

AGENDA FOR THURSDAY, AUGUST 6, 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. - Barbara Miller
 - Presentation of Spontaneous Volunteer Management Plan and Donations Management Plan
 - Request Approval of Emergency Management Planning Grant Application
- 5. 10:15 a.m. - Dr. John Hough - APUS - Broadband Grant - Discussion/Possible Action
- 6. 10:30 a.m. - Al Britton - Charles Town Races & Slots Update
- 7. 10:45 a.m. - Stephanie Grove - Legal Update and Report
- 8. 11:00 a.m. - Jennifer S. Maghan - County Clerk's Report
- 9. 1:30 p.m. - County Commission Workshop - Review/Approve Job Descriptions for County Administrator Staff: Administrative Assistant, Executive Assistant, Receptionist/Operator
- 10. 2:30 p.m. - Department Head Employee Evaluation

OLD BUSINESS:

- 11. Legislative Issues
- 12. Zoning and Subdivision Ordinance Amendments Discussion
- 13. Report of Federal Stimulus Funds - Discussion

- 14. Organizational Planning - Discussion
- 15. Jefferson County Spontaneous Volunteer Management Plan - Discussion/Action
- 16. Jefferson County Donations Management Plan - Discussion/Action

NEW BUSINESS:

- 17. Recommendation of Actuarial Firm to Perform Actuarial Valuation of OPEB - Discussion/Action
- 18. Decision on County Employee Insurance Options - Discussion/Action
- 19. Blue Ridge Community and Technical College - Harassment Training Proposal - Discussion/Action
- 20. Rural Housing Preservation Associates, LLC - Request for Letters of Unqualified Support - Proposed Low-Income Housing Tax Credit Program Properties
- 21. Proposal for County Boundary Line Survey and Request for Survey Materials received from John Stroud Kusner
- 22. APUS/BOE/County/Broadband Grant - Discussion (JS)
- 23. Discussion and Motion to Include as Added Duties of the County Administrator Oversight of the Planning Director, Engineer and the Capital Planning and Management Director (PN)
- 24. Salary Equity Motion and Restoration of the County Clerk's Salary Line Item: I move that the 500,000 dollars placed in the Salary and Benefit account be utilized to fund the salary equity issue and further that the 48,000 dollars earlier removed from the County Clerk's salary line in her budget be restored. The necessary additional monies to facilitate the motion (approximately 75,000 dollars) shall be allocated from the excess in this year's employee health insurance account. (DM & PN)
- 25. County Administrator Reports
- 26. County Commission Reports

INFORMATION:

- 27. Appointment to be made to the Enhanced 911 Board on September 3, 2009.

- 28. Memorandum received from Mark Schiavone concerning VLT funding for community non-profit organizations.
- 29. Notice received from the Offices of the Insurance Commissioner concerning flood insurance.
- 30. Correspondence received from the Eastern Panhandle Free Clinic concerning their budget allocation.
- 31. Invitation received from the Jefferson County Farm Bureau to attend the Chamber of Commerce/Farm Bureau Picnic and the Annual JCFB Dinner/Meeting.
- 32. Summaries of Legislation 2009 received from the Association of Counties.
- 33. Correspondence received from Governor Manchin concerning receipt of correspondence.
- 34. Correspondence received from James L. Pitrolo, Jr. concerning legislation enabling Recovery Zone Bonds.
- 35. Correspondence received from Shepherdstown Fire Department concerning a full scale operations based exercise on active shooter.
- 36. Oath of Office received from John T. Quynn.
- 37. Oath of Office received from Lou Tiano.
- 38. Weekly settlement report received for the Charles Town Races from the West Virginia Lottery.
- 39. Miscellaneous

CORRESPONDENCE:

- 40. Postcard received from Evie Lotze and Sarah Barz concerning public library funding.

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

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
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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
RECORD OF CHANGES**

Document Title	Jefferson County SVM Plan
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Brief Description of Change	Date of Change	Page(s) Affected	Change Made By

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 (WEOP) 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

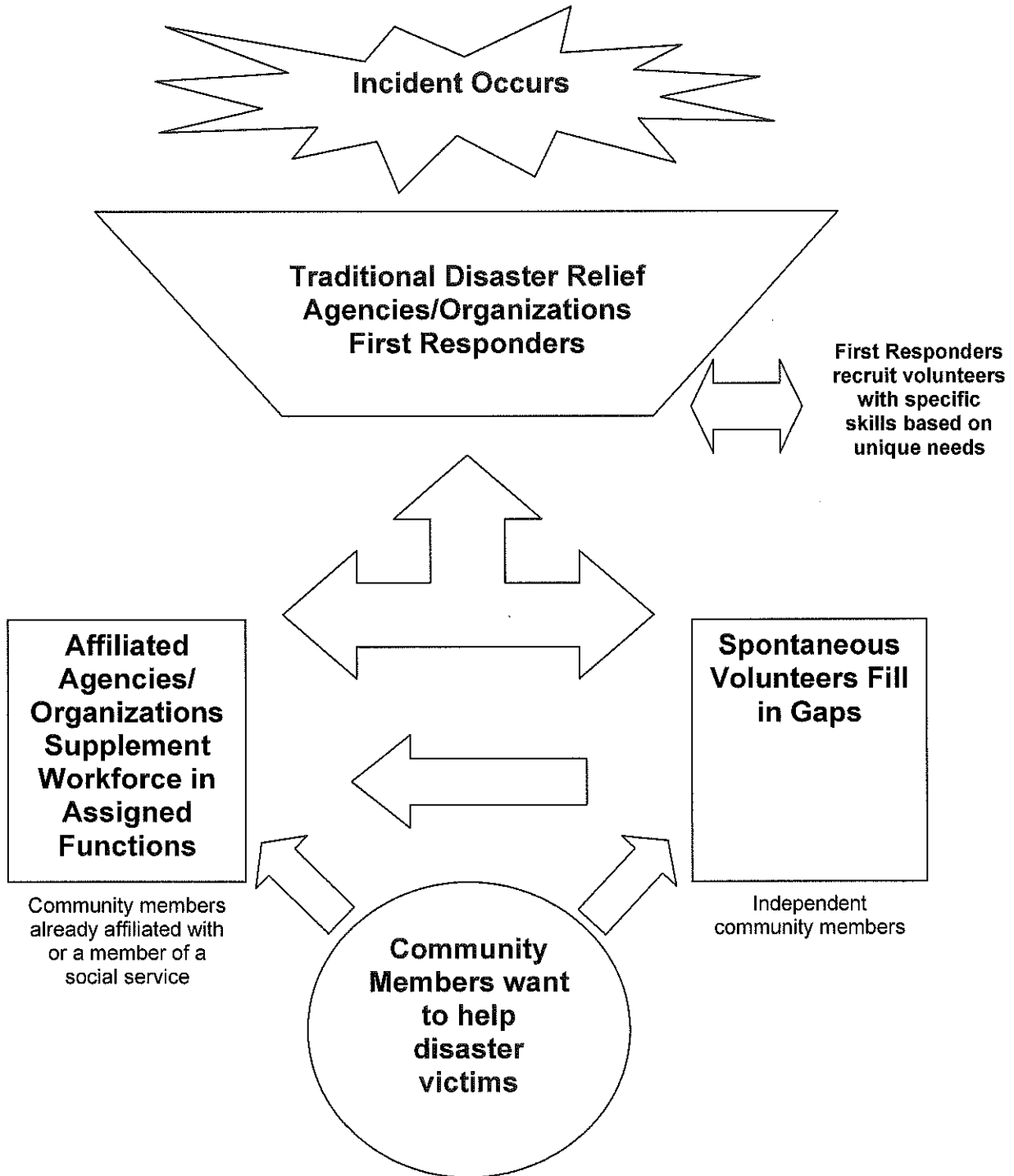
Date

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

MEDICAL
 _____ 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 _____

COMMUNICATIONS
 _____ 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

Language Other than English
 _____ 261 Spanish
 _____ 262 Korean
 _____ 263 Chinese Mandarin
 _____ 264 Chinese Cantonese
 _____ 265 Sign Language
 _____ 266 _____
 _____ 267 _____

OFFICE SUPPORT
 _____ 310 Clerical – filing, copying
 _____ 320 Data entry Software:
 _____ 330 Phone receptionist
 _____ 340 Program Management

SERVICES
 _____ 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

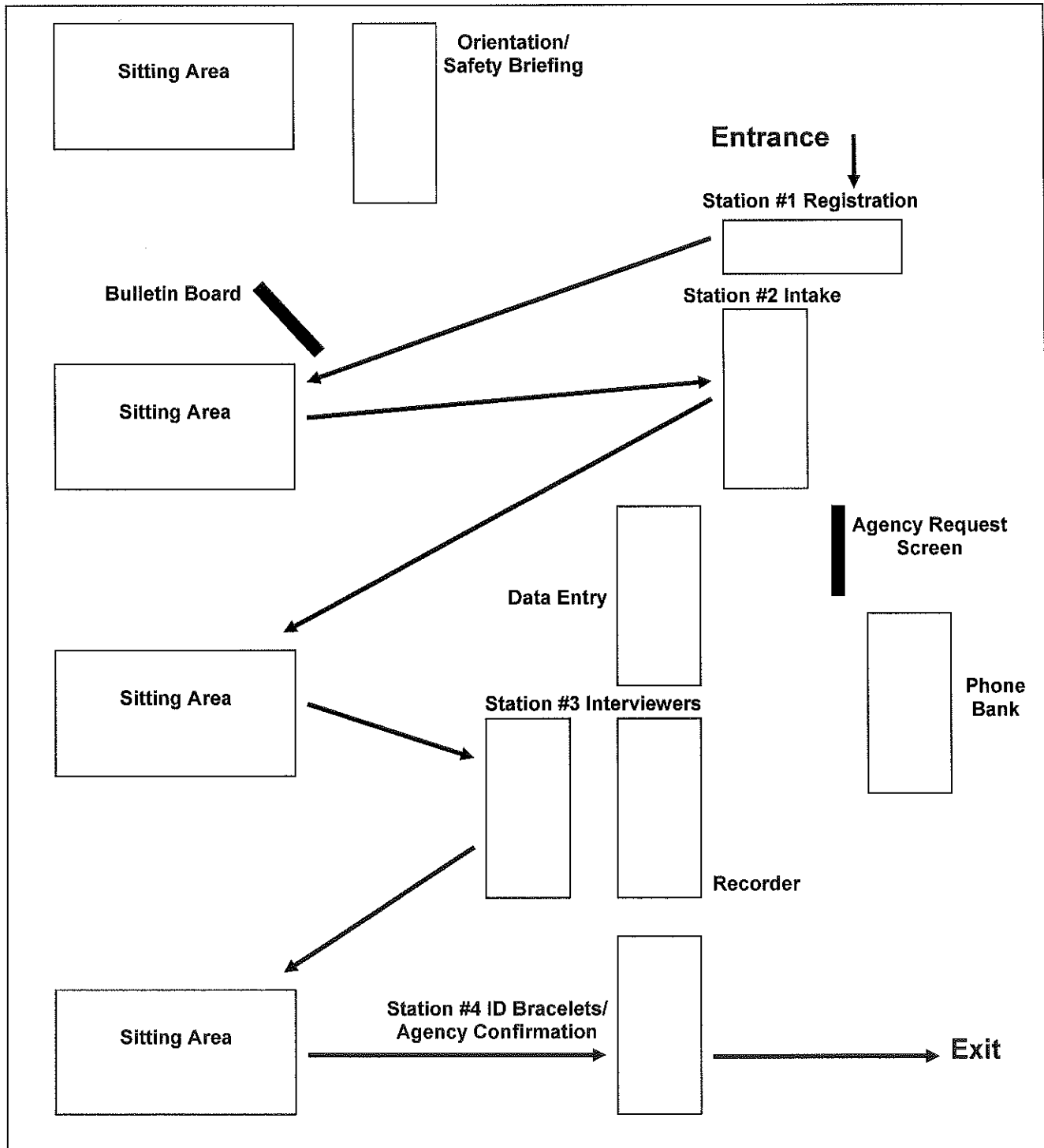
STRUCTURAL
 _____ 510 Damage assessment
 _____ 520 Metal construction
 _____ 530 Wood construction
 _____ 540 Block construction
 Cert. # _____
 _____ 550 Plumbing Cert. # _____
 _____ 560 Electrical Cert. # _____
 _____ 570 Roofing Cert. # _____

TRANSPORTATION
 _____ 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 _____

LABOR
 _____ 710 Loading/shipping
 _____ 720 Sorting/packing
 _____ 730 Clean-up
 _____ 740 Operate equipment
 types _____
 _____ 750 Have experience
 supervising others

EQUIPMENT
 _____ 810 Backhoe
 _____ 820 Chainsaw
 _____ 830 Generator
 _____ 840 Snow blower/plow
 _____ 850 Other _____

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, Markers and Eraser	
4 boxes	File Folder Labels	
5	Bells	
3 rolls	Masking and Duct Tape	
1	First Aid Kit	
1	Can Opener	
1	Printer / Copier	
5	County Phone Book	
5	County Government Phone Book	
4 boxes	Hanging File Folders	
4 pairs	Midland Radios-Walkie Talkies with NOAA Weather Band and Chargers	
1	Pink Olympus Stylus 840 Camera with Charger and Disk	
100	Jefferson County Maps	
100	West Virginia State Maps	
4	Plastic Totes for Files	
1 box	Printer/Copy Paper	
12	Legal Pads	
1	Laptop Computer and Charger (from EOC)	
1	Notebook with Spontaneous Volunteer Plan, Contact Numbers for the EOC and Volunteer Agencies, and 1 copy of each form that is used by the Spontaneous Volunteer Manager and/or Volunteer Screening Coordinator	
100	Copies of each form used in the VMC	
100	Copies of Volunteer Application	

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

JEFFERSON COUNTY SPONTANEOUS VOLUNTEER MANAGEMENT PLAN
APPENDIX 8
SPONTANEOUS VOLUNTEER INTERVIEW EXAMPLE

Why do you want to help? This question may assist in screening out unsuitable volunteers. Go with your intuition if you are uneasy about the individual but can't figure out why.
What skills and training have you had in the last few years? Use prompts to find skills that correspond with hospitality (cooking, serving) medical (first aid, nursing), office experience (administration, filing, computer), industrial (warehouse, forklift, inventory control). Try to determine whether skills are basic, intermediate or advanced level.
Are there any jobs that you would prefer not to do, or are unable to do?
Do you have any medical conditions or allergies that we should know about?
What type of work do you enjoy yourself?
Questions for Interviewer
What skills would this person bring?
What tasks would this person be best suited for?
What factors would you consider in placing this person? (age, energy level, ability to communicate, personality traits, such as energy and patience).

**JEFFERSON COUNTY SPONTANEOUS VOLUNTEER MANAGEMENT PLAN
APPENDIX 9
VOLUNTEER HEALTH & SAFETY FACT SHEET**

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	Check to show consent
	<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:

<u>Name</u>	<u>Date</u>
<u>Title</u>	
<u>Organization</u>	

Partnering Organization

<u>Name</u>	<u>Date</u>
<u>Title</u>	
<u>Organization</u>	

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
WEOP – 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
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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
RECORD OF CHANGES**

Document Title	Jefferson County Donations Management Plan
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Brief Description of Change	Date of Change	Page(s) Affected	Change Made By

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 expectation 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

#5

Leslie D. Smith

From: Barbara Miller [bmiller@jeffersoncountywv.org]
Sent: Thursday, July 30, 2009 8:46 AM
To: ldsmith@jeffersoncountywv.org
Subject: EMPG Grant Application
Attachments: image001.jpg

Les:
I found out this morning that the date to have our Emergency Management Planning Grant (EMPG) application to Charleston is August 15th, which means I need to have it on the August 6th County Commission agenda for approval. I am awaiting the final instructions from the meeting that is being held in Flatwoods today before I can finish writing it. I have a 10 a.m. appointment on the August 6th agenda regarding the Spontaneous Volunteer Management Plan and the Donations Management Plan. Is it acceptable to present the grant application at that time?

