

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**THURSDAY, MAY 1, 2014**  
**9:30 A.M.**

County Commission Meeting Room  
located at the Old Charles Town Library  
200 E. Washington Street, Charles Town, WV

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**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

- April 10, 2014
- April 15, 2014, Lay the Levy
- April 17, 2014

**APPROVAL OF PURCHASE ORDERS**

- May 1, 2014

**APPROVAL OF ACCOUNTS PAYABLE**

- April 24, 2014
- May 1, 2014

**ANNOUNCEMENTS**

- Report if there are changes in the agenda if applicable

**PUBLIC COMMENT**

**PRESENTATIONS**

1. 9:45 a.m. Jennifer Maghan, County Clerk  
- Approval of Employment - Genevieve Hughes - Voter Registration/Elections  
Assistant Clerk Position - Discussion/Action

2. 10:00 a.m. Barbara Miller, Jefferson County Homeland Security and Emergency Management
  - Promote Jessica Owens to the Deputy Director/Planner/Program Manager position due to resignation and post the position of Administrative Assistant/Public Information Officer/Volunteer Coordinator - Discussion/Action
  - Approval of Grant Application in the amount of \$60,000 to purchase and install a generator for the Mason Building - Discussion/Action
  - Approval of Grant Application in the amount of \$21,000 for the purchase of portable radios for Jefferson County Schools - Discussion/Action
3. 10:15 a.m. Annette Gavin, Jefferson County CVB and Peggy Smith, City of Charles Town
  - Request to allow Charles Town Courthouse open for public tours on weekends - Discussion/Action
4. 10:30 a.m. Ronda Eddy, Day Report Center
  - Jefferson County Criminal Justice Board Membership - Day Report Center transition update - Discussion/Action
5. 10:45 a.m. **BREAK**
6. 11:00 a.m. Stephen Groh, Assistant Prosecuting Attorney and Debbie Keyser, County Administrator
  - Discuss Pending Litigation - Possible Executive Session - Attorney's Advice to Client
  - Update on Development Authority Appointments

#### **UNFINISHED BUSINESS**

7. Ambulance Fee in reference to Apartment Buildings - Discussion/Action (JT)

#### **NEW BUSINESS**

8. Code of Ethics to be signed by all applicants for County Commission appointed to Boards and Commissions - Discussion/Action (LW)
9. 11:45 a.m. Roger Goodwin, Office of Impact Fees
  - Draft letter for Commissioners to review to ask Board of Education to consider sharing the annual cost of administration of the impact fee program
  - Discussion/Action

#### **FINANCIAL DIRECTOR REPORTS**

- Finance Summary
- FY14 Revenue and Expenditure Projections

## **COUNTY ADMINISTRATOR REPORTS**

- Reduction in Force Policy - Discussion/Action
- Contracts Policy - Discussion/Action

## **COUNTY COMMISSION REPORTS**

10. 12:15 p.m. **Break for Lunch**

### **----- AFTERNOON SESSION -----**

11. 1:30 p.m. **Public Hearing for the Corporation of Shepherdstown's Proposed Growth Management Boundary under WV Code Section 8-6-4a**
12. 2:00 p.m. **Jennifer Brockman, Planning and Zoning**  
- Approval to promote internally to fill the vacant budgeted position of Project/Office Manager (possible Executive Session) and advertise resulting vacated Planning Clerk position - Discussion/Action  
- Action on final draft of proposed Zoning Ordinance Text Amendment (ZTA 12-01) to establish additional commercial and industrial zoning district categories, and related changes to the ordinance; including changes to the following sections of the Zoning and Land Development Ordinance: 4.4; 4.6; 4.10; 4.11; 5.1; 5.4; 5.6; 5.7; 5.8; 5.10; 6.3; 6.5; 8.1; 8.9; 8.12; 12.2; 12.3; Appendices A, B, and C; and the addition of new Sections 5.11, 5.12, 5.13, 5.14, 5.15, 5.16 and 5.17 - Discussion/Action
13. **ADJOURN**

## **DEPARTMENTS, BOARDS, COMMISSIONS AND AGENCY WRITTEN REPORTS**

- Engineering Department Quarterly Written Report
- Jefferson County Historic Landmarks Commission Quarterly Written Report

## **CORRESPONDENCE/INFORMATION**

Jefferson County Commission - Notice of Office Closures for the Primary Election, Tuesday, May 13, 2014.

