. Provide guidance and direction in promoting and affirmatively further fair housing in the Eastern Panhandle.
3. Define an overall strategy and programs based on the needs of the Consortium members.
4. Establish priorities for the use of HOME funds.
5. Approve the allocation and distribution of funds among the Consortium members based on the low- and moderate-income population of each member as a percentage of the Eastern Panhandle's total low- and moderate-income population.
6. Reallocate funds that are uncommitted or unobligated after fifteen (15) months after the approval by HUD of the annual HOME grants.
7. Provide advice on the eligibility and feasibility of specific project activities.
8. Ensure that any required matching funds are provided by the Members or from the non-federal funds portion of HOME assisted projects.
9. Review and approve any amendments to the Cooperation Agreement.
10. Review and approve documentation submitted by non-profit organizations for designation as a local Community Housing Development Organization (CHDO).
11. Monitor and recertify annually any CHDO's.
12. Advertised requests for proposals from designated CHDO's for use of set-aside funds.
13. Adopt and assure compliance with affirmative marketing policies and procedures.

14. Approve the annual consolidated Action Plan in regard to the use of HOME funds.

N. In accordance with Section 91 .402 of the Consolidated Plan Final Rule, the City of Martinsburg has a Program year that begins on July 1st and ends on June 30th each year, the HOME funds will also have the same program year start date.

SECTION IV- AFFIRMATIVE MARKETING POLICIES AND PROCEDURES:

A. Statement of Policy -

In accordance with the Eastern Panhandle HOME Consortium's, commitment of non-discrimination and equal opportunity in housing, the Consortium hereby establishes procedures to affirmatively market units assisted under the HOME Investment Partnerships Program. These procedures are intended to further the objectives of Title VIII of the Civil Rights Act of 1988 and Executive Order 11063. In addition, the Consortium will abide by and establish a minority outreach program in accordance with 24 CFR 92.350 (a)(5).

The Consortium believes that individuals of similar economic levels in the same housing market area should have available to them a like range of housing choices regardless of their race, color, religion, sex, familial status, disability or national origin. Individuals eligible for public housing assistance or who have minor children should have available to them, a like range of housing choices.

The Consortium will carry out this policy through affirmative marketing procedures designed for the HOME Investment Partnerships Program.

B. Responsibility for Informing the Public, Potential Tenants, and Owners About Federal Fair Housing Laws and Affirmative Marketing Policies:

The Consortium will inform the public, potential tenants and owners about its Fair Housing and Affirmative Marketing Policy in the following manner:

1. Information regarding the policy will be included in all materials prepared by the Consortium for program marketing including press releases, advertising, program brochures, and application packages. The Equal Housing Opportunity logo type and slogan will be used in all printed information.
2. The Consortium will sponsor "Owner's Workshops" to discuss procedures and program requirements, including the affirmative marketing policy. Participating Owners shall be advised orally and in writing of this policy.
3. Provide information sheets to tenants of buildings to be rehabilitated through the HOME Program, including information on this policy and their rights under the Fair Housing Laws.

C. Requirements for Owners to Inform the General Public About Available Units Rehabilitated or Assisted Under the HOME Program.

In order to carry out the Consortium's affirmative marketing policy, the Owner shall certify that, to the extent there are vacant units in properties rehabilitated or assisted through the HOME Program, these units will be marketed in a good faith effort to attract tenants, or homebuyers regardless of their race, color, religion, sex, familial status, disability or national origin. In marketing units, the Owner shall agree to:

1. At least thirty (30) days prior to the date of expected availability or vacancy (when possible), contact the local West Virginia Housing Authorities and advise of the pending vacancy in order to receive referrals for tenants qualified for Section 8 Certificates or Vouchers. For units rented to tenants receiving housing assistance provided by the local West Virginia Housing Authorities, the Owner shall be relieved of any additional responsibility under this policy.
2. In advertising vacant units for rent, the following procedures shall be followed:
 - a. The owner shall use forms of media likely to reach persons of all minority and majority groups, including those persons identified as least likely to apply (e.g. use of community organizations, churches, fair housing groups, or housing counseling agencies).
 - b. The Owner shall use the Equal Housing Opportunity logo, slogan (Equal Housing Opportunity) or statement in all advertising, including signs placed on property.
3. The Owner shall display a fair housing poster in the rental office.
4. The Owner shall comply with the requirements of Title VI and Title VIII of the Civil Rights Acts of 1964 and 1968, respectively, which provide that (1) no person is to be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any program or activity receiving financial assistance hereunder, and (2) no person shall discriminate in the sale or rental of housing, the financing of housing, or the provision of services, including in any way making unavailable or denying a dwelling to any person, because of race, color, religion, sex, disability, or national origin.
5. The Owner shall not discriminate against any person because of their eligibility for housing assistance or because of the fact that they have minor children in the household.

6. The Owner shall maintain and provide to the Consortium information on the racial, ethnic, and gender characteristics of:
 - a. Tenants occupying units before rehabilitation;
 - b. Tenants moving from and, initially after rehabilitation, to completed units; and,
 - c. Applicants for tenancy within ninety (90) days following completion of rehabilitation. Owner may, at his/her sole discretion maintain this information on applicants following this initial ninety (90) day period to demonstrate compliance with this policy.
7. The Owner shall maintain appropriate records to document his/her good faith effort to affirmatively market units as required by this policy including, but not limited to, copies of advertisements, special notices, etc.

D. Assessment and Corrective Action:

The effectiveness of the affirmative marketing will be assessed as follows:

1. The Consortium will review information, required to be maintained by the Owner in Parts C.6 and C.7 above. If the required steps were taken, the Consortium will determine that good faith efforts have been made.
2. Where there is evidence that the Owner has failed to take appropriate actions as called for above, including receipt of complaints by prospective tenants regarding discriminatory actions by the Owner, the Consortium will proceed to contact the Owner to investigate the nature of the complaint, actions taken by the Owner, and corrective actions to be taken by the Owner in marketing the next available unit. The Consortium reserves the right to require additional affirmative marketing procedures from those described above if determined necessary to achieve a good faith effort by Owner.
3. The Consortium shall at least annually examine whether or not persons from a variety of racial and ethnic groups in the market area applied for or became tenants of units that were affirmatively marketed. If such groups are not represented at least proportionally to their presence in the market area, the Consortium will review this policy to determine what changes, if any, will make the policy more effective in reaching these groups.

SECTION V – TERMS OF THE AGREEMENT:

- A. This agreement shall be in effect for a period of one fiscal year, subject to annual renewal for any additional period of time needed to complete all phases of the project, each of which annual renewal periods shall be limited to one fiscal year; provided that, in addition to the right of non-renewal, all parties hereto shall have the right to terminate this agreement on any 12-month anniversary of the date of this agreement by giving to the other parties 30 days' written notice of such termination. It is the City's the Counties' intentions to remain members of the Consortium for the period necessary to carry out all activities that will be funded from the three Federal Fiscal Years 2010, 2011 and 2012 provided that the Consortium qualifies as a participating jurisdiction under the Home Investment Partnerships Program, by approval of annual renewals of this agreement, and subject to said renewals will take necessary steps to provide budget allocations for funding purposes.

- B. Prior to the adoption of any amendment to this agreement, partial or complete termination of this agreement including the incorporation of changes necessary to meet the requirements for a subsequent three (3) year consortium designation period, the members agree to submit to the U.S. Dept. of HUD any revisions for its approval.

- C. This agreement covers the designation period of the Federal Fiscal Years of 2010, 2011 and 2012 which the Consortium is to qualify to receive HOME funds. This agreement may automatically be renewed for participation in successive three (3) year designation periods for HOME Entitlement funds by the U.S. Dept. of HUD. In order to qualify for automatic renewal by HUD, the Representative Member must notify each participating unit of general local government of its right not to participate for the successive three (3) year designation periods. This notification must be submitted to each participating unit of general local government by the date specified in the U.S. Dept. of HUD Consortia designation notices.

IN WITNESS WHEREOF, the undersigned parties have executed this Agreement this
_____ day of _____, 2009

CITY OF MARTINSBURG, West Virginia

Title

IN WITNESS WHEREOF, the undersigned parties have executed this Agreement this
_____ day of _____, 2009

BERKELEY COUNTY COMMISSION
For and on behalf of Berkeley County, a political
Subdivision of the State of West Virginia

Title

Including the incorporated area of the Town of Hedgesville, Berkeley County, West Virginia.

BERKELEY COUNTY INCORPORATED AREA:

IN WITNESS WHEREOF, the undersigned parties have executed this Agreement this
_____ day of _____, 2009

TOWN OF HEDGESVILLE

For and on behalf of the municipality of Hedgesville,
a political subdivision of the State of West Virginia

Title

IN WITNESS WHEREOF, the undersigned parties have executed this Agreement this _____ day of _____, 2009

JEFFERSON COUNTY COMMISSION
For and on behalf of Jefferson County, a political
Subdivision of the State of West Virginia

Title

Including the incorporated areas of the City of Charles Town, Corporation of Ranson, and Town of Shepherdstown, Jefferson County, West Virginia.

RESOLUTION

A RESOLUTION OF THE COUNTY COMMISSION OF THE JEFFERSON COUNTY AUTHORIZING PARTICIPATION IN THE EASTERN PANHANDLE HOME CONSORTIUM FOR THE PERIOD OF JULY 1, 2010 TO JUNE 30, 2013.