Barb



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

#6
RLL
7/29/09
JCC
8/4/09
1030AM

CHARLES TOWN RACES & SLOTS

VIA HAND DELIVERY

July 30, 2009

Ms. Leslie Smith
Administrator
Jefferson County Commission
P. O. Box 208
Charles Town, WV 25414

Re: Commission Meeting – August 6, 2009

Dear Ms. Smith:

By this letter I am requesting to address the County Commission at its Thursday, August 6, 2009 Meeting. The purpose is to provide the Commission with information only and no action by the Commission is being requested.

I would appreciate being advised of the approximate time I will be placed on the agenda. My direct line is 304-724-4205.

Thank you.

Yours truly,


Al Britton
General Manager

C: Ms. Jennifer Maghan
County Clerk

#9

**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.

9

Jefferson County, West Virginia
Job Description

Position Title:	Director of Planning and Zoning	Grade Level:	VII
Department	Planning and Zoning Department	Date:	April 16, 2009
Reports to:	County Commission	FLSA Status	E

Statement of Duties: As Planning Director, position is responsible for developing a long range planning program with goals, objectives, strategic programs, and implementation measures in support of Planning for and management of future growth in the County. As Zoning Director, supervises, guides and supports zoning functions and ordinance interpretation, and supervises development, review and approval process. Employee is required to perform all similar or related duties.

Supervision Required: Works under the administrative direction of the County Commission, working from county policies and objectives; individual establishes short-range plans and objectives, own performance standards and assumes direct accountability for department results. Consults with County Commission only where clarification, interpretation, or exception to county policy may be required. The employee is responsible for the development and implementation of departmental policies, goals, objectives and budgets. The employee is also expected to attempt to resolve conflicts which arise and coordinate with others as necessary.

Supervisory Responsibility: Employee is responsible for the management of nine (9) full time employees. Responsibilities include the direction and success of department programs, preparing and administering budgets, developing short and long-range objectives; and overseeing the personnel function, including or effectively recommending hiring, training, and disciplining of employees. Work operations are subject to unpredictable fluctuations.

Confidentiality: Employee has access to confidential information of the department, including personnel files, law suits, and department records.

Accountability: Consequences of errors, missed deadlines or poor judgment may include time loss, adverse public relations, jeopardize programs, monetary loss, labor/material costs danger to public health/safety and legal repercussions.

Judgment: Guidelines only provide limited guidance for performing the work. They may be in the form of administrative or organizational policies, general principles, legislation or directives that pertain to a specific department or functional area. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized as the department or functional area's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies and practices.

Complexity: The work consists of employing many different concepts, theories, principles, techniques and practices relating to an administrative field. Assignments typically concern such matters as studying trends in the field for application to the work; assessing services and recommending improvements.

Planning and Zoning Department
Director of Planning and Zoning
4/16/09

Jefferson County, West Virginia
Job Description

Work Environment: The work environment involves everyday discomforts typical of indoor environments such as office settings, with infrequent exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant.

Nature and Purpose of Relationships: Duties involve constant contact with local, state and federal government officials, community leaders and any other individuals to protect and promote the county's overall interest. Employee must possess a high degree of diplomacy and judgment and must be able to work effectively with and influence all types of persons. Duties require a well-developed sense of strategy and timing in representing the county effectively in critical and important situations which may influence the well-being of the county.

Occupational Risk: Duties generally do not present occupational risk with only occasional exposure to risk or stress. Minor injury could occur, however, through employee failure to properly follow safety precautions or procedures. Examples of injury include minor bruises from falls, minor cuts or burns, or minor muscular strains from lifting, pushing or carrying heavy equipment or work 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. Direct all long range Planning activities in which the County may be engaged from time to time.
2. Organize County Planning Program public information and participation system.
3. Collect and evaluate land use, housing, population, employment, and natural resources data.
4. Develop alternative responses to County Planning issues for consideration by the County Commission and Planning Commission.
5. Assist the County Commission and Planning Commission in establishing policy to guide County Planning and Growth Management initiatives.
6. Prepare and deliver oral and written presentations regarding Planning Program activities and initiatives at public hearings, and meetings.
7. Responsible for the Administration and Enforcement of the County Zoning Regulations.
8. Oversee the process for review of proposed subdivisions, site plans and other land development proposals.

Planning and Zoning Department
Director of Planning and Zoning
4/16/09

**Jefferson County, West Virginia
Job Description**

9. Evaluate zoning and subdivision proposals and projects for code compliance, conformance to comprehensive plan, and development regulations.
10. Evaluate community impact statements and environmental assessments/determinations for all applicable projects.
11. Supervise the work of the County Zoning Administrator and provide guidance and support of County Zoning functions.
12. Prepare information/reports for the County Commission and Planning Commission and other County organizations that summarize planning issues and alternative responses for consideration on an as needed basis.
13. Prepare and periodically update the County Comprehensive Plan and/or plan elements.
14. Prepare Sub-Area Plans for specific geographic areas of the County as determined appropriate.
15. Support preparation of functional area plans including, but not limited to, plans for transportation, public sewer and water and parks and recreation facilities.
16. Prepare and periodically revise the County Zoning and Land Subdivision and Development Regulations.
17. Develop Community Development Design Guidelines and standards for new development and redevelopment.
18. Determine appropriate courses of action regarding public relations, department policies, and evolving issues that relate to the Planning Department and Planning function.
19. Analyze and prepare annual department budget.
20. Evaluate performance of staff on an annual basis.
21. Interview and hire new employees as authorized by the County Commission.

Recommended Minimum Qualifications:

Education and Experience: Master's degree in Planning or a related field from an accredited college or university with seven to ten (7-10) years related work experience, in a supervisory capacity; 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: Must have a valid driver's license, and American Institute of Certified Planners (AICP) certification.

Planning and Zoning Department
Director of Planning and Zoning
4/16/09

**Jefferson County, West Virginia
Job Description**

Knowledge, Abilities and Skill

Knowledge: Common principles and theories related to land use, architecture and community design, planning and zoning; department and office operations; laws and regulations pertinent to position functions; working knowledge of the Internet in support of department operations.

Abilities: Good judgment and decision making abilities. Interact effectively with community leaders and officials.

Skills: Writing ordinances, written and verbal communication, statistical analysis, people skills, record keeping, and time management skills are required. 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: Work requires some agility and physical strength, such as moving in or about construction sites or over rough terrain, or standing or walking most of the work period. Occasionally, work may require lifting heavy objects and carrying them (up to 60 lbs.). There may be need to stretch and reach to retrieve materials. Usually, the work will require extended physical effort over a significant portion of the work day.

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. Color Vision is required for this position.

#10

JEFFERSON COUNTY PERFORMANCE EVALUATION

The Jefferson County written performance evaluation was established to provide, at least annually, a scheduled opportunity for an employee and his/her supervisor to meet and mutually discuss, identify and document the job performance and accomplishments of an employee during a specified period.

Performance review is an integral part of an effective and productive work environment.

The following definitions apply to each criteria.

- E** **Excellent** – Performance consistently exceeds established standards and expectations. Requires minimal or no direction.

- AA** **Above Average** – Performance usually exceeds established standards and expectations. Minimal direction is required.

- S** **Satisfactory** – Performance consistently meets established standards and expectations. Moderate direction is required.

- NI** **Needs Improvement** – Performance sometimes meets established standards and expectations but not on a consistent basis. Requires more than moderate direction.

- U** **Unsatisfactory** – Performance is consistently below established standards and expectations. Frequent direction is required. Substantial improvement is necessary to maintain employment.

- NA** **Not Applicable**

Procedure:

The performance criteria provide a method to evaluate how effectively the employee performs the essential functions outlined in the employee's job description. As such, the evaluator shall refer to the employee's job description when completing the evaluation and share the evaluation results with the employee. In addition, the evaluator shall provide a written explanation in any instance in which the employee is given either a below average or excellent rating. Both the evaluator and the employee should sign the evaluation. The employee signature indicates that he/she has seen the evaluation but does not necessarily indicate the employee concurs with the evaluation. The employee should be given a copy for his/her records. The original evaluation form(s) shall be retained for six years following separation of the employee.

Employee Name:	
Job Title:	
Department:	
Supervisor:	
Date Hired:	
Last Review Date:	
Date:	

Please evaluate the employee's job performance by checking the appropriate box next to each attribute based on the following scale.

U=unsatisfactory; NI=needs improvement; S=satisfactory; AA=above average; E=excellent; NA=not applicable

***To insert a checkmark on this form press "CTRL and C"*

PERFORMANCE CRITERIA	U	NI	S	AA	E	NA
Knowledge of Work – Learns, understands & retains aspects of work assignments & duties. Remembers & grasps instruction of job tasks without repeated orders of supervisor.						
Productivity – Volume of work regularly produced, speed & consistency of output, uses time effectively & efficiently.						
Quality of Work – Extent to which employee carries out assignments to completion & accurately accomplishes job duties. Results are consistently dependable.						
Adaptability – Capacity to adapt to new situations. Readily adapts to changes in routines, work load and work assignments.						
Initiative – Capacity to undertake & perform job duties independently in obtaining objectives of the job. Self-starter & only seeks guidance when necessary. Contributes new ideas & improved methods to the job.						
Dependability – Reliability in following assigned work schedules & attendance standards. Satisfactorily completes assignments in a timely manner & can be relied upon.						
Ability to Work With Others – Extent to which employee effectively interacts with others in the performance of job duties.						
Supervisory Ability – Ability to effectively delegate & monitor work & follow up with employees; effectively communicate with, reward & discipline employees						
Planning – Develops plans & goals to meet department requirements consistent with established priorities.						
Organization of Work – Structures work in order to promote productivity, analyze work, effectively allocate resources & schedules, and implement tasks.						
Decision Making – Ability to identify problem/issue, make decision and act to rectify said problem/issue.						
Overall Employee Performance						

EVALUATOR COMMENTS:

What are employee's shortcomings and weaknesses?

What are the employee's outstanding and strongest points?

Significant changes or accomplishments since last evaluation.

What can the employee do to be more effective or make needed improvements?

EVALUATOR COMMENTS (CONTINUED)

What additional training or equipment would be helpful?

In what way could the job be modified to make better use of employee skills and abilities?

Additional evaluator comments:

EMPLOYEE COMMENTS:

What are your most important job accomplishments since the last review?

What are your weakest areas, or those that need improvement?

What steps could you take to improve?

What can your supervisor do to support your efforts to improve?

EMPLOYEE COMMENTS (CONTINUED)

What are your supervisor's strengths and weaknesses in managing your work?

Work related issues you would like to discuss?

General comments concerning the evaluation of your performance?

Additional employee comments:

Next Review Date: _____

Areas targeted for improvement:

Evaluator Signature: _____

Date: _____

Employee Signature: _____

Date: _____

Employee signature indicates that he/she has seen the evaluation and does not necessarily indicate concurrence with the evaluation.

#18

Jefferson County Commission Options for Benefit plans for 2009-2010 Plan Year

Health Reimbursement Arrangement-HRA	Yes	No	Recommendation
Medical- Copay			Yes
Medical- Deductible			Yes
Medical- Coinsurance			Yes
Dental -Copay			Yes
Dental- Deductible			Yes
Dental -Coinsurance			Yes
Vision Copay			Yes
Vision-Deductible			Yes
Vision-Coinsurance			Yes
Prescription-Copay			Yes
Prescription-Coinsurance			Yes
COBRA Premiums			Yes
Insurance Premium -Invoiced			Yes
Insurance Premium-Payroll deduction			Yes
Over the Counter Drugs			Yes
Account Balance Rollover			Yes
Cap Accumulated HRA Balance			Yes/\$3,000
Allow Retirees under WV Retirement to keep HRA balance			Yes
Allow terminated Employees to keep Balance			No
Short Plan year for 2009			Yes
Direct Payment to Provider from HRA			No
Medical Bridge Plan			Yes
<i>Sample Employee rates per pay:</i>			
age 25 \$14.24			
age 35 \$14.24			
age 45 \$14.24			
age 55 \$18.52			
Short Term Disability 0-7-26 Wks @ \$500/Wk			Yes
<i>Sample Employee rates per pay:</i>			
age 25 \$30.23			
age 35 \$22.39			
age 45 \$23.31			
age 55 \$37.16			

How much?

New Business

Jefferson County Commission Options for Benefit plans for 2009-2010 Plan Year

	<u>Yes</u>	<u>No</u>	<u>Recommendation</u>
Critical Illness \$10,000 Benefit			Yes
<i>Sample Employee rates per pay:</i>			
age 25 \$.97			
age 35 \$2.08			
age 45 \$3.58			
age 55 \$7.48			
<u>Life insurance</u>	Available from Guardian at lower cost		
<i>Sample Employee rates for \$25,000 per pay:</i>			
age 25 \$1.18			
age 35 \$1.70			
age 45 \$3.78			
age 55 \$9.30			

#9



July 17, 2009

Harassment Training Proposal for the Jefferson County Commission

Project Objective:

The goal of this workshop is to enhance individual and organizational understanding and awareness of the challenges of and skills necessary to creating a respectful workplace environment.

Training Responsibilities Outline:

- Training will be provided by Blue Ridge Community and Technical College (BRCTC).
- BRCTC will work with the Jefferson County Commission to select and confirm facilitation dates from list of dates mutually agreed upon by the Jefferson County Commission and BRCTC. In case of inclement weather, sessions will be rescheduled on a date mutually agreed upon by the Jefferson County Commission and BRCTC.
- BRCTC will provide training materials for up to 170 individuals.
- The Jefferson County Commission will provide training facilities.
- The Jefferson County Commission will be responsible for any refreshments provided during training sessions.

Training Sessions:

The training will be held on two days. Each day's training will begin at 8:00 a.m. The training schedule will be as follows and can be adjusted as mutually agreed upon by the Jefferson County Commission and BRCTC.

August 31, 2009

8:00 a.m. – 10:00 a.m. - Employees
 10:30 a.m. – 12:30 p.m. - Employees
 1:00 p.m. – 5:00 p.m. – Managers/Dept Head

September 14, 2009

8:00 a.m. – 10:00 a.m. - Employees
 10:30 a.m. – 12:30 p.m. - Employees
 1:00 p.m. – 3:00 p.m. - Employees

Proposed Format:

- Topic Presentation
- Topic Discussion
- Application Exercises
- Assessments related to topic areas as needed

Proposed Training Objectives:

- To recognize behaviors that cause workplace harassment;
- To recognize situations that may meet the legal definition of workplace harassment;
- To be able to distinguish between appropriate workplace behavior, questionable workplace behavior and unacceptable workplace behavior; and
- To appropriately deal with questionable and unacceptable workplace behavior.

Fees:

The fee for the above identified services is \$2,500/day for a total of \$5,000. This fee includes instructor, preparation/design, classroom training time, and all training materials. The Jefferson County Commission will be invoiced upon completion of the training.

The above Proposal for Training is accepted.

Signature

Leslie Smith, County Administrator
Jefferson County Commission

Date

Please sign above and return a copy via mail.

Thank you for considering Blue Ridge Community and Technical College for you training needs.



Signature

Dr. Ann Shipway, Dean
Economic and Workforce Development
Blue Ridge Community and Technical
College
400 West Stephen Street
Martinsburg, WV 25401
Phone: 304-260-4380, Extension: 2401
ashipway@blueridgectc.edu



Signature

Dr. Peter Checkovich, President

#30

RURAL HOUSING PRESERVATION ASSOCIATES, LLC
4 Denny Road
Wilmington, DE 19809

RECEIVED

July 21, 2009

JUL 23 2009

VIA CERTIFIED MAIL/RETURN RECEIPT

Jefferson County Commission

Mr. Dale Manuel
President
Jefferson County Commission
110 E. Washington Street
Charles Town, WV 25414-1072

Re: Potomac Terrace Apartments
Proposed Low-Income Housing Tax Credit Program Property

Dear Mr. Manuel:

We are proposing to develop the above-referenced property as a Low-Income Housing Tax Credit Program property. In connection with our application for the Low-Income Housing Tax Credit Program, we are notifying you, as the President of county commission, within which the buildings in the Potomac Terrace Apartments property is located. **We are requesting either your unqualified support of or no opposition to this property.**

We have prepared the following summary of the proposed property for your review and consideration in granting either your unqualified support for or no opposition to this property.