2014 Jefferson County Levy Rate Sheet - Rates per \$100 Valuation.

Notice of "Celebrate Extension Day" at the Jefferson County Fairground - Saturday, May 10, 2014.

Letter from the West Virginia Department of Transportation regarding the Statewide Transportation Improvement Program and the amendments to the 2014-2019 STIP.

**County Commissioners' Association of West Virginia - 2014 Legislative Bill Summaries.**

**County Commissioners' Association of West Virginia - Fiscal Impact of SB 1005 - Elected County Officials Salary Increase Bill**

**West Virginia Lottery Weekly Settlement for Charles Town, week ending April 12, 2014.**

**West Virginia Lottery Weekly Settlement for Charles Town, week ending April 19, 2014.**

*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.*

## Minutes

### Jefferson County Commission

Thursday, April 10, 2014

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A meeting of the Jefferson County Commission was held on Thursday, April 10, 2014 in the County Commission meeting room in the Old Charles Town Library located at 200 E. Washington Street, Charles Town, WV 25414. Present were Commissioners Dale Manuel, Patsy Noland, Walter Pellish, Jane Tabb, and Lyn Widmyer. Also present were Debbie Keyser, County Administrator, Jessica Carroll, Executive Administrative Assistant and Jimmy Eddie, Bailiff. (An audio file of the Thursday, April 10, 2014 meeting is available through the Jefferson County Commission Office.)

#### PLEDGE OF ALLEGIANCE

Commissioner Manuel led the Pledge of Allegiance.

#### APPROVAL OF PURCHASE ORDERS

**Motion by Mr. Manuel to approve Purchase Orders in the amount of \$9586.95 to include Purchase Order Numbers 52306, 52307, 51468, 52222, 52372, 52373, and 52211. Motion seconded and unanimously approved.**

#### APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
071943	428	ACCURATE SYSTEMS INC		\$ -	\$ 6,000.00	\$ 6,000.00
071944	717	AUTOZONE		\$ -	\$ 1,259.15	\$ 1,259.15
071945	425	BONDED APPLICATORS OF MD	52368	\$ 560.00	\$ -	\$ 560.00
071946	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
071947	PAYROLL	BUREAU FOR CHILD SUPPORT		\$ -	\$ 28.85	\$ 28.85
071948	PAYROLL	BUREAU F/CHILD SPVRT ENF		\$ -	\$ 212.31	\$ 212.31
071949	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
071950	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
071951	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 530.77	\$ 530.77
071952	402	CSSI-COMPLETE SYSTEM SPR	52315	\$ 212.00	\$ -	\$ 212.00
071953	424	CHARLES TOWN UTILITIES		\$ -	\$ 214.97	\$ 214.97