WHEREAS, TITLE II of the National Affordable Housing Act of 1990 provides for the creation of the HOME Investment Partnership Program (hereinafter referred to as "HOME"); and

WHEREAS, the HOME regulations promulgated by the U.S. Department of Housing and Urban Development (HUD) under 24 CFR Part 92 authorizes units of general local government to enter into Housing Consortium Cooperation Agreements; and

WHEREAS, there is a need throughout the Eastern Panhandle of West Virginia to provide affordable housing for the low and moderate income residents; and

WHEREAS, the City of Martinsburg, County of Berkeley, Town of Hedgesville, County of Jefferson, City of Charles Town, City of Ranson, City of Shepherdstown, County of Morgan, Town of Paw Paw, West Virginia, have formed a Consortium that has been designated as a Participating Jurisdiction under the HOME Program for the period July 1, 2007 through June 30, 2010; thereby entitling the Consortium to seek annual funding; and

WHEREAS, the Eastern Panhandle HOME Consortium is required to seek designation as a HOME Consortium for a subsequent qualifying period for July 1, 2010 through June 30, 2013 in order to seek annual funding; and

WHEREAS, the JEFFERSON COUNTY COMMISSION desires to enter into a new three (3) year Housing Consortium Cooperation Agreement for the period FY 2010, FY 2011 and FY 2012, with an annual renewal clause for participation in the HOME Consortium for the Eastern Panhandle;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE JURISDICTION NAME THAT:

1. The JEFFERSON COUNTY COMMISSION will cooperate with the City of Martinsburg, County of Berkeley, Town of Hedgesville, County of Jefferson, City of Charles Town, City of Ranson, City of Shepherdstown, County of Morgan, and Town of Paw Paw, West Virginia, in a Consortium for participation in the HOME Program; and
2. The President of the Jefferson County Commission is hereby authorized to enter into a Housing Cooperation Agreement for the period of July 1, 2010 to June 30, 2013, renewable in one year increments through June 30, 2013, with the other members which form the Eastern Panhandle HOME Consortium; and
3. A copy of this resolution is to be submitted in the request to US. Department of Housing and Urban Development to approve the designation of the HOME Consortium of the Eastern Panhandle of West Virginia.

Adopted this _____ day of _____, 2009.

Attest: _____
Jennifer S. Maghan

Dale Manuel, President



Robert E. Shirley
P.O. Box 9
Charles Town, WV 25414

39

SHERIFF and TREASURER of Jefferson County

Telephone: 728-3205
Tax Office: 728-3220
Fax: 728-3299

RECEIVED

JUL 16 2009

July 15, 2009

Jefferson County Commission

To: Jefferson County Commission
Jefferson County Civil Service Commission

From: Sheriff Robert E. Shirley *RES*

Re: Deputy Reinstatement

As you are aware, the Jefferson County Sheriff's Office is in great need of more deputies. I currently have three vacant positions; this does not include the two positions that were relinquished during budget deliberations. It also does not take into account the fact that I have one deputy out on military leave, one deputy on light duty, a deputy who had emergency surgery this morning that is now out on sick leave and the various required trainings, vacations and day to day sick leaves that take deputies out of the office and off of the road.

I held a competitive examination on April 25, 2009, however the process to find a suitable candidate is long and arduous. Even if I hired someone from the eligibility list today, the individual would not complete the mandatory academy training until December and would not complete their FTO training and be released from their probationary status until a **minimum** of three (3) months after returning from the academy (this time frame could be longer depending upon the persons learning capability). Even if a certified deputy that would require no academy training could be found suitable for hire, that candidate would not be able to respond to calls for service alone until after completing the FTO Program to my satisfaction.

Considering all of this and pursuant to WV Code 7-14-8, I am requesting favorable consideration in the reinstatement of former Jefferson County Sheriff's Deputy Joseph Arthur Forman. He left the department in good standing and meets the requirements for rehire in accordance with State Code. His reinstatement would fill one of the three deputy sheriff vacancies available, alleviate some of the strain put on the department and take away the necessity of FTO training therefore placing him on the street immediately.

I hope that you will agree that Joe Forman's reinstatement is the best choice for not only the Sheriff's office, but more importantly the citizens of Jefferson County.

Thursday, July 16, 2009

Sheriff Robert Shirley,

I would like for this letter to serve as formal request for reinstatement with the Jefferson County Sheriff's Department. I am grateful for this opportunity to serve the citizens of Jefferson County and work with the men and woman of the Jefferson County Sheriff's Department. During my previous employment with the Sheriff's Department I found the work to be rewarding on many levels. I recently left for other employment and the opportunity to further my education. I realized during my absent from the Sheriff's Department that I miss the many aspects of the job. Please consider my request for reinstatement for the position of Deputy Sheriff.

Sincerely,

A handwritten signature in black ink, appearing to read 'J. Forman', written over a large, stylized flourish that loops back to the left.

Joseph A. Forman

August 14, 2009

The Honorable Gary Locke
Secretary
United States Department of Commerce
1401 Constitution Avenue, NW
Washington, DC20230

Dear Secretary Locke:

The American Public University System, and their partner, Jefferson County Schools are submitting two proposals to the Department of Commerce National Telecommunications and Information Administration for funding in the Broadband Technology Opportunities Program, which was created by the American Recovery and Reinvestment Act. The categories in which American Public University System is applying are Sustainable Broadband Adoption and the Public Computer Centers Program.

The proposed project will significantly contribute to fulfilling the objectives of the Broadband Technology Opportunities Program and the American Recovery and Investment Act; by encouraging sustainable adoption of broadband service and expanding public computer center capacity. The project will create a Jefferson County, West Virginia Wireless Infrastructure Network (WIN), which will provide high capacity wireless broadband network access and resources to students, teachers, and emergency services personnel in and around the facilities of Jefferson County Public Schools. The major components of the project include but are not limited to:

- Seamless Wireless Coverage with the Jefferson County Schools
- Wireless Broadband Access Kits
- Virtual Magnet Classrooms
- Curricular Materials – Education, Awareness, and Training
- Mobile Video Conferencing Equipment

Jefferson County Schools has the need, the facilities, and the financial capability to sustain the project over the long term. American Public University System has the capacity, expertise and experience to manage and implement the project.

The County Commission of Jefferson County believes that American Recovery and Reinvestment Act funds should not only create jobs in the near term, but that the funds should contribute to a longer-term portfolio of Administration policy objectives. American Public University System will also be submitting a proposal to the Department of Labor to provide an innovative approach to educate, train, and prepare a skilled workforce that will support the growth and development of the energy efficiency and

renewable energy industries. The combination of these grant submissions will support the Administration's investment in alternative energy and electronic information education, by providing new curriculum and equipping classrooms with new technology. The ultimate result will be training workers for future job opportunities, the expansion of broadband, and creating a robust economy.

The Commission strongly supports this proposed project, and look forward to the National Telecommunications and Information Administration awarding these grants to the American Public University System, and their partner, Jefferson County Schools.

Thank you in advance for favorably considering and funding this very important broadband project.

For the Commission,

Dale Manuel
President
Jefferson County Commission

OFFICE OF



JEFFERSON COUNTY

MAGISTRATE COURT

P.O. BOX 607
CHARLES TOWN, WEST VIRGINIA 25414

TELEPHONE: 304-728-3233
FAX: 304-728-3235

#31
RECEIVED
JUN 10 2009
BY: [Signature]

June 30, 2009

RECEIVED

JUN 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,

RECEIVED

Bonnie L. Seal

Bonnie L. Seal
Magistrate Clerk

JUL 13 2009

cc: Kim

Jefferson County Commission

OK [Signature]

needs cc approval

2009 July 16

Hon. Commissioners of the County Court
Jefferson County, West Virginia

Gentle Persons:

Thank you again for authorizing your staff
to provide and furnish the County Surveyor's
Office - half a year ago.

Maintenance Director Bill Polk tells me that
he needs your authorization for the furniture:

a desk

A chair

a long table - conference length - for laying out large maps

2 filing cabinets - side loaders preferred

a working computer and printer

a telephone

Your kind consideration in having this done so that
I can get started will be very appreciated.

Yours respectfully,

John Stroud Rusney
County Surveyor

RECEIVED

JUL 16 2009

Jefferson County Commission



The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, July 30th, 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.

Information

Laura Kuhn

From: <Daniel_Hayes@URSCorp.com>
To: <laura@jeffersoncountywv.org>
Sent: Monday, July 13, 2009 8:02 AM
Attach: Daniel_Hayes_JeffCo.doc
Subject: Jefferson County Building Commission

Ms Kuhn

I would like to be considered for a seat of the Jefferson County Building Commission. I have attached a resume for you and the County Commission to consider my credentials. I can be available on Thursdays to interview with the Commission as necessary.

(See attached file: Daniel_Hayes_JeffCo.doc)

Daniel B. Hayes, PE
Principal Civil Engineer
URS Corporation
Gaithersburg MD
Phone (301) 721-2225

This e-mail and any attachments contain URS Corporation confidential information that may be proprietary or privileged. If you receive this message in error or are not the intended recipient, you should not retain, distribute, disclose or use any of this information and you should destroy the e-mail and any attachments or copies.

Daniel Hayes, P.E.

96 Canal Way
Shepherdstown, WV 25443
(304) 279-6288

Objective:

A position on the Jefferson County Building Commission, providing an opportunity to make a strong contribution to county and community leadership.

Skill Profile:

I have an extensive site civil engineering background in residential, commercial, industrial, military and governmental development. I have performed design work for design-build and design-bid-build projects.

I have a solid design background in site design, utility design, roadway design, stormwater management and erosion and sediment control.

I have a strong construction background working on Interstate and local highways, bridges and sewer treatment plants.

I served on the Planning Commission of Stephenville, TX in 1995.

I have addressed various County, City and Town Planning Commissions to acquire project and variance approval.