- Property Name: Potomac Terrace Apartments
- Property Location: 101 Spring Street, Harpers Ferry, WV 25425
- Property Owner: WV Preservation Associates, LLC
- Property Developer: Rural Housing Preservation Associates, LLC
- Number of Buildings in the Property: 4
- Number of Residential Rental Units in the Property: 31
- Non-residential Facilities: None
- Property Type: Multifamily Residential Rental
- Occupancy Type: Elderly
- Building Type: Garden Apartments
- Area of Site: 1.3825 acres
- Credit Type: 4% Acquisition and Substantial Rehabilitation
- Type of Financing: Tax Exempt bonds and RD loan application

RURAL HOUSING PRESERVATION ASSOCIATES, LLC
4 Denny Road
Wilmington, DE 19809

RECEIVED

July 21, 2009

JUL 23 2009

VIA CERTIFIED MAIL/RETURN RECEIPT

Jefferson County Commission

Mr. Dale Manuel
President
Jefferson County Commission
110 E. Washington Street
Charles Town, WV 25414-1072

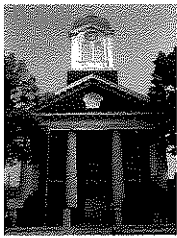
Re: Maple Green Apartments
Proposed Low-Income Housing Tax Credit Program Property

Dear Mr. Manuel:

We are proposing to develop the above-referenced property as a Low-Income Housing Tax Credit Program property. In connection with our application for the Low-Income Housing Tax Credit Program, we are notifying you, as the President of county commission, within which the buildings in the Maple Green Apartments property is located. **We are requesting either your unqualified support of or no opposition to this property.**

We have prepared the following summary of the proposed property for your review and consideration in granting either your unqualified support for or no opposition to this property.

Property Name: Maple Green Apartments
Property Location: 540 S. Church Street, Shepardstown, WV 25443
Property Owner: WV Preservation Associates, LLC
Property Developer: Rural Housing Preservation Associates, LLC
Number of Buildings in the Property: 2
Number of Residential Rental Units in the Property: 12
Non-residential Facilities: None
Property Type: Multifamily Residential Rental
Occupancy Type: Family
Building Type: Garden Apartments
Area of Site: 0.95 acres
Credit Type: 4% Acquisition and Substantial Rehabilitation
Type of Financing: Tax Exempt bonds and RD loan application



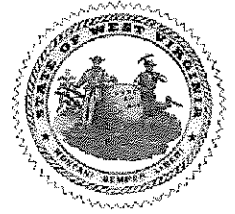
THE COUNTY COMMISSION OF JEFFERSON COUNTY

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

Phone: 304-728-3284

www.jeffersoncountywv.org

Fax: 304-725-7916



August 6, 2009

David W. Curtis
Rural Housing Preservation Associates, LLC
4 Denny Rd.
Wilmington, DE 19809

Re: **Maple Green Apartments**
Proposed Low-Income Housing Tax Credit Program Property

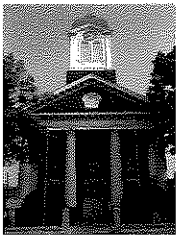
Dear Mr. Curtis:

At a regular meeting of the County Commission of Jefferson County, Thursday, August 6, 2009, the Commission voted to offer unqualified support to the Proposed Low-Income Housing Tax Credit Program Property for the proposed Maple Green Apartments.

If you need anything additional, please contact me.

Sincerely,

Dale Manuel
President



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



August 6, 2009

David W. Curtis
Rural Housing Preservation Associates, LLC
4 Denny Rd.
Wilmington, DE 19809

Re: Potomac Terrace Apartments
Proposed Low-Income Housing Tax Credit Program Property

Dear Mr. Curtis:

At a regular meeting of the County Commission of Jefferson County, Thursday, August 6, 2009, the Commission voted to offer unqualified support to the Proposed Low-Income Housing Tax Credit Program Property for the proposed Potomac Terrace Apartments.

If you need anything additional, please contact me.

Sincerely,

Dale Manuel
President

rec'd 7.30.09

31

JOHN STROUD KUSNER
DESIGNER - CONSULTANT
Since 1962
West Virginia Registered Professional Surveyor No. 328 (1972)

Post Office Box 845, 1089 Washington Street,
Harpers Ferry, WV 25425 Bolivar, West Virginia
Telephone and Fax 1+304+535-9978

2009 July ³⁰ 26

Hon. Commissioners of the Jefferson County Court
Charles Town, West Virginia 25414

Gentle Persons:

Thank you for the kind support for a County Surveyor's Office you enacted in early January. I have just received the keys, on Friday July 17.

The Maintenance Department has not cleaned it out yet. They seem to be too busy to get around to clean the quarters and moving in the furniture. This looks like the work of a few hours.

As there is a public volunteer service project I am being recurrently asked about, I seek to move in and get started. I'm willing, but at 74 I no longer have the physical strength to move in the wooden desk, a long map table, and file cabinets by myself. May I ask your kindness to have the Maintenance Department to provide a man to work with me this week, and together we'll get the office cleaned and furnished.

- Furniture requested: The wooden desk in the former reception office.
- An armrest chair for the desk.
- A long table.
- 4 chairs for the table.
- 2 file cabinets, side loaders preferred.
- a working computer and printer.
- a telephone.

Don't buy anything, please. I believe the County has these items.
Yours appreciatively,

John Stroud Kusner
John Kusner, Jefferson County Surveyor of Lands

Courtesy copy to Mr. William Polk, Director of Maintenance.

This request is encountered by unfriendliness (resistance) from Maintenance and from the County Administrator. Unsigned petition attached to offer a preview of a proposal about to come. Need your help.

Respectfully, John Kusner

**To the Honorable Commissioners
of the respective County Courts of**

Berkeley County, West Virginia and Jefferson County, West Virginia

On this day of August 2009:

Whereas the specific locations of County boundaries are important to law enforcement, security, and civil disaster coordination, correct and fair property taxation, public works control, and more

Whereas the specific location of the straight-line cross-country division between our respective counties is unknown, and so uncertain that some properties may or may not be assessed in the wrong county, and

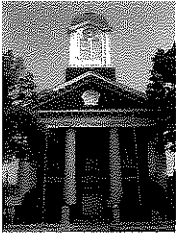
Whereas, during these times of underemployment and unemployment, various members of the Eastern Panhandle Chapter of the West Virginia Society of Professional Land Surveyors wish to volunteer their *pro bono* services to measure and monument the approximately five and one-half mile intercounty boundary segment between the center of the Opequon Creek in the bend immediately upstream of the Wallingsford Tavern site and Wyncoops Spring in Rocky Marsh Run,

We the respective Surveyors of Lands for the Counties of Berkeley and of Jefferson, respectfully petition the respective County Commissions to authorize the proposed volunteer work, and provide the materials: a bundle of oak stakes, and later concrete boundary monuments, estimated at 25, one at one property line edge of each road crossing, plus some intermediates to provide winter conditions inter-visibility.

Respectfully submitted:

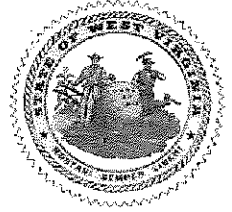
Paul Lewis Flick, Berkeley County Surveyor of Lands, and

John Stroud Kusner, Jefferson County Surveyor of Lands



THE COUNTY COMMISSION OF JEFFERSON COUNTY #33

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



Phone: 304-728-3284

www.jeffersoncountywv.org

Fax: 304-725-7916

TO: Leslie D. Smith, County Administrator
FROM: James Surkamp, County Commissioner
DATE: July 24, 2009 @ 12:52 p.m.
SUBJECT: Agenda request

Commissioner Surkamp called on the above-mentioned date and time with the following agenda request:

“APUS/BOE/County/Broadband Grant – Discussion”

Thank you

33

Leslie D. Smith

From: Patricia Noland [patsynol@gmail.com]
Sent: Wednesday, July 29, 2009 5:16 PM
To: Leslie Smith
Subject: Agenda item for August 6

Leslie,

Please place the following item on the County Commission agenda for the August 6 meeting:

1. Discussion and motion to include as added duties of the County Administrator Oversight of the Planning Director, County Engineer and the Capital Planning and Management Director.

Thank you.

Patsy

Leslie D. Smith

34

From: Dale Manuel [dmanuel@frontiernet.net]
Sent: Wednesday, July 29, 2009 9:37 PM
To: 'Leslie D. Smith'
Subject: Salary Equity motion

Please place the following on next week's agenda:

Salary Equity Motion and Restoration of the County Clerk's salary line item

I move that the 500,000 dollars placed in the Salary and Benefit account be utilized to fund the salary equity issue and further that the 48,000 dollars earlier removed from the County Clerk's salary line in her budget be restored. The necessary additional monies to facilitate the motion (approximately 75,000 dollars) shall be allocated from the excess in this year's employee health insurance account.

Thanks,
Dale Manuel and Patsy Noland

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, September 3, 2009, or as soon thereafter as the Commission may decide:

Jefferson County Enhanced E911 Board -One 3 year term ending September 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.

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

Information

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

F. Mark Schiavone
Director
Impact Fee Coordinator

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

MEMORANDUM

TO: County Commission
FROM: F. Mark Schiavone *ms*
DATE: Tuesday, July 28, 2009
SUBJECT: Update on VLT Funding for Community Non-Profit Organizations

The following is a status list of materials received by this department in regard to the approved VLT funding for Community Non-Profit Organizations (budget line 401-05-568). See attached.

Thank you Letters Received

Kiwanis Club
Charles Town Chaplaincy Services

Release of Fund Requests

Shepherdstown Day Care
Good Shepherd Interfaith Volunteer Caregivers
CASA of Eastern Panhandle
Kiwanis Club
Charles Town Chaplaincy Services
Jefferson County NAACP
Jefferson Memorial Park
Animal Welfare Society

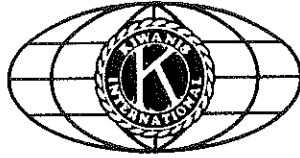
Further Funding Requests

Shepherdstown Men's Club

New Funding Request

Contemporary American Theater Festival

KIWANIS CLUB



OF CHARLES TOWN

MEETS EVERY THURSDAY NIGHT

P.O. BOX 1045
CHARLES TOWN, WV 25414
JEFFERSON COUNTY

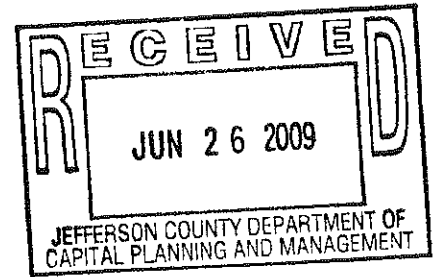
June 24, 2009
F. Mark Schiavone
114 East Washington St.
Charles Town, WV254214

Dear F. Mark Schiavone,

Thank you so much for your contribution to Santa's Toyshop for this year. We can certainly make good use of the monies.

We realize times are tough and this will go a long way in filling our goal.

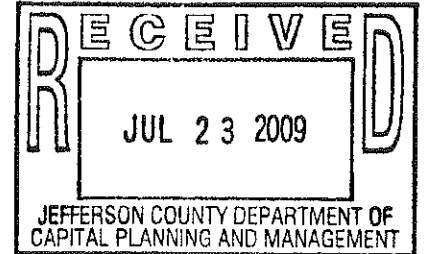
Mary Albertson
Secretary, Charles Town Kiwanis





Charles Town Chaplaincy Services

Chaplain Pete Crisswell



Phone Office
304-725-4028
Cell Phone 304-283-0036

July 21, 2009

Mailing Address

Charles Town RTCA Council
PO Box 1377
Charles Town WV 25414

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

President

*Dr. Henry Christie
304-725-9622

Dear Mr. Manuel,

Vice President

*M. Victoria White
304-279-3235

Thank you for your thoughtful and generous contribution of \$3,000.00 to the Charles Town Race Track Chaplaincy.

Treasurer

*Gerald Dorsey
304-725-7948

The Chaplaincy office continues to make its presence known to all individuals at the race track. We are here to help everyone who calls or comes to our office for help in everyday situations. We owe much of our success to your generosity.

Secretary

*Alfred Scott
410-218-6614

Your contribution is helping us to reach our goals and we thank you again.

HBPA Rep.
George Yetsook

Sincerely,

PNGI Rep.
Roger Ramey

P. Gerald Dorsey
PGD/pw

Community Rep.
*Dr. Wyman Hall

*Denotes executive
Council member



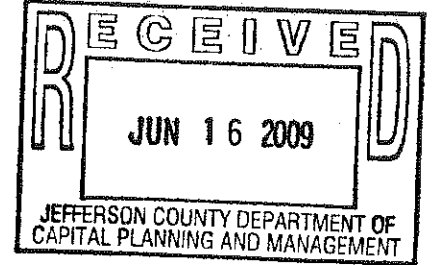
4057



Shepherdstown Day Care, Inc.
Child Development Center

Shepherdstown Day Care

F. Mark Schiavone
The County Commission of Jefferson County
Department of Capital Planning and Management
114 East Washington Street
Charles Town, WV 25414



June 9, 2009

Dear Mr. Schiavone,

Please extend our appreciation to the Jefferson County Commissioners for granting the Shepherdstown Day Care Center \$16,000 in video lottery funds. We are most appreciative of your ongoing support of our program.

Please consider this as a formal request to release the funds to the Shepherdstown Day Care Center. Please let me know if additional information is needed.

Sincerely,

Lynn Wilson
President, SDC Board of Directors

4530

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

Tuesday, June 16, 2009

Ms. Lynn Wilson
President, Board of Directors
Shepherdstown Day Care
P.O. Box 388
Shepherdstown, WV 25443

Dear Ms. Wilson,

Please be advised that the Video Lottery Monies allocated by the Jefferson County Commission for the Shepherdstown Day Care Center are part of the Fiscal Year 2010 budget. As such, these monies may not be released prior to 1 July 2009.

We are in a time of some uncertainty regarding revenues. The County Commission must first ensure that at the close of FY 2009 there remains a sufficient level of unencumbered reserve to maintain our required cash flow. As such, the VLT monies may not be released until later in July at the earliest. I will keep your organization informed as we make these determinations. Please feel free to contact my office if you have any questions.

Sincerely,



F. Mark Schiavone
Impact Fee Coordinator

FMS:dmm

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

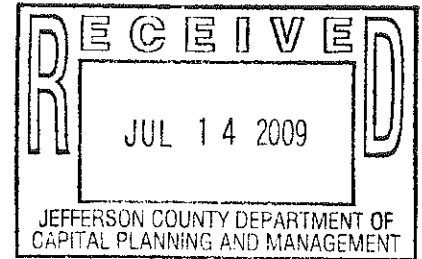


Good Shepherd Interfaith Volunteer
CAREGIVERS
A Faith In Action Program

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

www.gsvic.org

July 13, 2009



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

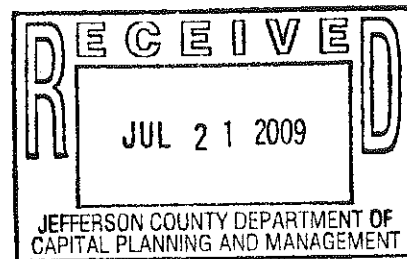
cc: The Honorable Dale Manuel, President
County Commission of Jefferson County

001-401-05-568-000-66-000

4603



CASA of the Eastern Panhandle, Inc.
229 E. Martin Street, Suite 100 • Martinsburg, WV 25401
(304) 263-5100 • Fax: (304) 263-5111 • www.casaep.org



July 20, 2009

The Jefferson County Commission
Attn: F. Mark Schiavone
114 East Washington Street
Charles Town, WV 25414

Dear Mr. Schiavone:

I am in receipt of your letter dated July 14, 2009 regarding disbursements of the Jefferson County Commissions' Video Lottery grant funds to CASA of the Eastern Panhandle.