071953	425	CHARLES TOWN UTILITIES		\$ -	\$ 870.00	\$ 870.00
071954	405	MARCIA LYNN CHANDLER	52210	\$ 904.00	\$ -	\$ 904.00
071955	440	DAVID M. CARTER		\$ -	\$ 26.80	\$ 26.80
071956	PAYROLL	CHILD SUPPORT ENFORCE AG		\$ -	\$ 27.69	\$ 27.69
071957	PAYROLL	DIVERSIFIED COLLECTION		\$ -	\$ 154.83	\$ 154.83
071958	425	84 LUMBER		\$ -	\$ 1,497.62	\$ 1,497.62
071959	412	MICHAEL HARMAN		\$ -	\$ 491.68	\$ 491.68
071960	401	RICOH USA, INC		\$ -	\$ 29.06	\$ 29.06
071960	403	RICOH USA, INC		\$ -	\$ 58.14	\$ 58.14
071960	404	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
071960	405	RICOH USA, INC		\$ -	\$ 87.21	\$ 87.21
071960	406	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
071960	425	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
071960	433	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
071960	440	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
071960	700	RICOH USA, INC		\$ -	\$ 58.14	\$ 58.14
071960	712	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
071961	PAYROLL	ING NATIONAL TRUST		\$ -	\$ 2,850.00	\$ 2,850.00
071962	425	JEFF CO PUBLIC SER DEPT		\$ -	\$ 197.49	\$ 197.49
071963	402	JEFFERSON PUBLISH CO INC	52317	\$ 33.00	\$ -	\$ 33.00
071963	401	JEFFERSON PUBLISH CO INC		\$ -	\$ 53.70	\$ 53.70
071964	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 40.00	\$ 40.00
071964	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,328.00	\$ 5,328.00
071965	406	MONROE SYS FOR BUSINESS	52308	\$ 220.40	\$ -	\$ 220.40
071966	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
071967	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
071968	406	PIFER OFFICE SUPPLY, INC	52299	\$ 4.75	\$ -	\$ 4.75
071968	406	PIFER OFFICE SUPPLY, INC	52303	\$ 638.46	\$ -	\$ 638.46
071968	406	PIFER OFFICE SUPPLY, INC	52304	\$ 134.95	\$ -	\$ 134.95
071969	424	POTOMAC EDISON/OH		\$ -	\$ 2,021.26	\$ 2,021.26
071969	425	POTOMAC EDISON/OH		\$ -	\$ 4,196.71	\$ 4,196.71
071969	425	POTOMAC EDISON/OH		\$ -	\$ 19,006.54	\$ 19,006.54
071970	425	RCS SECURITY	52371	\$ 203.85	\$ -	\$ 203.85
071971	402	RECORD MANAGEMENT SOLUTN	51631	\$ 35.00	\$ -	\$ 35.00
071971	403	RECORD MANAGEMENT SOLUTN	51438	\$ 30.00	\$ -	\$ 30.00
071972	PAYROLL	RETIREE HLTH BENEFIT TRS		\$ -	\$ 7,280.00	\$ 7,280.00
071973	404	SHERIFF OF JEFFERSON CO	52401	\$ 77.36	\$ -	\$ 77.36
071974	401	SOFTWARE SYSTEMS, INC		\$ -	\$ 292.00	\$ 292.00
071974	402	SOFTWARE SYSTEMS, INC		\$ -	\$ 27.00	\$ 27.00
071974	404	SOFTWARE SYSTEMS, INC		\$ -	\$ 805.00	\$ 805.00

071974	406	SOFTWARE SYSTEMS, INC		\$ -	\$ 52.00	\$ 52.00
071974	700	SOFTWARE SYSTEMS, INC		\$ -	\$ 274.50	\$ 274.50
071975	405	SPECIALTY BUS SUPPLIES	51639	\$ 1,186.44	\$ -	\$ 1,186.44
071976	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 25.98	\$ 25.98
071976	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 43,203.36	\$ 43,203.36
071976	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,103.96	\$ 10,103.96
071976	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 111.10	\$ 111.10
071976	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 40,977.00	\$ 40,977.00
071976	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 128.97	\$ 128.97
071977	711	SOFTWARE COMPUTER GROUP	50010	\$ 150.00	\$ -	\$ 150.00
071978	425	SPECTRUM FIRE PROTECTION	52370	\$ 200.00	\$ -	\$ 200.00
071979	425	SHENANDOAH VALLEY WATER		\$ -	\$ 561.25	\$ 561.25
071980	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 23,005.36	\$ 23,005.36
071981	425	CAPITAL TRISTATE		\$ -	\$ 425.57	\$ 425.57
071982	425	TRENARY SERVICE CO	52364	\$ 4,860.00	\$ -	\$ 4,860.00
071983	403	UNITED SYSTEMS & SOFTWARE		\$ -	\$ 385.07	\$ 385.07
071984	425	WM OF SHENANDOAH VALLEY		\$ -	\$ 672.01	\$ 672.01
<b>TOTAL</b>						<b>\$ 184,725.61</b>
<b>TOTAL</b>				<b>\$ 9,450.21</b>	<b>\$ 175,275.40</b>	<b>\$ 184,725.61</b>