Professional Experience / Relevant Employment History:

2007–pres	URS Corporation	Gaithersburg, MD
Principal Civil Engineering/Project Manager		
2005–2007	Huntley, Nyce and Associates, Ltd.	Martinsburg, WV
Director of Engineering/Project Manager		
2004–2005	Bowman Consulting Group, Ltd.	Winchester, VA
Project Engineer – Land Development		
1999–2004	Jones & Boyd, Inc.	Dallas, TX
Project Engineer – Land Development		
1999	Balfour Beatty Construction.	Mesquite, TX
Field Engineer / Office Engineer		
1997–1999	Martin K. Eby Construction Co.	Bedford, TX
Field Engineer / Office Engineer		
1993	U.S. House of Representatives	Washington, DC
Congressional Intern		

Professional Registration:

PE - West Virginia, Maryland, Virginia, Texas, Kansas

Education:

1993 B.S. Agricultural Engineering - Virginia Tech

RECEIVED

JUL 13 2009

Jefferson County Commission
P.O. Box 1005
Charles Town, WV 25414
July 11, 2009

Ms. Leslie D. Smith
County Administrator
P.O. Box 250
Charles Town, WV 25414

Dear Ms. Smith:

I received your letter of July 1, regarding the expiration of my term on the Jefferson County Building Commission.

I would appreciate being considered for another term on the Jefferson County Building Commission. If there is additional action that I should take in order to be considered more favorably for another term, please let me know.

Sincerely,



Eugene D. Pearson

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

LAURENCE R. CROFFORD
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

P. O. Box 729
110 N. George St., 3rd Floor
Charles Town, WV 25414
(304) 728-3243
fax (304) 728-3293
paoffice@jeffersoncountywv.org
www.jeffersoncountywv.org/pa

July 14, 2009

Jefferson County Commission
c/o Leslie Smith, County Administrator
Post Office Box 250
Charles Town, West Virginia 25414

RECEIVED

JUL 15 2009

Jefferson County Commission

RE: Case Management Software

Dear Commissioners:

This note is a preliminary advisement that the Jefferson County Prosecutor's Office is in the process of evaluating various Case Management software packages. As space becomes critical and scheduling - file management more complex, it will be necessary for this office to have such a system. Cabell, Kanawha, Greenbrier, and several other counties have installed such case management systems. Requirement may also include high speed scanners as well as the software.

This office is in the early stage of evaluating such systems. Nevertheless, such software systems for an office this size can cost between \$35,000 - \$50,000. This is not a request at this point, but a advisement that at some point this year such a request will be made.

Sincerely Yours,

A handwritten signature in cursive script, appearing to read "Ralph A. Lorenzetti", written over a horizontal line.

Ralph A. Lorenzetti
Prosecuting Attorney
Post Office Box 729
Charles Town, West Virginia
Bar No. 2244

RAL / msb

MAIN OFFICE
P.O. Box 1882
101 South Princess Street
Shepherdstown, WV 25443
P: (304) 876-3325
F: (304) 876-1645



Good Shepherd Interfaith Volunteer
CAREGIVERS
A Faith In Action Program

SOUTH JEFFERSON
221 East Washington Street
Charles Town, WV 25414
P: (304) 725-2262

www.gsivc.org

RECEIVED

July 13, 2009

JUL 14 2009

Jefferson County Commission

Mr. F. Mark Schiavone
Dept. of Capital Planning and Management
114 E. Washington Street
Charles Town, WV 25414

Dear Mr. Schiavone,

On behalf of our Board of Directors, staff, volunteers, and care receivers, please accept our sincere thanks for granting our program \$5,000 in video lottery funds.

These funds will be used to support and help sustain Good Shepherd Caregivers in Jefferson County—with the goal of building overall agency capacity to meet the ever-increasing request for non-medical caregiving services to home-based older adult and/or disabled Jefferson County residents (mainly elderly homebound seniors).

This is a formal request to release the funds to Good Shepherd Caregivers. Please feel free to contact me if you need additional information. We greatly value your support and appreciate all you do.

Sincerely,

Nancy Hockensmith
Executive Director

cc: The Honorable Dale Manuel, President
County Commission of Jefferson County



MEMORANDUM

RECEIVED

TO: All Active Grantees

FROM: Brandi Blankenship *BB*
Community Development Division

DATE: July 9, 2009

RE: Time Extensions
Governor's Community Partnership/Participation Program
Local Economic Development Assistance Program
Industrial Park Assistance Program

JUL 15 2009

Jefferson County Commission

Time extensions to June 30, 2010, have been granted for the projects listed on the following page of this memorandum.

In order to streamline the time extension process and reduce paper consumption, separate time extension confirmations will no longer be printed for each grant individually. This memorandum will serve as the time extension confirmation for each of the grants listed on the following page.

Also, please note the following guidelines concerning the time extension policy for grants awarded through the Governor's Community Partnership/Participation, Local Economic Development Assistance, and Industrial Park Assistance grant programs.

Fiscal Year 2007 Grants

This is the **final extension** for Fiscal Year 2007 grants. Fiscal Year 2007 contracts will not be extended beyond June 30, 2010.

Fiscal Year 2008 Grants

This contract extension will expire June 30, 2010. **Only one** additional extension of this contract will be granted. If an additional extension is needed, the grantee **must** request the extension in writing on or before May 30, 2010.

Fiscal Year 2009 Grants

This contract extension will expire June 30, 2010. If an additional extension is needed, the grantee **must** request the extension in writing on or before May 30, 2010.

Please review the attached list of projects that have been extended. If you have any questions, please call me at 304-558-4010.

BB:kd

Attachment

TIME EXTENSION CONFIRMATION
July 9, 2009

Governor's Community Partnership/Participation Program
Local Economic Development Assistance Program
Industrial Park Assistance Program

The contracts for the following projects have been extended to June 30, 2010:

NAME OF GRANTEE	PROJECT NAME	PROJECT NUMBER
JEFFERSON CC	GOOD SHEPHERD INTERFAITH CAREGIVERS	07LEDA0140
JEFFERSON CC	PARKS AND RECREATION COMMISSION	07LEDA0145
JEFFERSON CC	LIBRARY	07LEDA0146
JEFFERSON CC	LOCKE HOUSE	07LEDA0148
JEFFERSON CC	BLUE RIDGE ACRES COMMUNITY CLUB	08CPGP0065
JEFFERSON CC	FISHERMAN'S HALL	08LEDA0145

NOTICE OF HEARING OR TRIAL

The following matters are hereby set for hearing or trial in the Jefferson County Magistrate Court located at 110 N George St., Charles Town, WV. The phone number is (304) 728-3234 and the mailing address is PO Box 607, Charles Town, WV 25414. **PLEASE CALL ONE DAY PRIOR TO YOUR HEARING DATE TO CHECK FOR CHANGES OR CANCELLATIONS.**

MAGISTRATE GAIL BOOBER

Time AM	Case #'s	Case Name Plaintiff vs. Defendant	Type of Hearing	Plaintiff Attorney / Defense Attorney
Monday, August 17, 2009				
9:30	09C533	BB&T Financial FSB vs. Raymond & Melanie Sauer	Pre-Trial	
10:00	09C599	Valley Equine Assoc vs. Debbie Ketterman	Pre-Trial	
10:30	09C680	Katherine Green vs. Kevin Fields	Pre-Trial	
Tuesday, August 18, 2009				
9:30	09C386	Richard Switalski vs. County Commission of Jefferson County	Motions	Grove /
10:00	08C1415	Redline Motors vs. Jonathan Rudd	Bench Trial	
Wednesday, August 19, 2009				
9:30	09C557	Louis Levathes vs. Jim Logan & Assoc	Pre-Trial	
9:30	09C558	Frank Robbins vs. Jim Logan & Assoc	Pre-Trial	
10:00	09C82	Atlantic Credit & Finance Inc vs. Thomas Giroux	Pre-Trial / Status	Hagan /
Thursday, August 20, 2009				
9:30	09C633	Robert Furr Sr vs. John Bozker	Pre-Trial	
9:45	09C501	Wanda Jenkins vs. Mary Richard & Paul Pritchard	Bench Trial	
10:30	08C1209	Askatech LLC vs. Bryan & Debbie Kelly dba Kelly's White Fly Shoppe	Bench Trial	Luttrell / Printz

CC: Plf's/Def's/Grove/Hagan/Luttrell/Printz/Mark

ADDITIONAL NOTICE: If any party wishes to request a transfer to another magistrate, a continuance, removal of CIVIL cases to Circuit Court or any other motion, if granted, would require rescheduling the matter, must do so **IN WRITING NOT LESS THAN 10 DAYS** before the first date scheduled for such hearing or trial, unless good cause or excusable neglect is shown as to why such request was not made within that time. The procedures for governing motions to transfer to another magistrate are set forth in Rule 1B of the Administrative Rules for Magistrate Courts. **Forms for such motions are available at Magistrate Court.**

Loretta B Jones 7/13/09
Assistant/Date

RECEIVED

JUL 15 2009

Jefferson County Commission



Arnold D. Amoroso
451 South Hills Dr
Shepherdstown, WV 25443

July 14, 2009

RECEIVED

The County Commission of Jefferson County
Leslie D Smith, County Administrator
P.O. Box 250
Charles Town, WV 25414

JUL 15 2009

Jefferson County Commission

Dear Ms. Smith,

I am writing to request disbursement of the \$16,667 appropriated by the County Commission for the Jefferson County Historic Landmarks Commission for the current fiscal year.

If you can mail it to my home address above it would expedite getting it deposited.

Thanks,

A handwritten signature in cursive script that reads 'Don Amoroso'.

Don Amoroso, Treasurer, Jefferson County Historic Landmarks Commission.



west virginia department of environmental protection

Executive Office
601 57th Street
Charleston, WV 25304
(304) 926-0499 – Phone
(304) 926-0447 - Fax

Joe Manchin III, Governor
Randy C. Huffman, Cabinet Secretary
www.wvdep.org

RECEIVED

July 6, 2009

JUL 10 2009

William Madert
406 E. Liberty Street
Charles Town, WV 25414

Jefferson County Commission

Dear Mr. Madert:

I am pleased to inform you that, pursuant to Article 4, Section 3(b) of Chapter 22C of the West Virginia Code, you are hereby reappointed as a member of the Board of Directors of the Jefferson County Solid Waste Authority, effective immediately. Unless sooner rescinded, your appointment will expire on June 30, 2013. All appointees to county and regional solid waste authorities should be aware of Section 3(b)'s conflict-of-interest provision, which states:

No member who has any financial interest in the collection, transportation, processing, recycling or the disposal of refuse, garbage, solid waste or hazardous waste shall vote or act on any matter which directly affects the member's personal interests.