As was noted in our initial request for assistance, "the Commission's previous support has been applied to volunteer recruitment and management, and to community outreach and awareness efforts and that that support has been and remains critical to our ability to function effectively." Consequently, with this letter, per your directive, I am respectfully requesting the release of the \$5,000.00 grant award CASA-EP is slated to receive.

If you need more information or have any questions, please contact me at 304.263.5100; or via email: vickey@casaep.org.

Again, on behalf of the entire CASA-EP organization, thank you very much.

Peace Be With You

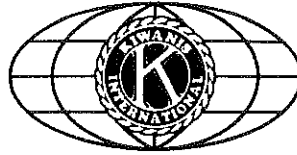
Vickey M. Wilcher
Executive Director

001-401-05-568-000-66-000



4649

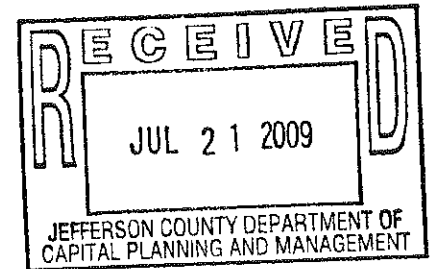
KIWANIS CLUB



OF CHARLES TOWN

MEETS EVERY THURSDAY NIGHT

P.O. BOX 1045
CHARLES TOWN, WV 25414
JEFFERSON COUNTY



July 20, 2009

Jefferson Co. Dept. of Capital Planning Management
114 East Washington Street
Charles Town, WV 25414

F. Mark Schiavone,

The Kiwanis Club of Charles Town would like to thank you for the \$1,000 funding for our project "Santa's Toy Shop". We truly appreciate your continued support of providing toys for needy children in Jefferson County. This is the 20th year our club has participated in this project.

We anticipate an increased number of children, as the needs in the community continue to increase. The age of the children has been lowered to 12 years old, from 16 years old. We received very needed help last year from Gold's Gym and the Ranson Police Department, and will continue to work with them this year. All papers are run through Community Ministries, so no duplication will occur.

Thank you for supporting the Kiwanis Club of Charles Town.

Mrs. M. Gordon Thorpe
Treasurer Kiwanis Club of Charles Town

001-401-05-568-000-66-000

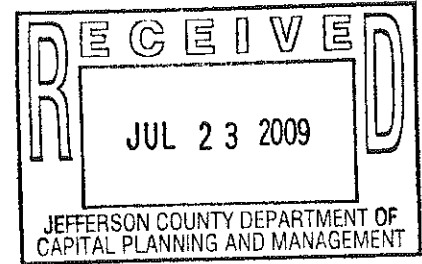
"WE BUILD"

4051



Charles Town Chaplaincy Services

Chaplain Pete Crisswell



July 21, 2009

Phone Office
304-725-4028
Cell Phone 304-283-0036

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

Mailing Address

Charles Town RTCA Council
PO Box 1377
Charles Town WV 25414

Dear Mr. Manuel,

President

*Dr. Henry Christie
304-725-9622

Vice President

*M. Victoria White
304-279-3235

Treasurer

*Gerald Dorsey
304-725-7948

Secretary

*Alfred Scott
410-218-6614

HBPA Rep.
George Yetsook

PNGI Rep.
Roger Ramey

Community Rep.
*Dr. Wyman Hall

*Denotes executive
Council member

On behalf of the Charles Town Race Track Council, I request that the Jefferson County Commission consider our request for \$3,000.00 from the FY 2009 VLT revenues. The HBPA, PNGI, United Way and others in part support our work. Community support is essential to the continued operation of the counseling and crisis intervention programs. Without this counseling and intervention many of the people with problems could end up on the street of the county and into the laps of the sheriff, police and other public service agencies. Programs similar to these have state funding in other places. Here our social work, housing support, crisis intervention, and substance abuse programs are all under funded. Our programs provide a place to work while fulfilling the state racing commissions rules and regulations. Any allocation we receive would be used to fund this part of the Chaplain's work and additive behavior programs.

Thank you for your consideration of this matter. If there are any questions, please call. We anxiously await your decision.

Sincerely,

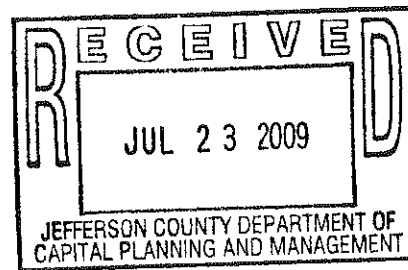
P. Gerald Dorsey Treasurer
PGD/pw



001-401-05-568-000-66-000

4656

NAACP Jefferson County
P.O. Box 411
Ranson, WV 25438



July 23, 2009

To: F. Mark Schiavone
Impact Fee Coordinator
From: George Rutherford
Pres. Jeff. Co. NAACP
Subject: Release of funds

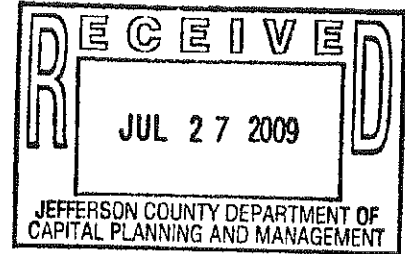
This is a request for the release of the \$3,000 that the Jefferson County NAACP was awarded from the Video Lottery Fund for the annual festival. The branch appreciates and thank you very much for the award.

A handwritten signature in black ink, appearing to read "George Rutherford". The signature is fluid and cursive, with a large loop at the end.

001-401-05-568-000-66-000

4661

Jefferson County Memorial Park
PO Box 165
Charles Town, WY 25414



July 24, 2009

Dear Mr. Schiavone and Jefferson County Commission Members:

Thank you for securing \$2000.00 in video lottery funds for our local park. Please accept this letter as our formal request for release of these funds. We appreciate your willingness to help the citizens of Jefferson County enjoy the recreation at Jefferson County Memorial Park.

Sincerely,

A handwritten signature in cursive script that reads "Jackie Gore".

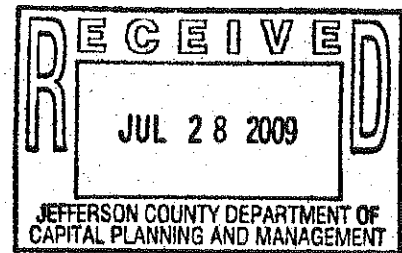
Jackie Gore, Treasurer
Jefferson County Memorial Park Board

001-401-05-568-000-66-000



**Animal Welfare Society of Jefferson
County**

PO Box 147 • Charles Town, WV 25414



Annie Roina
President

July 27, 2009

F. Mark Schiavone
Director - Impact Fee Coordinator
Department of Capital Planning and Management
114 East Washington Street
Charles Town, West Virginia 25414

Dear Mr. Schiavone:

We of the Animal Welfare Society thank the Jefferson County Commission for the funding assistance in the amount of \$15,000 approved for our non-profit organization for FY 2009-10. This letter serves as our request to you to release these funds to AWS.

We know that you continue to face increasing costs, limited revenues, and an uncertain economy, yet you were able to provide us with help.

Thank you for your continued support of AWS which enables us to serve the County's neglected, abused and homeless animals.

Respectfully,

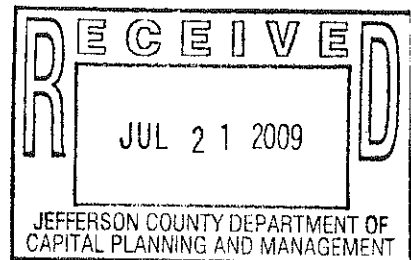
A handwritten signature in cursive script that reads "Annie Roina".

Annie Roina
President

001-401-05-568-000-66-000

Serving the community for over 52 years

4675



July 21, 2009
75 Howard Farm Rd.
Shepherdstown, W.V.
25443

\
F. Mark Schiavone
Director and Impact Fee Coordinator
Jefferson County Department of Capital Planning and Management
11 East Washington Street
Charles Town, W.V. 25414

Dear Mr. Schiavone"

I want to thank you for your letter of June 2, 2009 informing the Shepherdstown Men's Club that the Jefferson County Commission had granted us \$2,500 from video lottery funds. This was in response to our request that the County provide \$4,000 to help us with our commitment under the Morgan's Grove Park lease arrangement with the County Parks and Recreation Commission to defray the cost of maintaining the park. Under the agreement, although the Men's Club owns the park, the county receives all revenue derived from its use. In the last several years the County has assisted us by provided the full \$4,000.

We have heard recently in the local press that the County now finds itself in a much stronger financial position that it was in when you sent your letter of June 2nd. In that letter you explained that budgetary shortfalls prevented you from providing the full amount that we had requested.

In view of the positive changed financial circumstances that Jefferson County now finds itself in, we respectfully request that the Commission provide the full amount of \$4,000 that we had requested.

We and the Shepherdstown Community would greatly appreciate your full consideration of our request.

Sincerely,

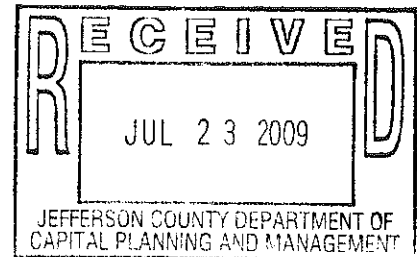
A handwritten signature in cursive script that reads "Mike Austin".

Mike Austin
President, Shepherdstown Men's Club

(304) 876-0598

July 17, 2009

Jefferson County Commission
100 E. Washington St.
Charles Town, WV 25414



Dear Members of the Commission,

Please accept this letter as an official request from the Contemporary American Theater Festival for funding during our 2009 season.

As you know we have demonstrated that we are an economic driver and leader of tourism for the Eastern Panhandle and we continue to represent the arts and humanities of our community to the nation at large.

We have received significant cut backs this year from local, state and national funding sources and could truly use support from the Commission this year. We respectfully request \$10,000 to help continue our on-going programming.

Thank you so much for considering this request and for any help you may be able to provide.

Sincerely,

Ed Herendeen

Ed Herendeen
Founder and Producing Director
CATF
PO Box 429
Shepherdstown, WV 25443
eherende@shepherd.edu
304.876.5152

4658



STATE OF WEST VIRGINIA
Offices of the Insurance Commissioner

RECEIVED

JOE MANCHIN III
Governor

JANEL CLINE
Insurance Commissioner

JUL 29 2009

IMPORTANT NOTICE

August 2009

Jefferson County Commission

To all West Virginia State and Local Governmental Entities and Non-profit Agencies:

The West Virginia Offices of the Insurance Commissioner is responsible for notifying all West Virginia state and local governmental entities, non-profit organizations and other entities that low-cost, federally-subsidized flood insurance may be available through the National Flood Insurance Program (NFIP). This notification is being sent as a result of legislation set forth in WV Code §33-2-15a and in conjunction with the Robert T. Stafford Emergency Assistance and Disaster Relief Act.

Please review your eligibility for this program. Penalties in the form of reductions in Federal Emergency Management Agency (FEMA) relief funds are possible for entities **that fail to purchase** adequate flood insurance on all property located in identified flood zones. Section 406 (d) of the Stafford Act mandates a special reduction in the amount of public assistance funding for a structure that is:

- ~ insurable under the NFIP but not insured,
- ~ located in a Special Flood Hazard Area as determined by FEMA, and
- ~ damaged by floodwaters.

For insurable structures that do not have flood insurance or carry inadequate coverage, FEMA will reduce eligible loss payments to the lesser of:

- ~ the maximum amount of insurance proceeds that could have been obtained from a standard NFIP flood insurance policy, **OR** the value of the structure at the time of the disaster.

If you are unsure as to whether your agency's structure is located within a flood plain, contact your local county planning office or the NFIP at 1-800-358-9616. Flood maps are available at www.msc.fema.gov and graphical flood information covering most of the state can also be found on the WV Flood Hazard Determination tool at www.mapwv.gov/flood

Any other questions may be answered by visiting www.floodsmart.gov or by contacting the Consumer Services Division of the Offices of the West Virginia Insurance Commission at 1-888-TRY-WVIC (1-888-879-9842). Our website can be found at www.wvinsurance.gov.

Sincerely,

Jane L. Cline
Insurance Commissioner

Eastern Panhandle Free Clinic

1212 North Mildred St. • Ranson, WV 25438

Phone 304-724-6091 • Fax 304-725-7204

RECEIVED

July 16, 2009

JUL 27 2009

Jefferson County Commission
P.O. Box 250
Charles Town, WV 25425

Jefferson County Commission

Dear County Commissioners:

I am extremely grateful to the Jefferson County Commission for your continued support of the Eastern Panhandle Free Clinic. I respectfully request the \$10,000.00 that was pledged to the clinic this past June. These funds help us to continue to provide quality health care services to the low-income, uninsured population of the Eastern Panhandle of West Virginia. I can assure you that contributions we receive help save lives.

I would like to invite you all to visit us at our new clinic at 1212 North Mildred Street in Ranson, WV. We can now serve more patients in our larger facility and better serve their needs. Please plan to join us at our open house on September 9, 2009.

On behalf of the patients, volunteers, Board of Directors and staff, thank you for your very generous gift! Your continued support is vital to our patients and our future.

Sincerely,



Michele Goldman, RN, BSN
Director



87159

All contributions are tax deductible to the full extent of the law. No goods and/or services were received for your contribution. EPFC is a nonprofit 501 (c) 3 organization, tax ID # 55-0778553.



Jefferson County Farm Bureau

Brian K. Everhart
President, JCFB Board of Directors
414 McMurrin Farm Lane
Shepherdstown, WV 25443

The Jefferson County Farm Bureau wishes to invite you as our **guest** to the Annual Chamber of Commerce/Jefferson County Farm Bureau Picnic on August 6, 2009 **and** to our Annual JCFB Dinner/Meeting on September 29, 2009.

The first event is the Picnic on August 6 at the Town and Country Nursery owned and operated by Bob and Nancy Tabb. A tour of the farm will begin at 6:00 p.m. followed by dinner at 7:00 p.m. Bob will speak about agricultural diversity and offer some insights regarding the 2009 legislative sessions. In addition, Kellie Boles will give an update on the recent opening of the first ever Jefferson County Year-Round Farmer's Market.

Fresh Feast on the Farm will be catering this event.

Reservations may be made at any of the following telephone numbers:

Craig Yohn, (304)728-7413, Ext. #2
Chamber of Commerce (304)725-2055
Brian Everhart (304) 876-3801
Please RSVP by July 29th

Our second scheduled event is the Jefferson County Farm Bureau Annual/Dinner Meeting for our members and guests on September 29th at McMurrin Farm Bank Barn on Engle-Molers Road just outside of Shepherdstown. This event begins at 6:30 p.m.

Fresh Feast on the Farm will cater this event as well. Reservations may be made to one of the following telephone numbers:

Craig Yohn (304) 728-7413, Ext. #2
Brian Everhart (304) 876-3801
Please RSVP by September 22nd

We hope you can attend both events.