**Motion by Ms. Tabb to approve the Accounts Payable for April 10, 2014 in the amount of \$184,725.61. Motion seconded and passes on a vote of 4-1 with Ms. Widmyer opposing.**

**PUBLIC COMMENT:**

No one addressed the Commission for the Public Comment portion of the meeting.

**PRESENTATIONS**

1. Ralph Lorenzetti, Prosecuting Attorney, and Steve Groh, Assistant Prosecuting Attorney
  - A. Provided the Commission with a discussion regarding the Day Report Center Grant Issue and the composition of the Community Criminal Justice Corrections Board.
    - o It was recommended by the Prosecuting Attorneys and the Finance Director to establish the Jefferson Day Report Center as a stand-alone entity and create an Agency Fund under the County Commission for the Jefferson Day Report Center's book keeping needs.

- **Motion by Mr. Manuel to authorize the President of the Commission to affix his signature to the grant application documents to move forward with the application. Motion seconded and unanimously approved.**

B. Updated the Commission on a pending litigation situation.

- **Motion by Mr. Manuel to enter into Executive Session, citing §6-9A-4, to discuss pending litigation. Motion seconded and unanimously approved.**
- **Motion by Ms. Tabb to come out of Executive Session. Motion seconded and unanimously approved.**

### UNFINISHED BUSINESS

2. Commissioner Jane Tabb – requested a continuation of the discussion of the Ambulance Fee in reference to apartment buildings.
  - It was the consensus of the Commission to table any decisions about this matter until a later date after more research has been conducted.
3. The Commission recessed for break at 10:30  
The Commission reconvened at 10:45
4. Jennifer Brockman, Director of Planning and Zoning – requested a continuance of a follow-up workshop on proposed Zoning Ordinance Text Amendment (ZTA 12-01) to establish additional commercial and industrial zoning district categories and related changes to the ordinance; including changes to the following sections of the Zoning and Land Development Ordinance: 4.4, 4.6, 4.10, 4.11, 5.1, 5.4, 5.6, 5.7, 5.8, 5.10, 6.3, 6.5, 8.1, 8.9, 8.12, 12.2, 12.3; Appendices A, B, and C; and the addition of new Sections 5.11, 5.12, 5.13, 5.14, 5.15, 5.16, and 5.17.

### APPENDIX C – PERMITTED USES TABLE

- **Motion by Ms. Widmyer to eliminate the Major Industrial (MI) category, as it's duplicative of the Industrial Commercial (IC) category. Motion seconded but fails on a vote of 1-4 with Mr. Manuel, Ms. Noland, Mr. Pellish, and Ms. Tabb opposing.**

### Changes to the Permitted Uses Table for the Major Industrial Category

It was the consensus of the Commission to change the Commercial Uses listed in the Permitted Uses Table for the Major Industrial Zone as follows:

1. Adult Uses – Not Permitted (NP)

2. Appliance Sales – Permitted Conditionally (PC)
3. Automobile Repair, Sales, Service – Permitted (P)
4. Automobile Parts, Supplies, Tire Stores – Permitted (P)
5. Automobile, Light Truck and Light Trailer Rentals, Indoor – Permitted (P)
6. Automobile, Light Truck and Light Trailer Rentals, Outdoor – Permitted (P)
7. Bail Bond Services – Permitted Conditionally (PC)
8. Business Equipment Sales, Services – Permitted (P)
9. Building Maintenance Services – Permitted Conditionally (PC)
10. Building Materials and Supplies – Permitted (P)
11. Car Wash – Permitted Conditionally (PC)
12. Commercial Blood Plasma Center – Not Permitted (NP)
13. Custom Manufacturing – Permitted
14. Dry Cleaning and Laundry Services – Permitted (P)
15. Equipment Rental, Sales, or Service – Permitted (P)
16. Exterminating Services – Permitted (P)
17. Food Preparation – Permitted Conditionally (PC)
18. Gas Station, Limited – Permitted Conditionally (PC)
19. Gas Station – Permitted Conditionally (PC)
20. Gas Station, Large – Permitted Conditionally (PC)
21. Horse Racing Facility – Not Permitted (NP)
22. Mobile Home, Boat, Trailer Sales – Permitted Conditionally (PC)
23. Movie Theater – Not Permitted (NP)
24. Parking, Commercial Offsite Accessory – Permitted (P)
25. Non-Profit Commercial Uses – Not Permitted (NP)
26. Non-Profit Community Centers – Not Permitted (NP)
27. Pawn Shop Services – Not Permitted (NP)
28. Retail Sales Limited – Not Permitted (NP)
29. Retail Sales and Services, General – Not Permitted (NP)
30. Retail Store, Large – Not Permitted (NP)
31. Storage, Commercial – Permitted Conditionally (PC)

#### APPENDIX B – Non-Residential Site Development Standards Table

- **Motion by Ms. Widmyer to amend the Buffer Section in Appendix B to include the following: Residential = Narrow, Commercial = Medium, and Industrial = Wide. Motion seconded and unanimously approved.**

#### COUNTY COMMISSIONERS' REPORTS

Jane Tabb

- Attended a Public Service District meeting.
- Attended Farmland Protection Board property monitoring.

Walt Pellish

- Attended a Development Authority meeting.

Dale Manuel

➤ Attended a Planning Commission meeting.

5. The Commission meeting was adjourned at 12:20 pm. on a motion by Ms. Noland. Motion was seconded and unanimously approved.

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WALT PELLISH, PRESIDENT

Respectfully submitted  
Jessica D. Carroll  
Administrative Assistant

**SPECIAL SESSION:**

**(TO LAY THE LEVY)**

State of West Virginia, County of Jefferson, to-wit:

At a Special Session of the County Commission of said County and State continued and held in the County Commission meeting room of the Old Charles Town Library, 200 E. Washington Street, Charles Town, West Virginia on Tuesday, April 15, 2014, beginning at 10:00 o'clock a.m.

**PRESENT:** Walt Pellish, President  
Jane Tabb, Vice President  
Dale Manuel, Commissioner  
Patsy Noland, Commissioner  
Lyn Widmyer, Commissioner  
Tim Stanton, Finance Director  
Jessica Carroll, Administrative Assistant

**In re: LEVY ORDER AND LEVY RATES APPROVED FOR FISCAL YEAR 2014 - 2015**

The meeting was called to order at 10:05 a.m. by Commissioner Pellish.

Commissioner Widmyer led the Pledge of Allegiance.

The purpose of the meeting was to Lay the Levy for FY2014 - FY2015.

**Motion by Mr. Manuel to adopt the Levy Order and Levy Rates for Fiscal Year 2014 - 2015 and to forward the proper documents to the State Auditor's Office. Motion seconded by Ms. Noland and unanimously approved.**

**AUTHORIZED RATES**

Thirteen and seventy-five hundredths cents	(14.04) Class I Property
Twenty-Seven and fifty hundredths cents	(28.08) Class II Property
Fifty-five and no hundredths cents	(56.16) Class III and Class IV Property

There being no further business, motion by Ms. Noland to adjourn the Special Session to Lay the Levy. Motion seconded and unanimously approved.