I congratulate you on your appointment, and I appreciate your personal dedication in proving willing to serve your community. Your commitment to public service will enable West Virginia to continue to move forward in a responsible manner to preserve the environment and to protect human health and safety.

Sincerely,

Randy C. Huffman
Cabinet Secretary

cc: The Honorable Joe Manchin III, Governor
Richard P. Cooke, Executive Director, WV Solid Waste Management Board
Michael A. Albert, Chairman, WV Public Service Commission
Truman Wolfe, Executive Director, WV Conservation Agency
Jefferson County Commission
Jefferson County Solid Waste Authority

Promoting a healthy environment.



News for release July 9, 2009.

For more information, contact AHA Grants Com. Chairman Ron Widmyer at 304-725-4326.

AHA Sponsors Art Show by Washington High School Valedictorian

The Arts and Humanities Alliance of Jefferson County is sponsoring an exhibit of digitalized pen and marker drawings by Charlotte "Kate" Kirby-O'Connell at the Fire Hall Art Gallery in the Charles Town Visitors Center, 108 N. George St., Charles Town. The show opens Sunday, July 26, with a public reception from 4-6 p.m. The exhibit will be open to the public from 10 a.m.-2 p.m. Wednesdays through Sundays through September.

Kirby-O'Connell, who is the daughter of Linda Kirby and the late Gregory O'Connell of Charles Town, was the 2009 valedictorian at Washington High School. She also completed seven college-level advanced placement courses and was named "most artistic" by her senior class. For the past four years, she has operated her own business, Geomexia Studios, featuring her original art. She will be attending the Savannah College of Art and Design in Savannah, Ga., this fall, majoring in animation.

The mission of AHA, a volunteer, non-profit organization, is to preserve the rich history and culture of Jefferson County and to encourage creative opportunity for all its citizens. For more information about AHA, go to <http://www.ahajc.org>.

XXX

RECEIVED

JUL 13 2009

Jefferson County Commission



News for release July 9, 2009.

For more information, contact AHA Grants Com. Chairman Ron Widmyer at 304-725-4326.

AHA Sponsors Art Show by Washington High School Valedictorian

The Arts and Humanities Alliance of Jefferson County is sponsoring an exhibit of digitalized pen and marker drawings by Charlotte “Kate” Kirby-O’Connell at the Fire Hall Art Gallery in the Charles Town Visitors Center, 108 N. George St., Charles Town. The show opens Sunday, July 26, with a public reception from 4-6 p.m. The exhibit will be open to the public from 10 a.m.-2 p.m. Wednesdays through Sundays through September.

Kirby-O’Connell, who is the daughter of Linda Kirby and the late Gregory O’Connell of Charles Town, was the 2009 valedictorian at Washington High School. She also completed seven college-level advanced placement courses and was named “most artistic” by her senior class. For the past four years, she has operated her own business, Geomexia Studios, featuring her original art. She will be attending the Savannah College of Art and Design in Savannah, Ga., this fall, majoring in animation.

The mission of AHA, a volunteer, non-profit organization, is to preserve the rich history and culture of Jefferson County and to encourage creative opportunity for all its citizens. For more information about AHA, go to <http://www.ahajc.org>.

XXX



News for release July 9, 2009.

For more information, contact AHA Grants Com. Chairman Ron Widmyer at 304-725-4326.

AHA Sponsors Art Show by Washington High School Valedictorian

The Arts and Humanities Alliance of Jefferson County is sponsoring an exhibit of digitalized pen and marker drawings by Charlotte “Kate” Kirby-O’Connell at the Fire Hall Art Gallery in the Charles Town Visitors Center, 108 N. George St., Charles Town. The show opens Sunday, July 26, with a public reception from 4-6 p.m. The exhibit will be open to the public from 10 a.m.-2 p.m. Wednesdays through Sundays through September.

Kirby-O’Connell, who is the daughter of Linda Kirby and the late Gregory O’Connell of Charles Town, was the 2009 valedictorian at Washington High School. She also completed seven college-level advanced placement courses and was named “most artistic” by her senior class. For the past four years, she has operated her own business, Geomexia Studios, featuring her original art. She will be attending the Savannah College of Art and Design in Savannah, Ga., this fall, majoring in animation.

The mission of AHA, a volunteer, non-profit organization, is to preserve the rich history and culture of Jefferson County and to encourage creative opportunity for all its citizens. For more information about AHA, go to <http://www.ahajc.org>.

XXX



News for release July 9, 2009.

For more information, contact AHA Grants Com. Chairman Ron Widmyer at 304-725-4326.

AHA Sponsors Art Show by Washington High School Valedictorian

The Arts and Humanities Alliance of Jefferson County is sponsoring an exhibit of digitalized pen and marker drawings by Charlotte “Kate” Kirby-O’Connell at the Fire Hall Art Gallery in the Charles Town Visitors Center, 108 N. George St., Charles Town. The show opens Sunday, July 26, with a public reception from 4-6 p.m. The exhibit will be open to the public from 10 a.m.-2 p.m. Wednesdays through Sundays through September.

Kirby-O’Connell, who is the daughter of Linda Kirby and the late Gregory O’Connell of Charles Town, was the 2009 valedictorian at Washington High School. She also completed seven college-level advanced placement courses and was named “most artistic” by her senior class. For the past four years, she has operated her own business, Geomexia Studios, featuring her original art. She will be attending the Savannah College of Art and Design in Savannah, Ga., this fall, majoring in animation.

The mission of AHA, a volunteer, non-profit organization, is to preserve the rich history and culture of Jefferson County and to encourage creative opportunity for all its citizens. For more information about AHA, go to <http://www.ahajc.org>.

XXX



News for release July 9, 2009.

For more information, contact AHA Grants Com. Chairman Ron Widmyer at 304-725-4326.

AHA Sponsors Art Show by Washington High School Valedictorian

The Arts and Humanities Alliance of Jefferson County is sponsoring an exhibit of digitalized pen and marker drawings by Charlotte "Kate" Kirby-O'Connell at the Fire Hall Art Gallery in the Charles Town Visitors Center, 108 N. George St., Charles Town. The show opens Sunday, July 26, with a public reception from 4-6 p.m. The exhibit will be open to the public from 10 a.m.-2 p.m. Wednesdays through Sundays through September.

Kirby-O'Connell, who is the daughter of Linda Kirby and the late Gregory O'Connell of Charles Town, was the 2009 valedictorian at Washington High School. She also completed seven college-level advanced placement courses and was named "most artistic" by her senior class. For the past four years, she has operated her own business, Geomexia Studios, featuring her original art. She will be attending the Savannah College of Art and Design in Savannah, Ga., this fall, majoring in animation.

The mission of AHA, a volunteer, non-profit organization, is to preserve the rich history and culture of Jefferson County and to encourage creative opportunity for all its citizens. For more information about AHA, go to <http://www.ahajc.org>.

XXX

JEFFERSON COUNTY PUBLIC SERVICE DISTRICT

RECEIVED

JUL 15 2009

Jefferson County Public Service District
Special Board Meeting
June 25, 2009

Jefferson County Commission

The special meeting of the Jefferson County Public Service District was held at 7:30AM on Thursday, June 25, 2009 at the Districts office in Kearneysville. Those in attendance included: Chairman, Joe Hankins; Treasurer, Jack Lantzy; General Manager PSD, Susanne Lawton; and District legal counsel, Jim Kelsh. Secretary, Mr. Cummins was absent from the meeting.

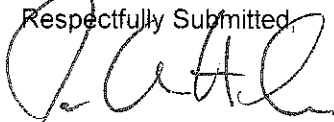
The purpose of the meeting was to review the Public Service Commission Staff Memorandum in the Flowing Springs certificate case for concurrence, disagreement, or other responses. The Board also considered the Joint Stipulation and Agreement for Settlement with Public Service Commission Staff and Charles Town in the Public Service Commission Flowing Springs certificate case.

Chairman Hankins called the meeting to order at 7:35AM.

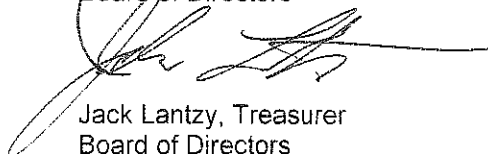
- Action:** Motion made by Mr. Lantzy and seconded by Mr. Hankins to convene into executive session for the purpose of discussing litigation and contract negotiations. Approved 2-0.
- Action:** Motion made by Mr. Lantzy and seconded by Mr. Hankins to return to public session. Approved 2-0.
- Action:** Motion made by Mr. Lantzy and seconded by Mr. Hankins to direct Chairman and Counsel to support the June 24, 2009 Staff Memo except for the calculation of the security deposit amount and the application of the Capital Improvement Fee toward the debt service related to the Flowing Springs project and authorize Chairman and Counsel to enter into any other negotiations if necessary. Approved 2-0.
- Action:** Motion made by Mr. Lantzy and seconded by Mr. Hankins to authorize the Chairman and Counsel to take appropriate action regarding the intervention of Halltown Paper Board. Approved 2-0.
- Action:** Motion made by Mr. Lantzy and seconded by Mr. Hankins to adjourn the special meeting. Approved 2-0.

The meeting was adjourned at 8:30AM.

Respectfully Submitted,



Joe Hankins, Chairman
Board of Directors



Jack Lantzy, Treasurer
Board of Directors

JEFFERSON COUNTY PUBLIC SERVICE DISTRICT

Jefferson County Public Service District Special Board Meeting June 29, 2009

The special meeting of the Jefferson County Public Service District was held at 1:00PM on Monday, June 29, 2009 at the Districts office in Kearneysville. Those in attendance included: Chairman, Joe Hankins; Treasurer, Jack Lantzy; and General Manager PSD, Susanne Lawton. Mr. Cummins was absent from the meeting.