The Jefferson County Farm Bureau Board of Directors



2211 Washington Street East
Charleston, WV 25311-2118
Phone: (304) 346.0591
Fax: (304) 346.0592

Patricia L. Hamilton
County Director

RECEIVED

JUL 28 2009

To: All Members of the West Virginia Association of Counties
From: Patti Hamilton
Re: Summaries of Legislation 2009
Date: July 13, 2009

Jefferson County Commission

"True it is that politics makes strange bedfellows." Charles Dudley Warner
"Politics makes estranged bedfellows." Goodman Ace

The 1st Session of the 79th Legislature adjourned "Sine Die" on May 31, 2009, officially ending the 2009 Regular Legislative Session (finally!). The 1st Extraordinary Session, or special session, adjourned June 2, 2009. Since the Regular Session did not adjourn as usual at midnight on the 60th day (which would have been April 11th) but instead extended the session, the Governor had five days to act upon legislation from the time it "hit his desk." That created a situation where there was no finite deadline and it took awhile for all bills to be signed or vetoed. In addition, there were an unusually high number of bills vetoed for title flaws and other technical errors, many of which were corrected and re-passed when the Legislature reconvened in extended session. Then, to extend legislative action even further, the Governor called a special session at the conclusion of the regular extended session for the passage of several bills that did not complete legislative action during the regular session. An unusual year indeed!

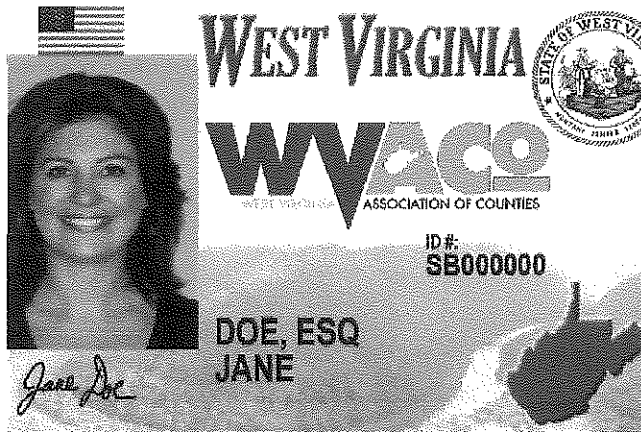
Please take time to review the summaries and familiarize yourselves with changes in law that will affect your office.

The Legislative Committee, made up of co-chairs from each member association, participate in weekly conference calls throughout the session and review and respond to many faxes and emails from me. Thanks to them and also to the WVACO Board of Directors for their efforts!

WVACO Legislative Committee 2009

President John Gruzinskas, WVACO President, Ex Officio
Betsy Castle & Barbara Core, Circuit Clerks
Chris Kessler & Bill Blankenship, Assessors
Jan Pest & Janice Cosco, County Clerks
Bob Bell & Danny Greathouse, County Commissioners
Mike Rutherford & Rodney Miller, Sheriffs
Rick Staton & Gerald Hough, Prosecuting Attorneys

AN OPPORTUNITY FOR COUNTY IDENTIFICATION CARDS!



The West Virginia Association of Counties in collaboration with the WV Department of Motor Vehicles (DMV) has created a program for county officials and employees to obtain official identification cards. In this day and time, ID cards are becoming more important and they are more authoritative when they are created with the state seal and an ID number. It is especially important for any county employees who work outside the courthouse and must identify themselves to members of the public. It's also valuable for county employees to obtain government discounts which often require a photo ID!

Here are the simple steps to follow if your county would like to provide ID cards:

(1) Your county will provide the list of county officials and employees who will be authorized to get ID cards to:

Dave Bolyard
DOT - Division of Motor Vehicles
Building 3, Capitol Complex
Charleston, West Virginia 25317

The list of county employees should be on county letterhead and signed by the President of the County Commission. The names of all county employees from every office who have been authorized to obtain ID cards should be submitted on the same list. Also include the name, phone number and e-mail of a contact person in your county.

(2) Everyone who is authorized to get an ID card made will go to their nearest DMV regional office. They will need to have other ID with them, such as a valid driver's license or ID card, in order to get the county ID, and their name will have to be on the authorized list from the county.

(3) At the end of each month, the county will be billed \$5 for each ID made until all authorized persons have completed the process. Of course, new hires can be added as needed.

IMPORTANT POINTS:

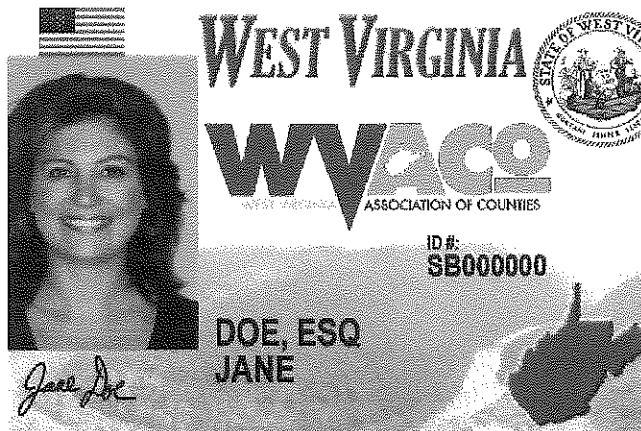
It is incumbent upon employers to require the ID card to be returned in the event of termination, resignation or retirement of an employee.

The information submitted by each employee for an ID card will be restricted and confidential due to privacy concerns. Lists of names and other personal information will *not* be available to the WV Association of Counties or any business or organization.

THE ID CARDS WILL HAVE THREE LINES. IT IS RECOMMENDED THAT THE FIRST LINE BE USED FOR THE NAME, SECOND LINE FOR THE TITLE, AND THIRD LINE FOR THE OFFICE, AS SHOWN IN THE EXAMPLE.

Thank you! We encourage you to take advantage of this valuable service from the WV Association of Counties and the WV Department of Motor Vehicles!

AN OPPORTUNITY FOR COUNTY IDENTIFICATION CARDS!



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Building 3, Capitol Complex
Charleston, West Virginia 25317

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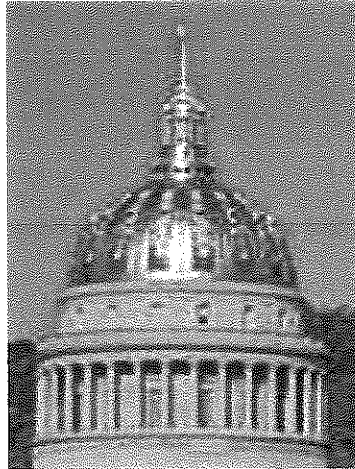
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Thank you! We encourage you to take advantage of this valuable service from the WV Association of Counties and the WV Department of Motor Vehicles!

WVACO

WEST VIRGINIA ASSOCIATION OF COUNTIES

2009 LEGISLATIVE SUMMARIES



West Virginia Association of Counties
2211 Washington Street East
Charleston, WV 25311
Phone: 304-346-0591
Fax: 304-346-0592
Email: wvaco@wvaco.org
Website: www.wvcounties.org

TOPICAL INDEX

County Government Generally

HB 2771	West Virginia Alcohol & Drug-Free Workplace Act
HB 3082	Gather and report foreclosure data and statistics
HB 3120	Increase Prosecuting Attorneys Institute Council from 5 to 7 members
SB 246	Revisions to unemployment compensation
SB 256	Provide new procedures for annexation without election; Jefferson County
SB 259	Update language for WV Courthouse Facilities Improvement Authority
SB 262	Remove language limiting use of county's revenue for historic preservation
SB 335	Distribution of fairs & festivals funds by Commission of Culture & History
SB 339	Exemptions for certain spousal relationships from county hiring prohibition
SB 440	Authority to county litter control officers to issue citations
SB 468	Require purchaser of redemption property pay in certified funds
SB 472	County authority to enact restrictions on outdoor advertising of business
SB 501	Relating to euthanizing animals
SB 528	Revisions to fees collected by County Clerk
SB 537	Relating to workers compensation

Special Session

HB 102	Increase share of table game revenue to racetrack counties
HB 1010	Provide county commissions authority to regulate exotic entertainment locations
HB 1011	Relating to post-mine land use development

Courts

SB 338	Add additional judge to 17 th judicial circuit
SB 341	Relating to juvenile justice database
SB 370	Community Corrections fees generally
SB 760	Authorize Supreme Court establish up to five pretrial release programs
HB 2684	Enact the WV Drug Offender Accountability and Treatment Act
HB 2739	Enhance service and enforcement of domestic violence protective orders
HB 3170	Relating to WV Guardianship & Conservatorship Act

Elections

SB 239	Authorize Kanawha County to approve metro government by simple majority
SB 261	Require party executive committees submit election official nominees by 70 th day
SB 445	Remove certification requirements for election of conservation supervisors
SB 764	Relating to election recount procedures
HB 2464	Authorize county commissions designate additional early voting locations
HB 2869	Lengthen time frame for filing campaign statements
HB 2926	Clarify residency requirements for elections of county commissioners
HB 2981	Require candidates for Senate & House of Delegates file with Secretary of State
HB 3134	Create vote by mail pilot program for municipalities

Law Enforcement & Jails

- SB 279 Relating to industrial accidents and emergency response regulations
- SB 451 Relating to Crime Victims Compensation program
- SB 761 Relating to crimes committed on or against commercial, railroad or public utility property
- HB 2222 Rules for Determination of Regional Jail Per Diem
- HB 2404 Inmate Reimbursement for Medical Services provided by Regional Jails
- HB 2419 Reduction in sentence for completion of programs in Regional Jails
- HB 2504 Establish alert system for missing cognitively impaired persons
- HB 2566 Expand applicability of penalties for battery of government or health care worker
- HB 2788 Relating to protecting incapacitated adults
- HB 2877 Change use of alcoholic beverages by minors to act of juvenile delinquency
- HB 2920 Eliminate felony offense of second or subsequent petit larceny
- HB 2952 Clarify terroristic threat
- HB 3314 Relating to concealed handgun licensing generally

Retirement & Pension / PEIA & Insurance

- SB 244 Relating to public employees' re-employment after retirement
- SB 258 Local fiscal body not penalized for deficits relating to unfunded OPEB liability
- SB 414 Create Governor's Office of Health Enhancement and Lifestyle Planning
- SB 464 Authorize PEIA establish fee for paper transactions

Taxation

- SB 540 Clarifying Tax Commissioner's Authority
- SB 1003 - 1st Special Session Create High Technology Business Property Valuation Act

GENERAL COUNTY GOVERNMENT

HB 2771 (Delegates D. Poling, Hamilton, Ellem, Shook, Klempa, Hatfield, Miley)
Passed April 11, 2009; Vetoed due to title flaw; corrected and passed again May 31, 2009; effective 90 days from 2nd passage

Purpose: West Virginia Alcohol and Drug-Free Workplace Act

Code Affected: Amends §21-1D-2 & 8; Adds new sections §21-1D-5a & 7b

Summary: Any contractor constructing a public improvement project of \$100,000 or more must comply with the WV Alcohol & Drug-Free Workplace Act which, with this bill, now includes counties, municipalities and other political subdivisions. At least a nine-panel drug screen test is required for employees of contractors that work on public construction projects. The contractor must provide a certified report to the public entity for which the project was done no less than once a year or upon completion of the project.

HB 3082 (Delegates Moore, Webster, Shook, Caputo, Barker, Fleischauer, Fragale, Miley, Marshall & Perry)

Passed April 8, 2009; effective 90 days from passage

Purpose: Gather and report foreclosure data and statistics

Code Affected: Adds new sections §31A-2-4c, §38-1-8a, and §44-13-4a; Amends §59-1-10

Summary: When a report of sale of property pursuant to a deed of trust is recorded by the trustee with the county clerk, the trustee shall include items of information on a disclosure form that are set forth on a form that the Commissioner of Banking shall publish. Beginning with the third quarter of 2009, the county clerk shall file quarterly with the Division of Banking the disclosure forms of deed of trust foreclosure sales that were recorded in that county for the preceding quarter. The reports are due within 15 days of the last day of September, December March and June of each year and shall be filed in electronic format when possible. A new filing fee of \$40 is established for the trustee's report of sale for any property for which additional information is required. Of that, \$20 will be deposited into county general revenue and \$20 shall be sent to the State Treasurer quarterly and deposited in the Banking Commissioner's fund.

Association Comments: A Committee of County Clerks will be meeting with the Division of Banking on July 17th to work out details of the county clerks' reporting responsibilities.

HB 3120 (Delegates Morgan, Marshall, Talbott, Martin, Klempa, Paxton)
Passed April 10, 2009; Vetoed due to title flaw; corrected and passed again May 31, 2009; effective 90 days from 2nd passage

Purpose: Increase the Prosecuting Attorneys Institute Executive Council from five to seven members; permit appointment of special prosecutors in matters of juvenile delinquency and child abuse & neglect

Code Affected: Repeals §7-4-6a; Amends §7-4-6

Summary: Based on a recommendation from the Office of the Legislative Auditor to increase the geographic representation of prosecutors on the Prosecuting Attorneys Institute Executive Council, the number of members is increased from five to seven. A provision is added to allow

special prosecuting attorneys to be appointed for juvenile delinquency matters or matters involving child abuse and neglect in addition to criminal matters. If a special prosecutor previously appointed has failed to take any action within a time frame that the Institute's Executive Director deems unreasonable, not to exceed three terms of court from the date the special prosecutor was appointed, the special prosecutor may be replaced by any attorney with a license in good standing upon request of the circuit court judge and approval of the executive council.

SB 246 (Governor's Bill)

Passed April 11, 2009; effective from passage

Purpose: Revisions to unemployment compensation

Code Affected: Amends §21A-1-4; §21A-1A-5, 6, 7, & 28; §21A-6-1, 3, & 10; and §23-2C-3

Summary: The taxable wage base is increased from \$8,000 per employee to \$12,000. The threshold wage will be reduced to \$9,000 when the Unemployment Compensation Trust Fund reaches \$220 million. Disqualification for benefits is changed to gross misconduct and language is added pertaining to drug use without a valid prescription and for manipulating a drug test or refusing to submit to random drug testing.

Association Comments: This bill will help to keep the unemployment fund solvent. Without it, the fund was projected to go broke by 2010. The tax base of \$8,000 has been in code since 1981. In order to keep the percentage paid by the employer the same, \$40 million was transferred into the fund from the Insurance Commission. Counties and all public entities have the choice of participating in the *taxable fund* or the *reimbursable fund*.

SB 256 (Senator Snyder)

Passed April 11, 2009; effective 90 days from passage

Purpose: Provide new procedures for annexation without election and by minor boundary adjustment for municipalities in growth counties that have adopted countywide zoning which includes urban growth boundaries

Code Affected: Adds new section §8-6-4a; Amends §8A-7-2

Summary: The new section explicitly describes Jefferson County so this is, in effect, a local bill. Counties must have adopted a countywide zoning ordinance with designated urban growth boundaries and adopted local impact fees prior to January 1, 2009 for the new section to apply. In this new section, contiguous is defined as property that is next to, abutting and having a boundary that is coterminous with the municipality's designated urban growth boundary. A street, highway, road, or other traffic or utility easement, stream, river or other natural topography are not to be used to determine contiguity. An urban growth boundary is defined as a site-specific line delineated on a zoning map or written description in a zoning ordinance which identifies an area around and outside a municipality's corporate limits that allows for a prospective 20 year period of municipal growth. This boundary is established by the county commission in agreement with the municipality. If a municipality's proposed annexation is entirely within the designated urban growth boundary, then the municipality may annex without an election and agreement with the county commission is not required. If the proposed property to be annexed by minor boundary adjustment is entirely within the urban growth boundary, then the

municipality may annex without an election and agreement with the county commission is not required. If a municipality proposed annexation within another municipality's urban growth boundary, it may be accomplished by intergovernmental agreement between the municipalities, with no agreement required from the county commission. If the property lies outside the municipality's urban growth boundary, it must be contiguous and must have the county commission's agreement. A public hearing and other requirements must be met. If the proposed annexation is not contiguous, the municipality must have the county commission's agreement, must hold a public hearing and meet other requirements, and the annexed property must be surveyed with a metes and bounds description provided to the county commission. Permitting urban growth boundaries in zoning ordinances is authorized.