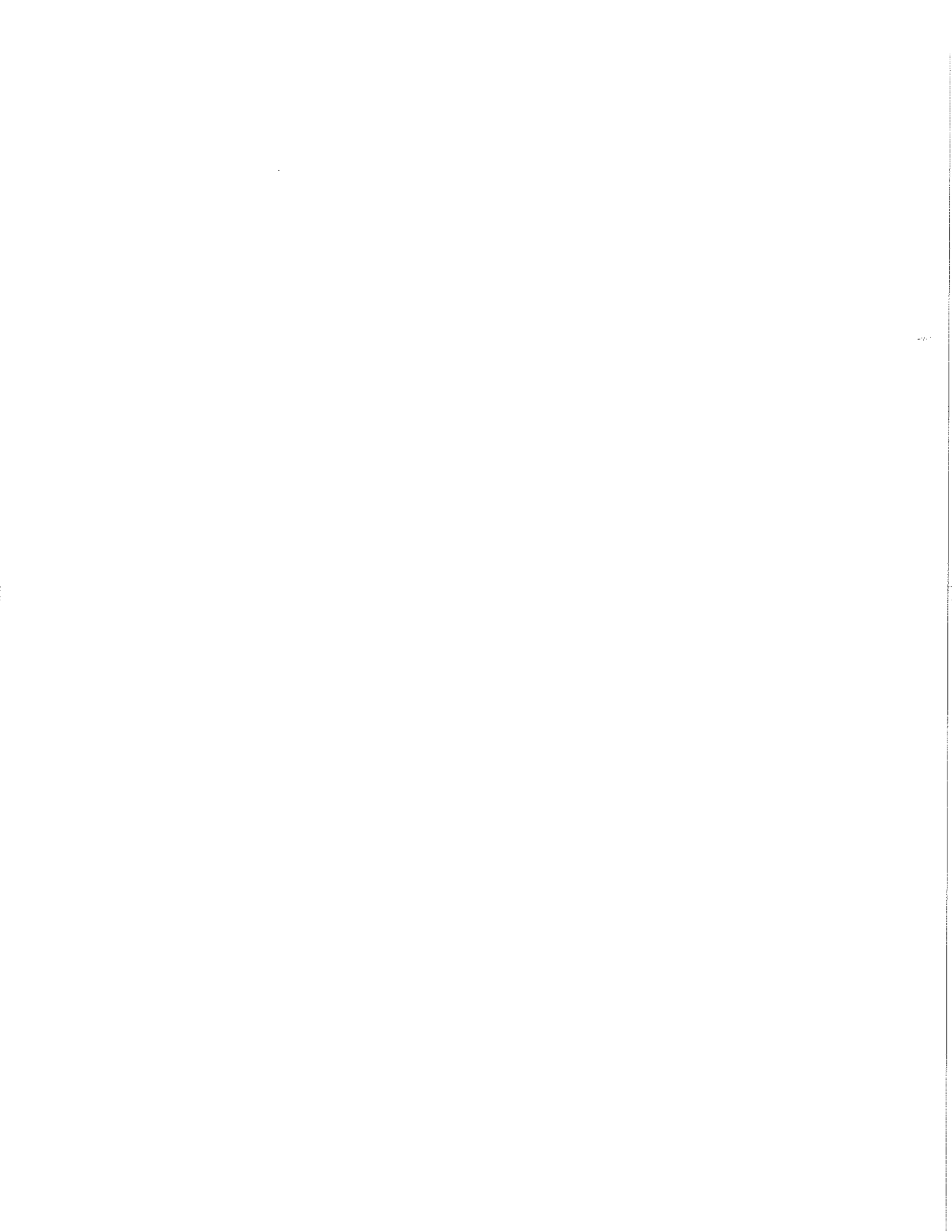
Upon rising, the Commission adjourned until the regular meeting on Thursday, April 17, 2014 at 9:30 a.m.