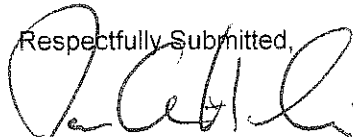
The purpose of the meeting was to interview prospective Engineering Firms for the Water Reuse Study.

Chairman Hankins called the meeting to order at 1:00PM.

- Action:** Motion made by Mr. Lantzy and seconded by Mr. Hankins to convene into executive session for the purpose of interviewing prospective engineering firms. Approved 2-0.
- Action:** Motion made by Mr. Lantzy and seconded by Mr. Hankins to return to public session. Approved 2-0.
- Action:** Motion made by Mr. Lantzy and seconded by Mr. Hankins to adjourn the special meeting. Approved 2-0.

The meeting was adjourned at 3:50PM.

Respectfully Submitted,



Joe Hankins, Chairman
Board of Directors



Jack Lantzy, Treasurer
Board of Directors

**Secretary of State
2009 Elections Conference
August 30th - September 1st**

RECEIVED

JUL 14 2009

Jefferson County Commission

TENTATIVE AGENDA

Sunday – August 30th

- 5:00 – 7:00PM Registration
- 7:30 – 8:30PM Welcome Reception Lake Cruise – Blue Trip (*Guests Will Be Assigned Time*)
- 9:00 – 10:00PM Welcome Reception Lake Cruise – Gold Trip (*Guests Will Be Assigned Time*)

Monday – August 31st

- 8:00 – 9:00AM Registration for Late Arrivals
- 7:30 – 9:00AM Breakfast – Outside Main Session Room
- 9:00 – 9:15AM Opening Remarks by Secretary of State Natalie Tennant
- 9:15 – 10:15AM Session: Election Administration with WVSOS Staff
- 10:15 – 10:30AM Break
- 10:30 – 11:30AM Session: New Media Training (*Speaker TBA*)
- 11:30 – 12:30PM Round Table Session with Secretary Tennant
- 12:30 – 1:30PM Lunch @ Stillwaters Restaurant
- 1:45 – 2:15PM Session: ADA Compliance with Penney Hall – WV State ADA Coordinator
- 2:15 – 3:00PM Session: EAC Election Day Survey with Shelly Anderson
- 3:00 – 4:30PM Session: Guest Speaker, Mr. Gary Poser – Minnesota State Election Director
- 6:00 – 7:30PM Dinner
- 8:00 – 10:00PM Evening Entertainment (*Details TBA*)

... Continued On Next Page

Tuesday – September 1st

- 7:30 – 8:30AM Breakfast - Outside General Session Room
- 8:30 – 10:15AM Breakout Session for County Commissioners: Canvass and Recount Procedures
- 8:30 – 10:00AM Session: SVRS Training with Dave Tackett of WVSOS
- 10:00 – 10:15AM Break
- 10:15 – 11:30AM Session: Federal Election Legislation Review with Leslie Reynolds
(Ms. Reynolds is Executive Director of the National Association of Secretaries of State)
- 11:30 – 12:30PM Motor Voter Training with Doug Thompson of the DMV
Investigation Seminar with Amber Kroening of the WVSOS
- 12:30 – 1:30PM Lunch @ Stillwaters Restaurant
- 1:45 – 2:15PM Unfinished Business / Closing Remarks by Dave Nichols, Elections Manager



**WEST VIRGINIA SECRETARY OF STATE
2009 ELECTION TRAINING CONFERENCE
REGISTRATION FORM**

County of _____

NAME	TITLE

Registration is \$200.00 per attendee. Please make check or money order payable to West Virginia Secretary of State and mail to West Virginia Secretary of State, Attention: Tim Richards, Building 1, Suite 157-K, 1900 Kanawha Blvd., East, Charleston, West Virginia 25305. The deadline for registration is Friday, August 7, 2009. Remember, your registration fees do not include lodging. Please contact Stonewall Resort at 1-888-278-8150 to make room reservations by July 31st, after that time the block will be released to the general public.



**STONEWALL
RESORT**

2009 Elections Conference
August 30th - September 1st

Conference Reminder

Secretary of State's Elections Conference
August 30 – September 1, 2009
Stonewall Resort, Roanoke, WV

Important Dates

Call Stonewall Resort to reserve your room by July 27th
Please mail in your completed registration form & Fee to the Secretary of State's
Office by August 7th, 2009

Secretary of State's Office 1900 Kanawha Blvd. E. Rm. 157 -k Charleston WV 25305

To: All County Commissioners' & Staff From: CCAWV 7-15-09
 2009 Educational Conference on Litter Control
 and Solid Waste Management
 FYI

Sunday, October 18, 2009

- 1:00 – 5:00 p.m. Conference Registration
- 1:30 – 3:00 p.m. **Field Trip: "Forks of Cheat Winery Tour"**
- 3:15 - 4:30 p.m. **Conference Welcome:** (Roger Frame, Danny Watts, Danny Haught, and Richard Cooke)
Motivational Speaker: (Tony Caridi, Play by Play Announcer for the WV Mountaineers)
- 4:30 - 5:30 p.m. **General Session: "Current Market Trends"** (Andrew Bell, Tidewater Fiber Recycling)
- 6:00 - 7:30 p.m. **Taste of WV Buffet**
- 6:00 - 9:30 p.m. **Entertainment: "Karaoke"** (Baltimore Sound Entertainment)
- 9:30 - 11:30 p.m. Hospitality Room

Monday, October 19, 2009

- 7:00 – 8:15 a.m. Breakfast Buffet
- 8:15 – 8:30 a.m. **Housekeeping, Door-prizes & Introduction of Vendors** (Bob Wines, AWVSWA, Treasurer)
- 8:30– 9:30 a.m. **General Session: "State of Solid Waste-Issues and Opportunities"** (Ron Mersky)
- 9:30 – 10:15 a.m. **General Session: "Living in a Sustainable Future"** (Chris Haddox, WVU Professor)
- 10:15 – 10:30 a.m. Break
- 10:30 - 11:30 a.m. **General Session: "3-D Modeling & Planning for Solid Waste Authorities"** (Sue Bergeron)
- 11:30 a.m. **Break-out Sessions:**
1. "Accessing EECG (Energy Efficiency Community Grants)" (Speaker TBA)
 2. "REAP – Community Gateway Program" (Anna Shahan, WV DEP)
- 12:15 – 1:15 p.m. **Lunch & "Environmental Excellence Awards Presentation"**
 (Governor Joe Manchin III -invited)
- 1:30 – 2:15 p.m. **General Session: "Best Practices"** (Invite solid waste authorities to speak on what they have achieved, and what they are doing well 3 to 5 minutes each).
- 2:15 – 3:00 p.m. **Break-out Sessions:**
1. "Landfill Operators" (James Allen, Raleigh County SWA, Director of Operations)
 2. "Resources for Community Beautification" (Anna Shahan, WV DEP REAP)
 3. "Needs Assessment Grant Writing" (Barbara MacLennan, Monongalia County SWA)
- 3:00 – 3:15 p.m. Break
- 3:15 – 4:00 p.m. **Break Out Sessions:**
1. "REAP Recycling and E-cycling Grant Rules" (Sandy Rogers, WV DEP REAP)
 2. "Recycle & Reuse" (Sandy Cress)
 3. "Regulatory Authority" (Bill Flenner, WV Public Service Commission)

4:00 – 5:00 p.m. **AWVSWA Business Meeting**

6:30 – 8:30 p.m. **Banquet & Awards Presentation**
Adopt-A-Highway & Operation Wildflower Awards
Keep WV Beautiful Affiliate of the Year
Make It Shine Awards
Recycling Coalition – Solid Waste Authorities with Recycling Champions Recognition
AWVSWA – Solid Waste Authority Membership Recognition, & Volunteer of the Year

8:30 - 10:30 p.m. **Entertainment: (Bobby Nicholas Band)**

9:30 - 11:30 p.m. Hospitality Room

Tuesday, October 20, 2009

7:00 – 8:30 a.m. Breakfast Buffet and Homeward Bound

*****Tentative Schedule: All speakers and session times subject to change*****

Registration Form

2009 Education Conference on Litter Control and Solid Waste Management

Presented by
The Association of W.V. Solid Waste Authorities
W V Department of Environmental Protection/REAP

October 18, 19, & 20, 2009/Waterfront Place, Morgantown

"Your Annual Environmental Training on West Virginia Issues"

One registrant per form; duplicate as needed / Scholarship information attached

Name: _____

Affiliation: _____ Title: _____

HOME address: _____ City/Zip _____

Telephone No. _____ Fax No. _____

E-Mail address: _____

FULL CONFERENCE (before 09/18/09) includes registration and all meals **\$125.00**
(includes all sessions, 2 banquets, 2 breakfasts, 1 lunch and 2 breaks)

SPOUSE Name _____ **\$75.00**
(Must Register/Registration badge will be necessary for Meals)

"Taste of West Virginia" Banquet (Sunday night) only **\$50.00**

"Awards Banquet" (Monday night) only **\$50.00**

LATE FEE (add to all registrations made 09/18/09) **\$ 25.00**

TOTAL AMOUNT ENCLOSED WITH THIS REGISTRATION FORM \$ _____

Please list any special needs: _____

*Make Room Reservations directly with Waterfront Place. Must register on or before to
September 18, 2009 to receive special Conference rate. Call 1-866-782-9974.
Room Rates will be \$110 plus tax—2 persons per room
Additional Conference information at: www.awvswa.com or call 1-800-871-6403*

Make checks payable to: Association of WV Solid Waste Authorities
Mail checks and registration forms to: **AWVSWA/REAP Conference**
(NO credit cards) **Sandy & Pat**
2805 White Hall Blvd.
White Hall, WV 26554

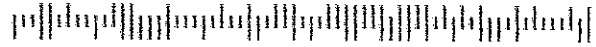
Important: \$15.00 Processing fee assessed for all cancellations.
No REFUNDS after October 1, 2009



204 N George St., Charles Town, WV 25414
 www.OldOperaHouse.org
 304.725.4420 or 888.900.SHOW

Return Services Requested

Non Profit Org.
 Us Postage
PAID
 Martinsburg, WV
 25404
 Permit #125



2/212*****AUTO**5-DIGIT 25414
 LESLIE SMITH,
 COUNTY ADMINISTRATOR
 PO BOX 250
 CHARLES TOWN WV 25414-0250



Tickets Prices for each of these events:
 \$12 for Adults, \$8 for Students/Children

Snow White and the Seven Dwarfs

Adapted from the Tale by Brothers Grimm by Judith Baker Kase
 Thursday, July 23 at 7:30pm & Saturday, July 25 at 2:30pm
 (Read more about the show on the back!)