SB 259 (Senators Kessler & Chafin)

Passed April 6, 2009; effective from passage

Purpose: Update language for WV Courthouse Facilities Improvement Authority

Code Affected: Amends §29-26-1

Summary: To reflect changes that have been made in the organizations that make up the WV Courthouse Facilities Improvement Authority, the bill changes reference to family law masters to family law judges and distinguishes that the WV Circuit and County Clerks Association is now two separate organizations - the WV County Clerks Association and the WV Association of Circuit Clerks.

SB 262 (Senator Snyder)

Passed April 9, 2009; effective 90 days from passage

Purpose: Remove language that prohibits the state from using a county's General Revenue Fund for historic preservation

Code Affected: Amends §29-1-8

Summary: Funding from county general revenue may be used along with state funds for historic preservation.

SB 335 (Senators Bowman, Facemyer, Guills, Prezioso, Unger, Minard, Plymale, Jenkins, Yost, Green)

Passed April 10, 2009; effective July 1, 2009

Purpose: Authorize distribution of fairs & festivals funding by Commissioner of Division of Culture & History

Code Affected: Amends §29-1-11

Summary: "The Division of Culture and History may assist in the promotion and operation of an annual state fair and other regional or local fairs and festivals entitled to aid when funds are available and to expend those funds for the support and development of fairs and festivals"

SB 339 (Senator Foster)

Passed April 11, 2009; effective 90 days from passage

Purpose: Exemptions for certain spousal relationships from county hiring and employment prohibition

Code Affected: Amends §61-10-15

Summary: This revision to the Ethics Act allows the spouse of a county commissioner who is a licensed health care provider to be employed at a government-owned hospital or other governmental agency that provides health care services. If a spouse of a county commissioner is employed as such, the county commissioner may not serve on the board for the government-owned hospital or agency, vote on appointments to the hospital's or agency's board, or seek to influence the hiring or promotion of his or her spouse. Additionally, an elected county official may continue to employ a spouse if they do not directly supervise the spouse or set the salary *but* this applies only to spouse employees who were neither married to nor engaged to the elected county official at the time of their initial hiring.

SB 440 (Senators Kessler, Unger, Facemire, Laird)

Passed April 11, 2009; effective 90 days from passage

Purpose: Give county litter control officers the authority to issue citations for failure to prove proper disposal of trash and creating or contributing to an open dump

Code Affected: Amends §7-1-3ff

Summary: County litter control officers shall have the authority to issue citations for open dumps and for failure to provide proof of proper disposal of solid waste. Complaints authorized by this section shall be brought before the county commission.

SB 468 (Senators Laird, White, Facemire, Kessler)

Passed April 10, 2009; effective 90 days from passage

Purpose: Requiring purchaser of redemption property pay in certified funds

Code Affected: Amends §11A-3-24

Summary: Purchasers of redemption property must make payment by cashier check, money order, certified check or United States currency in the amount necessary to redeem.

SB 472 (Senators Unger, Green, Caruth, Stollings)

Passed April 11, 2009; effective 90 days from passage

Purpose: Relating to restrictions on outdoor advertising of businesses located on real property owned or leased by that business

Code Affected: Amends §17-22-1 ,6, 7, 8, 9,10, 11 & 13

Summary: Among other amended restrictions, this bill allows a county commission, with prior written approval from the Commissioner of Highways, to enact and enforce outdoor advertising ordinances which place limitations or restrictions on outdoor advertising signs, displays or devices which are in addition to or more restrictive than the limitations provided by the Commissioner of Highways. (This bill primarily relates to "scrolling" types of signs).

SB 501 (Senators Kessler & Prezioso)

Passed April 10, 2009; effective 90 days from passage

Vetoed for technical flaws; re-passed May 29, 2009; effective 90 days from passage

Purpose: Relating to euthanizing animals

Code Affected: Amends §7-10-4; §19-20-8; §30-10A-4, 6 & 8

Summary: Euthanizing animals by use of a gas chamber is prohibited except in counties which already have a gas chamber in operation as of the effective date of this legislation. Any exception is subject to: (1) the gas chamber shall be operated by an animal euthanasia technician and, (2) the gas chamber shall have been manufactured and installed by a person who regularly manufactures and installs them. The Board of Veterinary Medicine shall promulgate emergency rules regarding the inspection of gas chambers.

Association Comments: The Board of Veterinary Medicine provides training for animal euthanasia technicians. It was also suggested that these technicians could be shared among counties.

SB 528 (Senators Laid, Stollings, Unger, Helmick, Green)

Passed April 10, 2009; Vetoed due to title flaw; corrected and re-passed May 28, 2009;

effective in 90 days from 2nd passage

Purpose: Revisions to fees collected by County Clerk

Code Affected: Amends §59-1-10

Summary: This bill revises a fee change passed last year which added an additional \$1 to the filing fee but put \$11 for funds dedicated to the operations of the office of the County Clerk. This change puts the original \$10 from recording fees into county general revenue and the additional \$1 from last year's Nature Conservancy legislation is dedicated to the operation of the County Clerk's office although it goes to county general revenue. This bill also incorporates the new fee passed in HB 3082 for trustee's report of sale. County Clerks will retain \$20 of the new \$40 recording fee, to be deposited into county general revenue, for the additional duty of sending quarterly foreclosure data reports to the Division of Banking, which will receive the other \$20 of the new fee to cover their expenses for collecting and publishing the data.

SB 537 (Senators Minard & McCabe)

Passed April 11, 2009; effective 90 days from passage

Purpose: Relating to workers compensation

Code Affected: Repeals §23-5-17 & 18; Amends §23-2-1d, §23-2A-1; §23-2C-15, 17 & 21; §23-4-1c, 6b, 8, 8c, and 15b; Adds new section §23-4-8d; Amends §23-5-1, 3, & 16; and §33-2-22

Summary: This bill makes several revisions to workers compensation. Of primary interest to counties is §23-2C-15. This change allows counties and all other governmental entities to leave BrickStreet and "shop" for workers comp coverage as early July 1, 2010 (moved up from the original date of July 1, 2012). However, BrickStreet may not cancel or refuse to renew any governmental entity prior to July 1, 2011 except for failure to pay.

Association Comments: No public entity would be non-renewed or canceled and left with little to no ability to get workers comp coverage before July 1, 2011.

1st Special Session Legislation - General County Government

HB 102 (Governor's Bill)

Passed June 2, 2009; effective 90 days from passage

Purpose: Increase share of table game revenue to racetrack counties

Code Affected: Amends §29-22C-27

Summary: The percentage of revenue from table games that goes to counties in which they are located is increased from 1% to 2%. There are no stipulations on how the money is to be used. Each percentage point is expected to generate about \$1 million dollars. Municipalities in racetrack counties will also receive 1% more revenue.

HB 1010 (Governor's Bill)

Passed June 2, 2009; effective from passage

Purpose: Provide county commissions with authority to regulate the location of businesses offering exotic entertainment

Code Affected: Amends §7-1-3jj

Summary: The limiting language with regard to regulating the location of businesses offering exotic entertainment is removed, thus allowing all counties whether they have a planning commission or not to regulate the location through ordinance.

HB 1011 (Governor's Bill)

Passed June 2, 2009; effective from passage

Purpose: Relating to post-mine land use development

Code Affected: Amends §5B-2A-3, 5, 6, & 9; §22-3-10

Summary: The intent of this legislation is to ensure the post-mine development of reclaimed surface mine property. Counties with surface mining operations are required to develop master land use plans for post-mine development. (The community impact statements for surface mining operations are already required to be provided to the county commission and county clerk). The Office of Coalfield Community Development is charged with providing technical assistance and funding for the development of master land use plans.

June 4, 2009

TO ALL EMPLOYERS:

The West Virginia Legislature, meeting in regular session, passed Senate Bill 246, which amended the West Virginia Unemployment Compensation Law. Governor Manchin has signed this bill into law.

21A-1A-5. Base period; alternative base period.

The definition of "alternative base period" was added, which reads: "Alternative base period" means the last four completed calendar quarters immediately preceding the first day of the individual's benefit year.

21A-1A-6. Base period employer; alternative base period employer.

Added "alternative base period employer" to the definition.

21A-1A-7. Base period wages; alternative base period wages.

Added "alternative base period wages" to the definition.

21A-1A-28. Wages; average annual wage; threshold wage.

This amendment changed the definition of wages to include that part of remuneration equal to \$12,000 per calendar year per employee. This increases the taxable wage base from \$8,000 per employee to \$12,000. It also, states that the threshold wage will be reduced to \$9,000 when the Unemployment Compensation Trust Fund reaches \$220 million and sets the calculation for the threshold wage for each year thereafter.

If you have already filed your first quarter 2009 wage and contribution reports and your employee(s) met the \$8,000 limit in the first quarter, you will need to pay on \$4,000 when you file your second quarter 2009 wage and contribution reports. If your employee(s) did not meet the \$8,000 in the first quarter, you will need to pay until they have reached the \$12,000 taxable wage base.

21A-6-1. Eligibility qualifications.

Added language addressing the use of an "alternative base period". An "alternative base period" would only be used if the claimant was not eligible for benefits in the "base period".

21A-6-3. Disqualification for benefits.

This amendment changed misconduct to gross misconduct and added language pertaining to drug use without a valid prescription, manipulating a sample for a drug or alcohol test or refusing to submit to random drug testing for alcohol or illegal controlled substances for employees in safety sensitive positions.

Contribution Accounting Section
Unemployment Compensation Division
112 California Avenue, Charleston, West Virginia 25305-0112
<http://www.wvbep.org/bep/> • <https://www.workforcewv.org/>

This amendment also disqualifies an individual from receiving unemployment benefits if they accepted an early retirement incentive package except in certain circumstances.

21A-6-10. Benefit rate --Total Unemployment; annual computation and publication of rates.

This amendment freezes the present level of unemployment benefits until the threshold wage is reduced to \$9,000.

Statements in this letter are intended for general information and do not have the effect of law or regulation.

Questions concerning assessments and contributions may be addressed to Mr. Wade Wolfingbarger, Assistant Director, Contribution Accounting, 112 California Avenue, Charleston, WV 25305; or by calling Accounts Receivable Unit (304) 558-2676; or Contribution Accounting (304) 558-2675.

Sincerely

Russell L. Fry
Acting Executive Director

RLF/WW/ks

COURTS

SB 338 (Senators Oliverio, Prezioso, Williams, Sypolt, Edgell, & Kessler)

Passed April 9, 2009; effective July 1, 2009

Purpose: Adding additional circuit court judge to the 17th judicial circuit

Code Affected: Amends §51-2-1

Summary: The number of circuit court judges in the 17th judicial circuit is increased from 2 to 3.

SB 341 (Senators Kessler & White)

Passed April 3, 2009; effective 90 days from passage

Purpose: Relating to juvenile justice database

Code Affected: §49-7-32

Summary: Authority to administer the juvenile justice database is transferred from the Dept. of Military Affairs and Public Safety to the Supreme Court administrator's office.

SB 370 (Senator Kessler)

Passed April 8, 2009; effective 90 days from passage

Purpose: Community Corrections fees generally

Code Affected: Amends §62-11C-4 & 7

Summary: Rather than circuit clerks or magistrate clerks, only a community criminal justice board has the authority to collect supervision or participation fees ordered by circuit court, magistrate courts, municipal courts or the community justice board with this legislation. The community criminal justice board must monthly submit those collections to the treasurer of the county designated as the fiscal agent for the board.

Association Comments: Community Criminal Justice Boards are strongly encouraged to pass guidelines to address the collection and remittance process. These guidelines should consider:

- (1) designation of one individual responsible for the collection and remittance of fees;
- (2) development of a fee schedule;
- (3) bonding issues
- (4) stipulations that fees collected must be utilized for the intents and purposes of supplementing the community corrections program;
- (5) other circumstances which the local community board deems necessary to insure fiscal integrity

SB 760 (Senators Kessler, Browning, Foster, Jenkins, Laird, Minard, Oliverio, Palumbo, Snyder, Stollings, Williams, Yost, Barnes, Caruth, Deem & Hall)

Passed April 7, 2009; effective 90 days from passage

Purpose: Authorize the Supreme Court to establish up to five pretrial release programs

Code Affected: Adds new section §62-12-28

Summary: The Supreme Court is authorized to establish up to five pilot pre-trial release projects for three years. The program is limited to misdemeanors and non-violent felonies and is intended to reduce regional jail populations related to nonviolent pretrial detainees. The Court is required to file an annual report with the Legislature.

HB 2684 (Delegates Moore, Webster, Brown, Overington, & Schadler)

Passed April 9, 2009; effective 90 days from passage

Purpose: Enact the "WV Drug Offender Accountability and Treatment Act"

Code Affected: Adds new article §62-15-1 through 13

Summary: With this legislation, "the legislature recognizes that a critical need exists in the state for the criminal justice system to reduce the incidence of substance abuse and the crimes resulting from it." Drug courts are authorized and a structure is provided including drug court teams which may include the drug court judge, the prosecutor, the public defender, a representative from the day report center or community corrections program, a law enforcement officer, and others. Eligibility requirements are established for offenders. Drug courts may establish a schedule for the payment of reasonable fees for the support of the program. The Supreme Court is authorized to provide oversight and promulgate rules.

HB 2739 (Delegates Webster, Frazier, Fleischauer, Miley & Longstreth)

Passed April 10, 2009; effective 90 days from passage

Purpose: Enhance the service and enforcement of domestic violence protective orders

Code Affected: Amends §48-27-505, 701, 902, 903, & 1002; Adds new sections §48-27-1003 & 1004

Summary: The procedures and methods for service, enforcement and registration of domestic violence protective orders is expanded. Circuit Clerks are required to forward copies of protective orders to magistrates or magistrate court clerks. Law enforcement is required to attempt service of protective orders within 72 hours of receipt of order. A criminal penalty for the violation of a protective order is provided and the seizure of weapons possessed in violation of an order is authorized. Civil and criminal immunity is provided to government officials including law enforcement officers, prosecuting attorneys, and circuit clerks, for acts or omissions arising out of enforcement of a protective order.

HB 3170 (Delegates Webster, Wooton, Shook, Fleischauer, Miley, Manchin, Ellem, Frazier, Lane & Shott)

Passed April 11, 2009; effective 90 days from passage

Purpose: Relating to the WV Guardianship and Conservatorship Act

Code Affected: Amends §44A-1-7, 9, 10 & 14; Amends §44A-2-1, 5, 6, 7, 12, 13, 13a, 14, & 15; Amends §44A-3-11 and §44A-4-1 & 5

Summary: This bill is a compilation of three bills rolled into one. The filing and review of periodic accounting of conservators of incapacitated persons is clarified. Temporary protective orders to freeze accounts and produce records is expanded. The filing fee for guardianship goes up to \$35. Circuit Clerks are to notify the court if the reports and accountings are not filed and will prepare a notice of appointment for recordation with the office of the County Clerk.

ELECTIONS

"What do we do now?" Robert Redford as Bill McKay in the movie The Candidate, after winning the election

SB 239 (Senators McCabe, Foster, Palumbo, Wells, Kessler)

Passed April 10, 2009; effective 90 days from passage

Vetoed due to technical flaw; corrected and re-passed May 31, 2009

Purpose: Authorize counties with population exceeding 150,000 and a Class I municipality to approve metro government by majority vote

Code Affected: Amends §7A-7-4a

Summary: The original metro government legislation requires a 55% majority vote. This legislation changes the requirement to a simple majority and in effect describes only Kanawha County. A simple majority is required in both the principal city and all areas of the county outside the principal city.

SB 261 (Senator Jenkins)

Passed April 7, 2009; effective 90 days from passage

Purpose: Require party executive committees to submit list of nominees to serve as election officials no later than the 70th day before the election

Code Affected: Amends §3-1-30

Summary: The date for the party executive committees to submit list of nominees to serve as election officials is changed from no later than the 56th day before election to the 70th day.

SB 445 (Senators Kessler and Williams)

Passed April 11, 2009; effective 90 days from passage

Purpose: Remove the certification requirements for election of conservation supervisors

Code Affected: Amends §19-21A-6

Summary: Certification requirements that were deemed cumbersome and unnecessary are removed. The State Conservation Committee will propose rules to establish criteria for the education, training and experience considered necessary.

SB 764 (Senators Kessler, Browning, Chafin, Foster, Jenkins, Laird, Minard, Oliverio, Palumbo, Snyder, Stollings, Williams, Yost, Caruth, Deem & Hall)

Passed April 8, 2009; effective from passage

Purpose: Relating to election recount procedures

Code Affected: Amends §3-6-9

Summary: Procedures are set forth for certification of election results in multiple county races after all of the affected counties have publicly declared results. The 48 hour time period in which to request a recount in a multi-county race would not begin until all of the county results were declared and certified.

HB 2464 (Delegates Spencer, Hatfield, Guthrie, M. Poling, Morgan)

Passed April 10, 2009; effective 90 days from passage

Purpose: Authorize county commissions to designate early voting locations other than the county courthouse

Code Affected: Amends §3-3-2a

Summary: While keeping the courthouse or courthouse annex as the primary location for early voting, the county commission may additionally designate a location for early voting other than the courthouse or annex. The designation requires the approval of the county clerk and the written agreement of the chairpersons of the county executive committees of the two major political parties. The additional locations must comply with requirements already prescribed for early voting. The Secretary of State is directed to propose legislative rules to implement the legislation, including the establishment of criteria to assure neutrality and security in the selection of additional locations.

HB 2869 (Delegates Fleischauer, Staggers, Susman, Caputo, Ferro, Michael, Brown, Hunt, Miley, Barker & Moore)

Passed April 11, 2009; effective 90 days from passage

Purpose: Lengthen the time frame for filing final post-primary and post-general campaign financial statements

Code Affected: Amends §3-8-5 and 7

Summary: Filings of all financial transactions which have taken place before the 13th day after each primary or other election are to be filed within twenty business days after the 13th day (increased from four business day to twenty). Sixty days after any primary or other election, notice of failure to file shall be sent (increased from forty to sixty days). Sixty days after any primary or other election, the county clerk shall give notice to the Secretary of State of any failure to file a sworn statement (increased from forty to sixty days).

HB 2926 (Delegate Manchin)

Passed April 11, 2009; effective 90 days from passage

Vetoed due to technical flaw; corrected and re-passed May 31, 2009

Purpose: Clarifying residency requirements for elections of county commissioners

Code Affected: Amends §3-5-4; Adds two new sections §7-1-1b and 15

Summary: Due to confusion about the residency of a county commission candidate in the magisterial district he or she wants to represent and conflicting opinions regarding residency from the Supreme Court, this bill requires that a candidate for the office of county commissioner shall be a resident from the magisterial district for which he or she is seeking election by the last day to file prior to the primary election or at the time of his or her appointment. A procedure is established to timely challenge a county commission candidate's residency qualifications to run for office.

HB 2981 (Delegates Fleischauer, Hatfield, Staggers, Doyle, Shook, Moore, Klempa, Brown, Susman, Frazier, & Longstreth)

Passed April 11, 2009; effective 90 days from passage

Purpose: Require candidates for the Senate and House of Delegates to file with Secretary of State; reduce number of signatures needed for third-party candidates; other revisions

Code Affected: Amends §3-5-7, 23, & 24

Summary: Candidates for the House of Delegates or the State Senate and any other office or political position to be filled by the voters of more than one county shall file a certificate of announcement with the Secretary of State. Candidates for an office or political position to be filled by the voters of a single county or a subdivision of a county, *except for candidates for the House of Delegates or State Senate*, shall file a certificate of announcement with the County Clerk. The number of signatures need for nomination of third-party candidates is reduced from 2% to 1% of the entire vote cast at the last preceding general election for the office in the state, district, or county for which the nomination is to be made, but cannot be less than twenty-five. Duly registered voters who sign nomination certificates are not precluded from voting in the primary election. All certificates nominating candidates for office must be filed with the Secretary of State or County Clerk no later than August 1st preceding the general election. Filing fees are required at the time of filing of the nomination certificate or it may not be received by the Secretary of State or the County Clerk.

HB 3134 (Delegates Fleischauer, Beach, Marshall, Shook, Hunt, Frazier, Brown, Miley, Longstreth, Lawrence and Manchin)

Passed April 10, 2009; effective 90 days from passage

Purpose: Create a vote by mail pilot program for municipalities

Code Affected: Adds new article §3-3A-1, 2, 3, 4 & 5

Summary: The "West Virginia Vote by Mail Pilot Program" is created, establishing a two-phase pilot project allowing Class IV municipalities to conduct *only early voting* for municipal elections by mail beginning in 2010. Phase two authorizes five municipalities in the state to conduct *all voting* by mail beginning with the primary election of 2011. The Secretary of State will propose legislative rules to implement phase one and phase two. For phase two, the rules will include criteria for the selection of up to five municipalities to participate in the vote by mail pilot program.

LAW ENFORCEMENT & JAILS

SB 279 (Governor's Bill)

Passed April 11, 2009; effective 90 days from passage

Purpose: Relating to industrial accidents and emergency response regulations

Code Affected: Adds new section §15-5B-3a

Summary: Prompted by the accident at the Bayer Plant in Kanawha County, this legislation requires reporting within fifteen minutes of the occurrence of an emergency event at an industrial facility to the Mine and Industrial Accident Emergency Operations Center. If a local emergency telephone system receives the call, they are to immediately contact the Mine and Industrial Accident Emergency Operations Center. State and local officials are to be given timely authorized access to the contact person(s) at the facility and any areas affected and are to be notified of any hazardous materials.

SB 451 (Senators Kessler, Snyder, D.Facemire, White)

Passed April 11, 2009; effective July 1, 2009

Purpose: Crime Victims Compensation Program

Code Affected: §14-2A-3 & 14

Summary: The definition of "criminally injurious conduct" is expanded to include those acts committed outside of the United States against a WV resident. Allowable victim relocation costs are increased from \$1,000 to \$2,000 and payment for reasonable travel expenses for medical care are authorized. Economic loss amounts are increased from \$25,000 to \$35,000.

SB 761 (Senators Jenkins, Browning, Chafin, Foster, Kessler, Laird, Minard, Oliverio, Palumbo, Snyder, Stollings, Williams, Yost, Barnes, Caruth, Deem & Hall)

Passed April 16, 2009; effective 90 days from passage

Purpose: Relating to crimes committed on or against commercial, railroad or public utility property

Code Affected: Amends §61-3-12 & 29

Summary: This bill adds properties and structures that are enclosed by a fence, wall, or other structure erected with the intent of the property owner to protect and secure the area within and its contents from unauthorized persons to crimes against property; illegal entry into or upon will constitute breaking and entering or entering without breaking. Part of the aim of this bill is to strengthen penalties for copper theft and other destruction of property.

HB 2222 (Delegates Brown, D.Poling, Talbott, Miley, Overington, Sobonya)

Passed April 8, 2009; effective from passage

Purpose: Administrative Rules for Dept. of Military Affairs & Public Safety; Criteria and Procedures for Determination of Projected Cost Per Day for Inmates Incarcerated in Regional Jails

Code Affected: §64-6-1 (Regional Jail Authority)

Summary: A copy of the entire rule 94 CSR 7 is included at the end of the law enforcement summaries.

HB 2404 (Delegates Perry, Boggs, Morgan & Ellem)

Passed April 8, 2009; effective 90 days from passage

Purpose: Inmate reimbursement to the Regional Jail Authority for medical services

Code Affected: Adds new section §31-20-5f

Summary: As a cost control measure, this bill allows inmates to be assessed reasonable charges for health care services provided by the Regional Jail Authority. The charges may be deducted directly from the inmate's trustee account without the inmate's consent. A "reasonable charge" may not exceed the sum of \$5 for any billable service. Certain services are excluded from the assessment.

Association Comments: This was a regional jail initiative supported by their Legislative Oversight Committee to help reduce some of the medical costs that are included as part of the per diem charge paid by counties.

HB 2419 (Delegates Perry, Boggs, Morgan, Ellem & Webster)

Passed April 10, 2009; effective 90 days from passage

Purpose: Providing certain inmates a reduction in sentence for successful completion of education and rehabilitation programs in Regional Jails

Code Affected: Amends §31-20-5d

Summary: Inmates sentenced to the regional jails for more than six months will be granted one day of good time for successful completion of such programs as Domestic Violence, Parenting, Substance Abuse, Life Skills, Anger Management, or other special rehabilitation or education program offered. A maximum of five days good time shall be granted for successful completion of five programs.

Association Comments: The Regional Jail Authority sought this legislation in order to provide an incentive for their inmates to take advantage of the educational programs offered as completing those types of programs are not a requirement as they are in prison. This should also help to defray costs to counties of up to five days per inmate.

HB 2504 (Delegates Williams, Boggs, Argento, D. Poling, Pethel, Marshall, Butcher, Ennis, Rowan, Manypenny)

Passed April 10, 2009; effective 90 days from passage

Purpose: Establishment of an alert system for missing cognitively impaired persons

Code Affected: Amends §15-3A-7 and adds new article §15-3B-1 through 6

Summary: A "silver alert" program is established with this bill, authorizing broadcast media, upon notice from the State Police, to inform the public of a missing cognitively impaired person.

HB 2566 (Delegates Mahan, Brown, Eldridge, Ennis, Fragale, Longstreth, Ashley, Rowan, Schadler)

Passed April 11, 2009; effective 90 days from passage

Purpose: Expand applicability of increased penalties for battery or malicious assault against a government employee or contract health care worker

Code Affected: Amends §61-2-10b

Summary: Penalties are increased for battery or malicious assault against a government representative, defined as "any officer or employee of the state or a political subdivision thereof, or a person under contract with a state agency or political subdivision thereof." Health care

workers under contract are added to the definition of health care worker. Flat fines of \$500, \$1,000, and \$2,000 are revised to “up to” those amounts.

HB 2695 (Delegate Brown)

Passed April 11, 2009; effective 90 days from passage

Purpose: Provides criminal penalties for hunter who fails to render aid

Code Affected: Amends §20-2-57; Adds new sections §20-2-57a & 57b

Summary: A hunter who fails to render aid to a person the hunter shoots while hunting either negligently or as a result of hunting while intoxicated is subject to fines, confinement in jail, or both.

HB 2788 (Delegates Perry, Staggers, Williams, Ennis, Talbott, Perdue, Frazier, Fragale, Miley & Caputo)

Passed April 11, 2009; effective 90 days from passage

Purpose: Relating to protecting incapacitated adults

Code Affected: Amends §61-2-29; adds two new sections, §61-2-29a & 29b

Summary: Criminal penalties are provided for the offenses of abuse or neglect of incapacitated adults and misuse of funds or assets of an incapacitated adult by a caregiver.

HB 2877 (Delegates Lawrence, Phillips, D.Poling)

Passed April 11, 2009; effective 90 days from passage

Purpose: Change use of alcoholic beverages by minors from status offense to act of juvenile delinquency

Code Affected: Amends §11-16-19; §49-1-4; and §60-3A-24

Summary: While this bill began as a means of adding community service as a required penalty, that did not make it to the final version. Penalties are increased to \$100.

HB 2920 (Delegate Ellem)

Amended and again passed May 27, 2009 as a result of objections of the Governor; effective 90 days from passage

Purpose: Eliminating the felony offense of second or subsequent petit larceny

Code Affected: Repeals §61-11-20; Amends §61-11-6

Summary: The felony offense of second or subsequent petit larceny is repealed. Elements of accessory after the fact are provided and penalties are increased for accessory after the fact for certain crimes against the person. Certain specified persons (husband, wife, parent, grandparent, child, grandchild, brother, or sister) are excluded from being considered an accessory after the fact.

HB 2952 (Delegates Webster, Barker, Brown, Ferro, Hunt, Longstreth, Miley, Perry, Shook, Staggers & Ellem)

Passed April 8, 2009; effective 90 days from passage

Purpose: Clarifying a terroristic threat

Code Affected: Amends §61-6-24

Summary: A terroristic threat is a felony regardless of intent to actually commit the threatened act.

HB 3314 (Delegates Varner, Perdue, Miley, Hunt, White, Beach, Campbell, Hamilton, Hall, Shaver, & Ellem)

Passed April 11, 2009; effective 90 days from passage

Purpose: Relating to concealed handgun licensing generally

Code Affected: Amends §61-7-4 & 6a

Summary: This bill makes several revisions to the concealed handgun license including clarifying that a national background check is required, requiring the application for reissue must be ruled on within 45 days, eliminating social security numbers from the license, honoring concealed handgun permits issued by another state, eliminating the requirement that a person holding a concealed handgun permit from a reciprocating state be a resident of that state, and requiring that a potential reciprocating state's licensure standards be *similar to* (rather than equal) or greater to those of West Virginia.

**WEST VIRGINIA
SECRETARY OF STATE
NATALIE E. TENNANT
ADMINISTRATIVE LAW DIVISION**

Do Not Mark In This Box

FILED

2009 JUN -4 PM 2:41

OFFICE WEST VIRGINIA
SECRETARY OF STATE

Form #6

**NOTICE OF FINAL FILING AND ADOPTION OF A LEGISLATIVE RULE AUTHORIZED
BY THE WEST VIRGINIA LEGISLATURE**

AGENCY: WV Regional Jail & Correctional Facility Authority TITLE NUMBER: 94

AMENDMENT TO AN EXISTING RULE: YES NO

IF YES, SERIES NUMBER OF RULE BEING AMENDED: 7

TITLE OF RULE BEING AMENDED: Criteria and Procedures for Determination of Projected
Cost Per Day for Inmates Incarcerated in Regional Jails
and Operated by the Authority

IF NO, SERIES NUMBER OF RULE BEING PROPOSED: _____

TITLE OF RULE BEING PROPOSED: _____

THE ABOVE RULE HAS BEEN AUTHORIZED BY THE WEST VIRGINIA LEGISLATURE.

AUTHORIZATION IS CITED IN (house or senate bill number) HB 2222

SECTION 64-6-1, PASSED ON April 8, 2009

THIS RULE IS FILED WITH THE SECRETARY OF STATE. THIS RULE BECOMES EFFECTIVE ON THE
FOLLOWING DATE: June 15, 2009


Authorized Signature

94CSR7

FILED

2009 JUN -4 PM 2:41

TITLE 94
LEGISLATIVE RULE
REGIONAL JAIL AND CORRECTIONAL FACILITY AUTHORITY

OFFICE OF WEST VIRGINIA
SECRETARY OF STATE

SERIES 7
CRITERIA AND PROCEDURES
FOR DETERMINATION OF PROJECTED COST PER DAY FOR INMATES
INCARCERATED IN REGIONAL JAILS OPERATED BY THE AUTHORITY

§94-7-1. General.

1.1. Scope. – This legislative rule applies to the Regional Jail and Correctional Facility Authority, and to counties, municipalities, the West Virginia Division of Corrections, and any other entity by whose authority inmates are incarcerated and maintained in regional jails operated by the West Virginia Regional Jail and Correctional Facility Authority. The enforcement of this rule rests with the Executive Director of the Regional Jail and Correctional Facility Authority. W. Va. Code §31-20-10(h) requires the West Virginia Regional Jail and Correctional Facility Authority to develop an operational cost per day for inmates incarcerated in regional jails. This rule allocates resources and services necessary to protect the public safety by properly funding West Virginia's Regional Jail system.

1.2. Authority. – W. Va. Code §31-20-10(h).

1.3. Filing Date. – June 5, 2009.

1.4. Effective Date. – June 15, 2009.

1.5. Amends 94-CSR-7 which was effective March 28, 2007.

§94-7-2. Calculation of Projected Cost Per Inmate Day.

2.1. The Authority shall establish a uniform statewide per diem for housing persons in the Regional Jail system. The per diem shall be established using the Regional Jail system as a whole of all the regional jails combined.