Up the Down Staircase

Comedy by Christopher Sergel, from the book by Bel Kaufman
 Friday, July 24 at 7:30pm, Saturday, July 25 at 7:30pm
 & Sunday, July 26 at 2:30pm
 (Read more about the show on the back!)

2 PLAYS: SNOW WHITE & THE SEVEN DWARFS
 UP THE DOWN STAIRCASE

The Old Opera House Theatre Co. is on the National Register of Historic Places and qualifies as a 501(c)3 corporation under the Internal Revenue Code. Talk with your tax advisor about the possible income and estate tax benefits of contributing to the Old Opera House.

SUMMERTIME ARTS SOIREE

Some of the finest artists you will find anywhere meet each year on a hot summer evening at the coolest place in town, the Old Opera House...Don't miss the 3rd Annual Summertime Arts Soiree on July 31.

Opening Gala:

Friday, July 31, 2009 (6:00-9:30pm)
 Enjoy fine wine, delectable hors d'oeuvres, and enchanting Celtic & traditional music featuring harp, flute, and strings.
Tickets: \$37.50 per person

Open House:

Saturday, August 1, 2009 (10am-4pm) **Free Admission**



Participating Artists:

- Mary-Jo Bennett--Photography
- S.J. Brown--Photography
- Don Burgess--Photography
- Kat Cimaglio--Painting
- Eric Fargo--Photography
- Jacquelyn Flowers--Painting
- Denise O'Brien--Glasswork
- Rip Smith--Photography
- Scott Tatina--Wood Carvings
- Robin Tatina--Paintings
- Michael Wilcoxon--Egg Carvings

*Space is still available in the Old Opera House's **Summer Acting Studio** class, Unmasked (July 20-24). For further information see the OOH webpage at www.oldoperahouse.org or contact the OOH office.

Snow White and the Seven Dwarfs

Adapted from the Tale by Brothers Grimm

by Judith Baker Kase

Thursday, July 23 at 7:30pm & Saturday, July 25 at 2:30pm

This is not the "mouse's" version that you are familiar with, but you will find all the enchantment that you have come to expect in this classic fairytale. Add in a prince who is forced to play the Court Jester and speak every line in rhyme and a Royal Wizard who interprets everyone's phrases most literally and you have a magical twist on what you thought you knew.

Directed by Ashley Snow, this delightful presentation features a wonderful cast of young performers that includes:

Kayla France, Claire Lewis, Claire Mason, Ethan Mason, Zoe Nelson, Megan Snider, Megan Fierro-Root, Zoey Marie Smith, Austin Jon Gregoryk, Ian Michael Parker, and Vincent Vetese.



Snow White and the 7 Dwarfs

Up the Down Staircase

Comedy by Christopher Sergel, from the book by Bel Kaufman

Friday, July 24 at 7:30pm, Saturday, July 25 at 7:30pm, & July 26 at 2:30pm

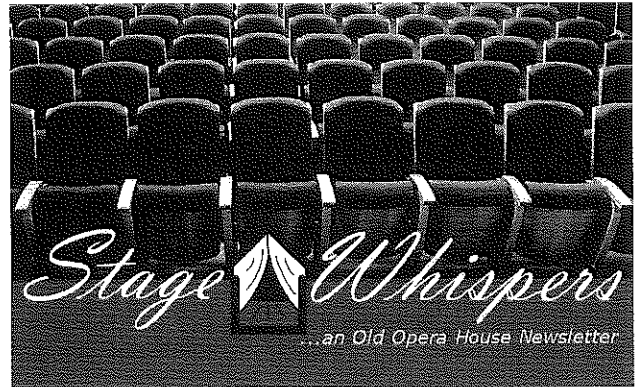


Based on Bel Kaufman's 1965 hit novel, *Up the Down Staircase* is the story of a young idealistic teacher's challenging and frustrating first semester at an inner-city high school. Fighting to keep her head above a flood of student challenges and a mountain of bureaucracy and paperwork, young Silvia Barrett learns that teaching requires more skills than are taught in a college classroom.

Silvia's unfaltering compassion for her students quickly separates her from her hardened and battle-fatigued colleagues. Will she survive and will her students reach the ideals that Miss Barrett believes they are capable of, or will she simply succumb to the battlefield that we know as the high school classroom? In Miss Barrett's class everyone has a voice and in the

end we are left with the question, is it the students or their teacher that learned the greatest lesson?

Directed by Christine Brewer, this comedy has a seasoned cast of young performers including: Katie Burson, Nicholas Butcher, Paul Cabell, Warren Campbell, Ashlyn Anne Courtney, Troy Crossley, Dena DeSimone, Chelsea Dicus, Kaitlyn Dykes, Marissa Gonzalez, Ciara Hall, Katee Hayslip, Gabi Hornich, Lindsey Jennings, Kait Layman, Andrew Leach, Meredith Levy, Caitlin Loudon, Rob Madden, Alex Moore, Alora Ray, Emily Reinhardt, Jesse Robinson, Abby Rogers, Alecia Shultz, Tony Shipman, Jamie Evette Sullivan, and Allyna Wilson.



Upcoming Events:

2009 Summer Youth Productions Up the Down Staircase

Comedy by Christopher Sergel
From the book by Bel Kaufman
July 24, 25, & 26

& Snow White and the Seven Dwarfs

Adapted from the Tale by Brothers Grimm
by Judith Baker Kase
July 23 & 25

Summertime Arts Soiree

July 31 & August 1

Sweet Charity

Book by Neil Simon
Music by Cy Coleman & Lyrics by Dorothy Fields
September 10, 11, 12, 13, 17, 18, 19 & 20

Annual Autumn Auction (Fundraiser)

October 3, at the Clarion Hotel in Shepherdstown

Doubt, A Parable

Pulitzer Prize & Tony Award winning Drama by John Patrick Shanley
October 23, 24, 25, 30, 31 & November 1

The Bennett Agency Presents:

Miracle on 34th Street

Adapted by Will Severin, Patricia Di Benedetto Snyder, and John Vreeke from the novel by Valentine Davies
December 4, 5, 6, 10, 11, 12 & 13

Save the Date!



Local Government Leadership Academy

★ Fall 2009 Conference ★

September 25th - 26th

Reserve your room today at the

Charleston House Holiday Inn!

(304) 344-4092 or www.holidayinn.com

Mention the "Local Government Leadership Academy"
before **September, 12th 2009** for SPECIAL rates!

Rooms will be very limited thereafter.

Registration & Workshop details will be mailed soon!

Questions?

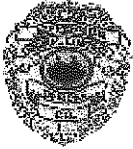
Contact Dr. Kevin Leyden

Email: IPA@mail.wvu.edu

Phone: (304) 293 - 5432

Visit our website for additional information!
www.polisci.wvu.edu/IPA/academy.html

RECEIVED



Jefferson County Animal Control
 161 Poor House Farm Road Kearneysville, WV 25430
 Phone: (304) 728-3289 Fax: (304) 728-4889

JUL



Jefferson County Commission

June 2009 Activity Report

Dogs Picked Up	
County	41
Charles Town	3
Shepherdstown	3
Ranson	2
Harpers Ferry/Bolivar	2
Dogs Brought In	10
Misc	9
TOTAL	70

Animal Bites Investigated	
County	9
Charles Town	4
Shepherdstown	0
Ranson	1
Harpers Ferry/Bolivar	3
Cat Bites	4
Miscellaneous	3
TOTAL ANIMAL BITES	24

Complaints Answered	
County	63
Charles Town	2
Shepherdstown	0
Ranson	3
Harpers Ferry/Bolivar	1
TOTAL	69

Check Welfare Complaints Answered	
County	22
Charles Town	4
Shepherdstown	1
Ranson	2
Harpers Ferry/Bolivar	
TOTAL	29

Wildlife Complaints Investigated	
County	4
Charles town	1
Shepherdstown	0
Ranson	0
Harpers Ferry/ Bolivar	1
Rabies Test Positive	1
Rabies Test Negative	4
TOTAL WILDLIFE COMPLAINTS	6

Aggressive Dog Complaints	
County	9
Charles Town	1
Shepherdstown	
Ranson	
Harpers Ferry/Bolivar	
TOTAL	10

Disposition Report	
Return To Owner	21
Adopted	2
Euthanized	15
Rescued	16
Foster Care	0
Still Here	12
Deceased	4
TOTAL	70
Citations/Summons/Warrants Issued	5
Warning Citations Issued	0

Money Collection Report	
Impound/R.T.O /with Boarding	495
Adoptions	0
Owner Surrender	100
Donations	0
Report Fees	0
Reimbursement of vet bill	0
Misc	0
TOTAL	595

ACO COMPLAINT RESPONSE			
Unit #	Responses	O/C Respon	Total Respons
AC-1	18	1	19
AC-2	25	9	34
AC-3	40	3	43
AC-4	42	0	42

2008-Total Complaints Answer:1380
 2009-Total Calls for month:138
 2009-Total Calls for year: 787

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	\$ 169,912.58	\$ 169,912.58	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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	\$ 183,015.38	\$ 123,538.04	\$ 59,477.34	\$ 7,387.09	\$ 20,555.37	\$ 2,170.82	\$ 20,864.65	\$ 8,499.31
08/16/08	\$ 164,965.78	\$ 82,482.69	\$ 82,482.69	\$ 10,244.37	\$ 28,506.09	\$ 3,018.63	\$ 28,935.00	\$ 11,786.80
08/23/08	\$ 152,862.36	\$ 76,426.18	\$ 76,426.18	\$ 9,492.13	\$ 26,412.89	\$ 2,789.56	\$ 28,810.30	\$ 10,921.30
08/30/08	\$ 178,919.72	\$ 89,459.86	\$ 89,459.86	\$ 11,110.81	\$ 30,917.33	\$ 3,265.29	\$ 31,382.52	\$ 12,783.81
09/06/08	\$ 183,288.92	\$ 91,644.46	\$ 91,644.46	\$ 11,382.24	\$ 31,672.33	\$ 3,345.02	\$ 32,148.68	\$ 13,085.99
09/13/08	\$ 159,459.80	\$ 79,729.93	\$ 79,729.93	\$ 9,902.46	\$ 27,964.66	\$ 2,910.14	\$ 27,969.28	\$ 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	\$ 158,471.46	\$ 78,735.73	\$ 78,735.73	\$ 9,903.18	\$ 27,556.67	\$ 2,810.35	\$ 27,971.29	\$ 11,394.24
10/04/08	\$ 150,372.44	\$ 75,186.22	\$ 75,186.22	\$ 9,338.13	\$ 25,984.38	\$ 2,744.30	\$ 26,375.32	\$ 10,744.11
10/11/08	\$ 164,278.08	\$ 77,139.04	\$ 77,139.04	\$ 9,580.67	\$ 26,659.25	\$ 2,815.57	\$ 27,060.38	\$ 11,023.17
10/18/08	\$ 161,396.52	\$ 80,688.28	\$ 80,688.28	\$ 10,019.00	\$ 27,878.95	\$ 2,944.38	\$ 28,296.43	\$ 11,527.48
10/25/08	\$ 128,788.88	\$ 64,379.44	\$ 64,379.44	\$ 7,885.93	\$ 22,248.53	\$ 2,349.85	\$ 22,584.31	\$ 9,189.82
11/01/08	\$ 136,704.84	\$ 68,352.42	\$ 68,352.42	\$ 8,489.37	\$ 23,822.60	\$ 2,484.86	\$ 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	\$ 10,120.81
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	\$ 127,787.60	\$ 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	\$ 56,696.68	\$ 56,696.68	\$ 6,917.53	\$ 19,248.77	\$ 2,032.93	\$ 19,538.39	\$ 7,959.08
12/13/08	\$ 120,356.08	\$ 60,178.04	\$ 60,178.04	\$ 7,474.11	\$ 20,797.53	\$ 2,198.50	\$ 21,110.46	\$ 8,599.44
12/20/08	\$ 104,378.38	\$ 52,189.19	\$ 52,189.19	\$ 6,481.90	\$ 18,036.58	\$ 1,904.91	\$ 18,307.96	\$ 7,457.84
12/27/08	\$ 144,411.82	\$ 72,205.91	\$ 72,205.91	\$ 8,867.97	\$ 24,954.36	\$ 2,635.53	\$ 25,329.83	\$ 10,318.22
01/03/09	\$ 183,009.30	\$ 96,504.65	\$ 96,504.65	\$ 11,985.88	\$ 33,362.01	\$ 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	\$ 1,944.98	\$ 18,682.95	\$ 7,614.66
01/17/09	\$ 112,137.74	\$ 56,068.87	\$ 56,068.87	\$ 6,983.75	\$ 19,377.40	\$ 2,046.52	\$ 19,888.98	\$ 8,012.24
01/24/09	\$ 142,948.26	\$ 71,474.63	\$ 71,474.63	\$ 8,877.15	\$ 24,701.83	\$ 2,608.83	\$ 25,073.30	\$ 10,213.72
01/31/09	\$ 122,179.80	\$ 61,089.80	\$ 61,089.80	\$ 7,587.35	\$ 21,112.63	\$ 2,229.79	\$ 21,430.30	\$ 8,729.73
02/07/09	\$ 167,079.26	\$ 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	\$ 9,445.98	\$ 26,284.41	\$ 2,775.99	\$ 26,879.90	\$ 10,868.18
02/21/09	\$ 183,676.82	\$ 91,838.41	\$ 91,838.41	\$ 11,406.33	\$ 31,739.35	\$ 3,352.11	\$ 32,218.91	\$ 13,123.71
02/28/09	\$ 161,613.76	\$ 80,806.88	\$ 80,806.88	\$ 10,036.21	\$ 27,826.66	\$ 2,949.46	\$ 28,347.05	\$ 11,547.30
03/07/09	\$ 97,674.26	\$ 48,837.13	\$ 48,837.13	\$ 6,085.57	\$ 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	\$ 33,188.37	\$ 3,504.83	\$ 33,685.71	\$ 13,722.03
03/21/09	\$ 158,005.64	\$ 79,002.82	\$ 79,002.82	\$ 9,812.15	\$ 27,303.38	\$ 2,863.80	\$ 27,714.19	\$ 11,289.50
03/28/09	\$ 158,501.66	\$ 79,250.83	\$ 79,250.83	\$ 8,842.85	\$ 27,389.09	\$ 2,892.66	\$ 27,801.19	\$ 11,324.94
04/04/09	\$ 151,938.60	\$ 75,968.30	\$ 75,968.30	\$ 9,435.26	\$ 26,254.65	\$ 2,772.84	\$ 26,649.68	\$ 10,655.87
04/11/09	\$ 151,929.68	\$ 75,964.94	\$ 75,964.94	\$ 9,434.65	\$ 26,253.48	\$ 2,772.72	\$ 26,648.50	\$ 10,655.39
04/18/09	\$ 161,195.44	\$ 80,598.22	\$ 80,598.22	\$ 10,010.30	\$ 27,854.74	\$ 2,841.84	\$ 28,273.85	\$ 11,517.49
04/25/09	\$ 151,142.82	\$ 75,571.48	\$ 75,571.48	\$ 8,365.98	\$ 26,117.50	\$ 2,758.36	\$ 26,510.48	\$ 10,799.16
05/02/09	\$ 147,914.10	\$ 73,957.05	\$ 73,957.05	\$ 9,185.47	\$ 25,558.56	\$ 2,699.43	\$ 25,944.13	\$ 10,568.46
05/09/09	\$ 153,394.44	\$ 76,897.22	\$ 76,897.22	\$ 9,525.79	\$ 28,508.67	\$ 2,789.45	\$ 28,905.38	\$ 10,860.03
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	\$ 182,790.88	\$ 81,395.43	\$ 81,395.43	\$ 10,109.31	\$ 28,130.26	\$ 2,970.93	\$ 28,553.52	\$ 11,631.41
05/30/09	\$ 164,323.10	\$ 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	\$ 9,302.05	\$ 25,883.97	\$ 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	\$ 23,818.40	\$ 9,821.06
06/20/09	\$ 161,001.08	\$ 75,500.53	\$ 75,500.53	\$ 9,377.17	\$ 26,092.98	\$ 2,755.77	\$ 26,485.58	\$ 10,789.03
06/27/09	\$ 134,708.20	\$ 67,354.10	\$ 67,354.10	\$ 8,365.38	\$ 23,277.58	\$ 2,458.42	\$ 23,827.82	\$ 9,624.80
Add: June 28-30, 2009	\$ 64,119.16	\$ 32,059.58	\$ 32,059.58	\$ 3,981.80	\$ 11,078.78	\$ 1,170.17	\$ 11,246.51	\$ 4,581.31
Subtotal	\$ 7,895,064.58	\$ 4,403,564.04	\$ 3,481,500.54	\$ 433,644.35	\$ 1,208,862.58	\$ 127,439.85	\$ 1,224,818.36	\$ 498,935.40

Benchmark Goal @ 2% \$ 912,063.48

Remainder until 1% / 1% Split \$

WEST VIRGINIA LOTTERY

First Benchmark
 Charles Town
 County / City Split
 Fiscal Year 2009

Charles Town
 1999 Net Terminal Revenue \$ 45,803,174
 Benchmark Goal @ 2% \$ 912,083.48

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%
4 days ending: 7/1/09- 7/4/09	\$ 128,262.42	\$ 128,262.42	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Week ending: 07/11/09		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 128,262.42	\$ 128,262.42	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Benchmark Goal @ 2% \$ 912,083.48