2.2. Annually, the Regional Jail and Correctional Facility Authority shall establish an expenditure schedule, consistent with the requirements of W. Va. Code §31-20-10a *et. seq.* for the operation of the Regional Jail system. This schedule will cover all operational costs including, but not limited to personal services, employee benefits, public employees insurance reserve fund, current expenses, liquidity reassurance reserve, repairs and alterations and assets, as well as budgetary cost adjustments and all requirements of the State Budget Office. In calculating the schedule, the Authority may include moneys for

an operational reserve fund: *Provided*, that moneys budgeted for the operational reserve fund may not exceed the amount of actual operational expenditures incurred during a three month period in the preceding fiscal year; *Provided, however*, that such three month period must be the three month period with the lowest operational expenditures for any three month period in the preceding fiscal year.

2.3. The projected expenditure schedule will be divided by the previous fiscal year's billed average daily inmate population to yield the projected cost per inmate day.

2.4. The projected cost per inmate day shall then become effective as of July 1st of the next physical year's budget following the October projection.

§94-7-3. Annual Statement of Projected Cost Per Inmate Day.

In October of each year, an annual statement of projected cost per inmate day will be provided, upon request, to any billed entity who has or may have an inmate incarcerated in a regional jail.

§94-7-4. Preparation and Distribution of Monthly Billing Statements.

4.1. The Authority shall prepare a monthly billing statement, which, at a minimum, will include the name of the inmate, incarceration dates, the number of days the inmate was housed in a regional jail during the billing month, and the total charges per entity for inmate maintenance during the month.

4.2. The monthly billing statement shall be due and payable upon receipt.

4.3. The Executive Director, on behalf of the Authority, may initiate legal action to collect any debts resulting from the failure of a responsible entity to make prompt payment of billed charges per entity.

PENSIONS, RETIREMENT, PEIA, INSURANCE

SB 244 (Governor's Bill)

Passed April 9, 2009; effective 90 days from passage

Purpose: Relating to public employees' re-employment after retirement

Code Affected: Amends §5-10-48

Summary: Referred to as the "double-dipping bill", this bill limits the ability of an elected or appointed public official to retire from his or her position, begin receiving an annuity and continue to receive the annuity if he or she is re-elected or re-appointed to the same position within twelve months of retirement.

SB 258 (Governor's Bill)

Passed April 11, 2009; effective from passage

Purpose: Clarify that a local fiscal body shall not be penalized for deficits relating to the unfunded actuarial accrued liability of the WV Retiree Health Benefit Trust Fund and annual required contributions

Code Affected: Amends §11-8-26

Summary: Relating to OPEB (other post employment benefits), the unfunded actuarial accrued liability of the WV Retiree Health Benefit Trust Fund or the ARC (annual required contribution) will not count as part of the "casual deficit."

SB 414 (Senators Prezioso, Foster, Jenkins, Stollings, Caruth, Laird, Unger, Minard & Kessler)

Passed April 11, 2009; effective 90 days from passage

Vetoed for technical flaws; re-passed May 28, 2009; effective 90 days from passage

Purpose: Creating the Governor's Office of Health Enhancement and Lifestyle Planning

Code Affected: Repeals §5-16-7b; §5-16C-1 through 10; §5A-3-1a; §5A-3C-1 through 17; Amends §5F-2-2 and §16-2J-2; Adds New Article §16-2L-1 through 5; Amends §16-29H-1 through 5; Adds sixteen new sections designated §16-29H-6 through 21

Summary: The legislative findings that lead to the creation of the Governor's Office of Health Enhancement and Lifestyle Planning (GoHelp) include the rising costs of health care and the general level of unhealthy lifestyles in the state. This office will coordinate the various agencies that deal with health care issues and will develop a five-year strategic plan for improving the health and health care of West Virginians.

SB 464 (Senators Minard, Helmick, McCabe & Chafin)

Passed April 10, 2009; effective 90 days from passage

Purpose: Authorize PEIA to establish fee for paper transactions that could be performed electronically

Code Affected: Adds new section §5-16-24a

Summary: A fee not to exceed \$5 per transaction may be charged to employers for performing business transactions with PEIA by paper when the transaction could be performed electronically.

TAXATION

"I would suggest the taxation of all property equally, whether church or corporation."

Ulysses S. Grant

SB 540 (Senators Helmick & McCabe)

Passed April 11, 2009; effective 90 days from passage

Purpose: Clarifying Tax Commissioner's Authority

Code Affected: (For Assessors) §11-61-3 & 5; §11-21-21, 22, & 23

Summary: With regard to the property tax payment deferral, the senior citizens' tax credit, the low-income family tax credit and the refundable tax credit for real property taxes, those federal alternative minimum income taxpayers are specifically excluded from eligibility.

1st Special Session:

SB 1003 (SB 678 during regular session) Governor's Bill

Passed June 2, 2009; effective July 1, 2009

Purpose: Create High Technology Business Property Valuation Act

Code Affected: Adds new article §11-6J-1 through 7; Amends §11-15-8d and 9h

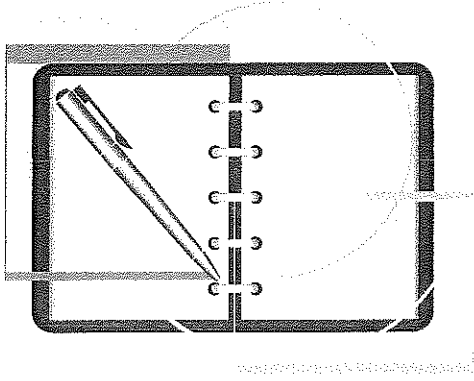
Summary: In order to attract "high-tech" businesses such as Google or Yahoo, for example, this bill establishes a mandated salvage valuation for these "data farms." It provides that the assessors will determine whether personal property used in a high technology business qualifies for the salvage value. Sales taxes are also exempt on certain items used by the defined types of businesses.

Association Comments: The bill, as written and explained is supposed to be narrowly defined and there would be very few business currently in the state that would qualify. The West Virginia Association of Counties asked for a reporting to the Legislature that will begin March 1, 2013 and for two subsequent years that will detail whether this valuation method provided any economic benefit. The following is a further clarification from the WV State Tax Department:

While, at first blush, the definitions may seem to lend themselves to a broad interpretation, a closer look reveals some fairly restrictive language that limits the ability of companies to take advantage of the Act. SB1003 states that in order to receive salvage valuation treatment the high-technology business activity or internet advertising business activity of the company must be the *primary business activity and not a secondary or incidental activity* of the company.

Furthermore, the special valuation applies only to "servers *directly used* in a high-technology business or in an internet advertising business, as defined in section nine-h, article fifteen of this chapter [11-15-9h], and . . . tangible personal property *directly used* in a high-technology business or in an internet advertising business." This direct use requirement ensures that special valuation applies only to that property that is primarily and directly used in the business, and *not* property which, although used by the business, is incidental, secondary or peripheral to that business activity. This would exclude items such as automobiles, computers and furniture from receiving salvage valuation treatment, even if the company otherwise qualifies as a high-technology business or internet advertising business.

That being said, the fiscal note that was prepared by the Tax Department noted the potential of up to \$200,000 in potential property tax loss. So it's likely that some existing businesses will be able to take advantage of the special valuation; however, the language in the bill limits both the types of businesses and the types of property that are subject to special valuation.



MARK YOUR CALENDAR!



Dates to Remember

2009 FALL BOARD MEETING

THE INN at CHARLES TOWN

October 4-6, 2009

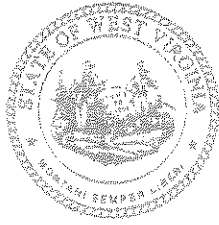
Jefferson County

2010 ANNUAL CONFERENCE

Charleston EMBASSY SUITES

February 14-16, 2010

Kanawha County



State of West Virginia
Joe Manchin III
Governor

Office of the Governor
State Capitol
1900 Kanawha Boulevard, East
Charleston, WV 25305

Telephone: (304) 558-2000
Toll Free: 1-888-438-2731
FAX: (304) 342-7025
www.wvgov.org

July 24, 2009

The Honorable Dale Manuel
President
Jefferson County Commission
Post Office Box 250
124 East Washington Street
Charles Town, WV 25414-1072

RECEIVED

JUL 30 2009

JEFFERSON COUNTY COMMISSION

Dear Commissioner Manuel:

Thank you for contacting my office. I appreciate your thoughts and concerns, and particularly the time you took to send them to me.

Your correspondence has been forwarded to the appropriate division in my office for further review.

Please accept my most sincere best wishes for the future.

With warmest regards,

A handwritten signature in black ink, appearing to read "Joe Manchin III".

Joe Manchin III
Governor

JM:mrp



State of West Virginia
Joe Manchin III
Governor

Office of the Governor
State Capitol
1900 Kanawha Boulevard, East
Charleston, WV 25305

Telephone: (304) 558-2000
Toll Free: 1-888-438-2731
FAX: (304) 342-7025
www.wv.gov

July 27, 2009

The Honorable ^{Dale} Dale Manuel
President
Jefferson County Commission
Post Office Box 250
124 East Washington Street
Charles Town, WV 25414-1072

RECEIVED
JUL 30 2009
JEFFERSON COUNTY COMMISSION

Dear Commissioner Manuel:

Thank you for your letter requesting consideration of legislation enabling Recovery Zone Bonds in any upcoming special session. The Governor agrees we are working on drafting legislation to do this.

Rumors of a special session however are just that. We will be working with Senate and House leadership to see if there is agreement to handle this subject should the need for a special session arise.

Thank you again for your information. If I can be of further service, please let me know.

Sincerely

James L. Pitrolo, Jr.
Legislative Director

JLP:JLP

July 1, 2009

To Whom It May Concern:

The Shepherdstown Fire Department and Shepherd University Police Department are conducting a full scale operations based exercise on active shooter within the educational community on August 7, 2009 at 0900 hours at Shepherd University. We would like to invite the County Commission to observe the exercise.

Please advise if you will be able to participate.

You may contact me at (304) 671-6049 or dkdonohue@aol.com with questions or to confirm your attendance.

Sincerely,



Dave Donohue, MA, MEP, EMT-P
President, Shepherdstown Fire Department

RECEIVED

JUL 30 2009

JEFFERSON COUNTY COMMISSION

State of West Virginia,

COUNTY OF JEFFERSON

Jennifer S Maghan
JEFFERSON County 03:16:38 PM
Instrument No 2009040766
Date Recorded 07/29/2009
Document Type OATHS
Book-Page 1-235

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



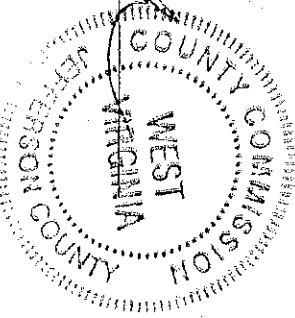
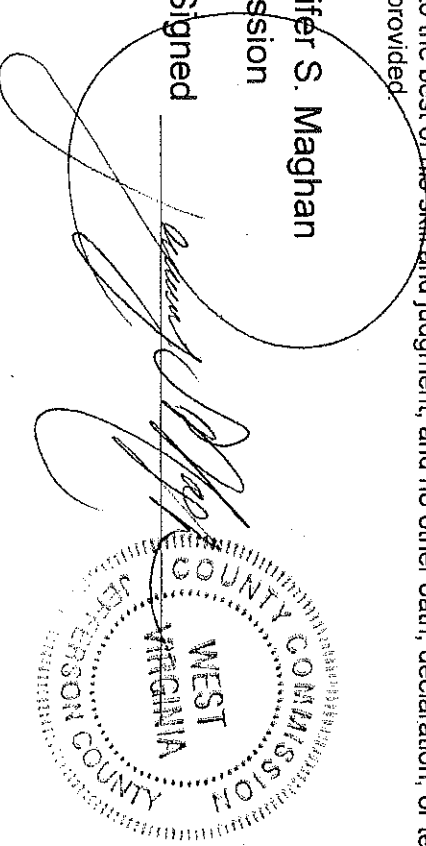
The above oath was taken and subscribed on this 29th day of July, 2009 at the Jefferson County Court House, 100 East Washington Street, Charles Town, West Virginia.

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



RECEIVED

JUL 30 2009

JEFFERSON COUNTY COMMISSION

State of West Virginia,

COUNTY OF JEFFERSON

I, **Lou Tiano**, 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, **Lou Tiano**, do solemnly swear or affirm that I will faithfully discharge and perform the duties of a member of the Jefferson County Parks and Recreation Commission to the best of my skill and judgment, and according to law. So help me God.

Signed Lou Tiano

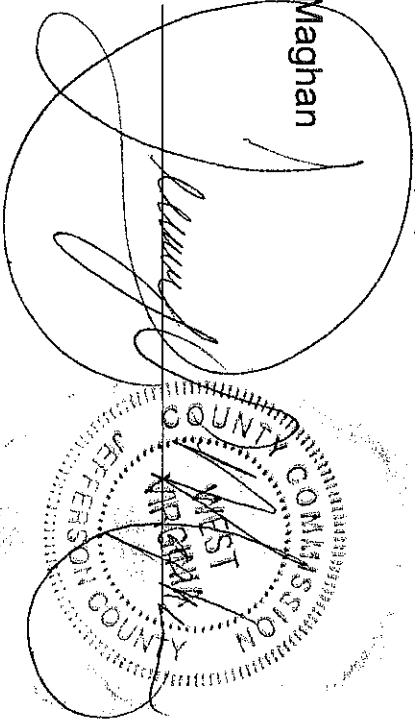
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Oath administered by Jennifer S. Maghan
Clerk of the County Commission

Signed

The image shows a handwritten signature in black ink, which appears to be "Lou Tiano", written over a circular official seal. The seal contains the text "JEFFERSON COUNTY COMMISSION" around the perimeter and "WEST VIRGINIA" in the center. The signature is written in a cursive style and overlaps the seal.

RECEIVED

JUL 29 2009

JEFFERSON COUNTY COMMISSION

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 35.06%	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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/18/09	\$ 160,652.98	\$ 160,652.98	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/25/09	\$ 158,889.08	\$ 158,889.08	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 616,599.56	\$ 616,599.56	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Benchmark Goal @ 2% \$ 912,063.48

Remainder until 1% / 1% Split \$ 285,463.92

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

Week Ending Date	Week Ending July 25, 2009 FY10
To be Deposited on:	July 31, 2009
Amount Played	79,522,868.90
Amount Won	71,216,349.81
MWAP Contribution	<u>32,088.42</u>
Adjusted Gross Terminal Revenue	<u>8,274,431.67</u>
Administrative Costs @ 4%	330,977.27
Excess Lottery Fund @ 4%	<u>0.00</u>
Net Terminal Revenue	<u>7,943,454.40</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% - 88%</i>	\$ -
<i>Track Share of Capital Reinvestment @ 42% - 4%</i>	\$ -
Adjusted Net Terminal Revenue	<u>7,943,454.40</u>
Racetrack @ 46.50% / 42%	3,693,706.30
Lottery Fund @ 30% / 0%	2,383,038.33
Excess Lottery Fund @ 0% / 41%	0.00
Race Track Purse @ 7% / 14% / 8%	556,041.81
Workers' Compensation Debt Reduction @ 7%	556,041.81
Employee Pension Fund @ 1% / .5%	79,434.54
Greyhound Development @ .75%	59,575.91
Thoroughbred Development @ .75%	59,575.91
Racing Commission @ 1%	79,434.54
County/Municipality @ 2%	158,869.08
3% Funds:	
Tourism Promotion Fund @ 1.375%	109,222.50
Development Office Promotion Fund @ .375%	28,787.95
Research Challenge Fund @ .5%	39,717.27
Capitol Renovation and Improvement Fund @ .6875%	54,611.25
2004 Capitol Complex Parking Garage Fund @ .0625%	4,964.66
1% Funds:	
State Capitol Complex Parking Garage @ 1%	29,747.93
Cultural Facilities and Capitol Resources @ .5%	24,843.31
Capitol Dome and Capitol Improvements @ .5% / 1%	<u>24,843.30</u>
	<u>7,943,454.40</u>