Remainder until 1% / 1% Split \$ 783,801.06

**WEST VIRGINIA LOTTERY
WEEKLY SETTLEMENT FOR CHARLES TOWN**

Week Ending Date	Week Ending June 28-30, 2009 FY09	Week Ending July 1-4, 2009 FY10	Week Ending July 4, 2009 July 10, 2009
To be Deposited on:			
Amount Played	36,749,789.45	64,990,479.91	101,740,279.36
Amount Won	33,018,014.17	58,272,822.59	81,290,836.76
MWAP Contribution	<u>21,185.42</u>	<u>37,323.12</u>	<u>58,508.54</u>
Adjusted Gross Terminal Revenue	<u>3,710,589.86</u>	<u>6,680,334.20</u>	<u>10,380,934.06</u>
Administrative Costs @ 4%	0.00	267,213.37	267,213.37
Excess Lottery Fund @ 4%	<u>148,424.00</u>	<u>0.00</u>	<u>148,424.00</u>
Net Terminal Revenue	<u>3,562,175.86</u>	<u>6,413,120.83</u>	<u>9,975,296.69</u>
Surcharge @ 10%	356,217.59	0.00	356,217.59
State Share Excess @ 58%	206,606.20	0.00	206,606.20
Track Share of Capital Reinvestment @ 42%	149,811.39	0.00	149,811.39
Track Share of Capital Reinvestment @ 42% - 96%	\$ 143,626.99	\$ -	\$ 143,626.99
Track Share of Capital Reinvestment @ 42% - 4%	\$ 5,984.46	\$ -	\$ 5,984.46
Adjusted Net Terminal Revenue	<u>3,205,958.27</u>	<u>6,413,120.83</u>	<u>9,619,079.10</u>
Racetrack @ 46.50% / 42%	1,346,502.47	2,982,101.19	4,328,603.66
Lottery Fund @ 30% / 0%	0.00	1,923,936.23	1,923,936.23
Excess Lottery Fund @ 0% / 41%	1,314,442.91	0.00	1,314,442.91
Race Track Purses @ 7% / 14% / 8%	258,476.66	448,918.46	705,395.12
Workers' Compensation Debt Reduction @ 7%	0.00	448,918.46	448,918.46
Employee Pension Fund @ 1% / .5%	18,029.79	64,131.21	80,161.00
Greyhound Development @ .75%	24,044.69	48,098.41	72,143.10
Thoroughbred Development @ .75%	24,044.69	48,098.41	72,143.10
Racing Commission @ 1%	32,059.58	64,131.21	96,190.79
County/Municipality @ 2%	64,119.16	128,262.42	192,381.58
3% Funds:			
Tourism Promotion Fund @ 1.375%	44,081.93	88,180.41	132,262.34
Development Office Promotion Fund @ .375%	12,022.34	24,049.20	36,071.54
Research Challenge Fund @ .5%	18,029.79	32,065.60	48,095.39
Capitol Renovation and Improvement Fund @ .6875%	22,040.96	44,080.21	66,131.17
2004 Capitol Complex Parking Garage Fund @ .0625%	2,003.72	4,008.20	6,011.92
1% Funds:			
State Capitol Complex Parking Garage @ 1%	0.00	64,131.21	64,131.21
Cultural Facilities and Capitol Resources @ .5%	0.00	0.00	0.00
Capitol Dome and Capitol Improvements @ .5% / 1%	<u>32,059.58</u>	<u>0.00</u>	<u>32,059.58</u>
	<u>3,205,958.27</u>	<u>6,413,120.83</u>	<u>9,619,079.10</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%
4 days ending: 7/1/09- 7/4/09	\$ 128,262.42	\$ 128,262.42	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Week ending: 07/11/09	\$ 168,815.08	\$ 168,815.08	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 297,077.50	\$ 297,077.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Benchmark Goal @ 2% \$ 912,063.48
 Remainder until 1% / 1% Split \$ 614,985.98

**WEST VIRGINIA LOTTERY
WEEKLY SETTLEMENT FOR CHARLES TOWN**

Week Ending Date	Week Ending July 11, 2008 FY10 July 17, 2009
To be Deposited on:	
Amount Played	85,065,413.65
Amount Won	76,225,025.30
MWAP Contribution	<u>47,938.50</u>
Adjusted Gross Terminal Revenue	<u>8,792,451.85</u>
Administrative Costs @ 4%	351,698.09
Excess Lottery Fund @ 4%	<u>0.00</u>
Net Terminal Revenue	<u>8,440,753.76</u>
Surcharge @ 10%	0.00
State Share Excess @ 58%	0.00
Track Share of Capital Reinvestment @ 42%	0.00
<i>Track Share of Capital Reinvestment @ 42% - 86%</i>	\$ -
<i>Track Share of Capital Reinvestment @ 42% - 4%</i>	\$ -
Adjusted Net Terminal Revenue	<u>8,440,753.76</u>
Racetrack @ 46.50% / 42%	3,924,950.50
Lottery Fund @ 30% / 0%	2,532,226.13
Excess Lottery Fund @ 0% / 41%	0.00
Race Track Purses @ 7% / 14% / 8%	590,852.76
Workers' Compensation Debt Reduction @ 7%	590,852.76
Employee Pension Fund @ 1% / .5%	84,407.54
Grayhound Development @ .75%	63,305.85
Thoroughbred Development @ .75%	63,305.85
Racing Commission @ 1%	84,407.54
County/Municipality @ 2%	168,815.08
3% Funds:	
Tourism Promotion Fund @ 1.375%	116,080.36
Development Office Promotion Fund @ .375%	31,652.83
Research Challenge Fund @ .5%	42,203.77
Capitol Renovation and Improvement Fund @ .6875%	58,030.18
2004 Capitol Complex Parking Garage Fund @ .0625%	5,275.47
1% Funds:	
State Capitol Complex Parking Garage @ 1%	84,407.54
Cultural Facilities and Capitol Resources @ .5%	0.00
Capitol Dome and Capitol Improvements @ .5% / 1%	<u>0.00</u>
	<u>8,440,753.76</u>

Laura Kuhn

From: <ldsmith@jeffersoncountywv.org>
To: "Laura Kuhn" <laura@jeffersoncountywv.org>
Sent: Monday, July 13, 2009 1:33 PM
Subject: Fw: Timing of Zoning vote when considering potential for Table Games Vote

Sent from my BlackBerry® wireless device

From: "Eric Lewis"
Date: Mon, 13 Jul 2009 12:18:50 -0400
To: <jsurkamp@comcast.net>; <nolandpatsy@yahoo.com>; <dmanuel@frontiernet.net>;
 <lynwidmyer@gmail.com>; <fmorgan@jeffersoncountywv.org>; <lwidmyer@jeffersoncountywv.org>;
 <pnoland@jeffersoncountywv.org>; <ldsmith@jeffersoncountywv.org>
Subject: Timing of Zoning vote when considering potential for Table Games Vote

County Commissioners:

As you know, I am leading the charge to have the issue of table games placed on a referendum. I feel this is the most important of many important issues facing our county. I feel so strongly that we MUST pass table games as soon as possible that I am dedicating considerable time and personal funds to lead the charge.

Our group, "Vote Yes Table Games" is independant from PNGI. We are not accepting donations from PNGI and/or its employees. We are focused on being the voice of the people (citizens, families, business owners) with regard to table games and how much we want to be able to vote YES. Please read more about us at www.voteyestablegames.org

Our group is quite hopeful that Penn National will see that Jefferson County citizens are "Ready to Vote YES!" and will request a referendum on table games as soon as possible. We are hoping they will plan for a referendum in the fall as every day that passes without a YES vote is revenue and benefit lost to our County...

Unfortunately, a Zoning referendum held in November may cloud the issue, if PNGI were to select the fall as its requested table games vote timeframe.

The sky isn't falling with regard to our current zoning ordinance (its been over a year since a new residential subdivision was proposed in Jefferson County). We don't have to rush this zoning vote and possibly jeopardize a YES vote on table games by clouding the issues and allowing certain factions on both sides to mix the messages. The current situation could be fixed in the short term by suspending the new subdivision ordinance until the zoning vote. Put the old subdivision ordinance back in place with some amendments and it could act as a solid band-aid until a yes or no vote on the new zoning ordinance. I remember Ms Widmyer in Steering committee meetings suggesting just that. She suggested (and I agreed) that the old ordinance could be fixed much easier than some folks thought.

In my opinion the sky IS falling with regard to your budget issues. The sooner we get table games up & running, the sooner the \$1.3 mil per year in direct table games local share comes into Jefferson County's general fund (and the general funds of the local municipalities) and the sooner \$3.9mil per year goes to Jefferson County schools. You have been forced to make very hard decisions with the budget. Table games revenues will help quite a bit to ease the budget pain we will definitely face in future years when property taxes continue to decline. The sooner we get a YES vote, the sooner PNGI will install equipment that will be taxed by the County and the sooner PNGI will hire the 500+ local folks who desparately need these jobs. The sooner we get a YES vote, the sooner other businesses can pop up to support these new patrons. We need a YES vote NOW.

I know most of us have had differences in the past. I'm hoping you can join us in urging a YES vote on table games and I'm hoping you can help by NOT placing zoning on a special election referendum in fall 2009, instead waiting until the election will be FREE in May 2010. I really fear that opponents of the new zoning ordinance will use this decision against you by saying "they could have waited until May 2010 or November 2010 for FREE but chose to spend \$90,000 on a special



7/13/2009

election, so you should vote no". It would be a real shame to see the zoning vote fail because you wanted it to pass six month sooner at a cost of \$90,000 when the election would be FREE in May or November 2010. That \$90,000 would fund three employees for a year (and help them pay their mortgages or rent)... For the record: I am not anti-zoning (I've said that a hundred times before but it doesn't seem to sink in) and I am not anti-new zoning ordinance. I would just like to be able to focus on that AFTER we have a YES vote on table games.

Our table games effort has been very well received in just this first two weeks. Many people I don't know have emailed with positive comments and asking to join the cause. Our Facebook group (created by John Meeker) has over 240 members now. Many folks who we would normally not expect to agree on issues definitely agree that we must vote YES on table games. One of those folks is John Maxey (I copied John on this email), with whom I had a very nice coffee meeting recently. John has agreed to join our effort and support table games as he understands how important this is to our County. John and I agree that this is hopefully just the beginning: a springboard from which folks from all side of all of these debates can begin working constructively together on the issues and solve them *together* without the animosity we have seen these last several years. I'm very grateful to John for joining our cause and I look forward to working with him and with all of you (hopefully) to assure table games gets on the ballot and passes overwhelmingly. Its time we put our prior differences aside and work together for this very positive YES vote and then use that ability to work positively together to move on to other issues.

I'm just hoping that you choose to do it in May or November 2010 and NOT in the fall of 2009 when it could jeopardize a YES vote on table games.

Thanks for your time and consideration.

-Eric

Eric J Lewis, CPA
Member

Ours Lawyer Lewis & Company, PLLC
Certified Public Accountants & Consultants
205 W Liberty Street
Charles Town, WV 25414

(304) 728-6877 (voice)
(304) 728-6807 (fax)
www.oll-cpas.com