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WALT PELLISH, PRESIDENT

Respectively Submitted:  
Jessica D. Carroll  
Administrative Assistant

Attachment: Levy Order and Rate Sheet FY2014 - FY2015



# Minutes

## Jefferson County Commission

Thursday, April 17, 2014

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A meeting of the Jefferson County Commission was held on Thursday, April 17, 2014 in the County Commission meeting room in the Old Charles Town Library located at 200 E. Washington Street, Charles Town, WV 25414. Present were Commissioners Dale Manuel, Patsy Noland, Walter Pellish, Jane Tabb and Lyn Widmyer. Also present were Debbie Keyser, County Administrator, Jessica Carroll, Executive Administrative Assistant and Jimmy Eddie, Bailiff. (An audio file of the Thursday, April 17, 2014 meeting is available through the Jefferson County Commission Office.)

### PLEDGE OF ALLEGIANCE

Commissioner Widmyer led the Pledge of Allegiance.

### APPROVAL OF MINUTES

**Motion by Ms. Noland to approve the Minutes of March 27, 2014. Motion seconded and unanimously approved.**

**Motion by Mr. Manuel to approve the Regular Meeting Minutes of April 3, 2014 with noted corrections. Motion seconded and unanimously approved.**

### APPROVAL OF PURCHASE ORDERS

**Motion by Ms. Tabb to approve Purchase Orders in the amount of \$129,169.70 to include Purchase Order Numbers 52376, 52378, 52320, 52498, and 51381. Motion seconded and unanimously approved.**

### APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
071987	425	ALLIANCE ELECTRIC LLC	52372	\$ 812.50	\$ -	\$ 812.50
071988	413	APPLE VALLEY OFF.PRODUCT	51630	\$ 84.70	\$ -	\$ 84.70

071989	405	ADC LEGAL SYSTEMS, INC.	52211	\$ 1,074.00	\$ -	\$ 1,074.00
071990	406	BERKELEY PRINTING/DESIGN	52306	\$ 3,827.10	\$ -	\$ 3,827.10
071991	413	CASTO & HARRIS INC	52319	\$ 13.86	\$ -	\$ 13.86
071992	424	J.C.EHRLICH		\$ -	\$ 34.00	\$ 34.00
071992	425	J.C.EHRLICH		\$ -	\$ 533.72	\$ 533.72
071993	401	FEDEX		\$ -	\$ 26.90	\$ 26.90
071993	405	FEDEX		\$ -	\$ 9.90	\$ 9.90
071994	717	GUTTMAN OIL CO		\$ -	\$ 16,796.46	\$ 16,796.46
071995	424	GRIFFITH ENERGY SERVICE		\$ -	\$ 2,111.86	\$ 2,111.86
071995	425	GRIFFITH ENERGY SERVICE		\$ -	\$ 3,302.80	\$ 3,302.80
071996	413	INTAB	52322	\$ 65.95	\$ -	\$ 65.95
071997	402	JEFFERSON PUBLISH CO INC	52318	\$ 183.18	\$ -	\$ 183.18
071997	401	JEFFERSON PUBLISH CO INC		\$ -	\$ 90.04	\$ 90.04
071998	425	JEFFERSON UTILITIES INC		\$ -	\$ 559.76	\$ 559.76
071999	425	KONE INC.	52149	\$ 1,482.00	\$ -	\$ 1,482.00
072000	712	LANGUAGE LINE SERVICES		\$ -	\$ 366.30	\$ 366.30
072001	406	MONROE SYS FOR BUSINESS	52309	\$ 135.14	\$ -	\$ 135.14
072002	401	PHILIP A. REALE, PLLC		\$ -	\$ 7,800.00	\$ 7,800.00
072003	403	SOFTWARE SYSTEMS, INC		\$ -	\$ 619.00	\$ 619.00
072003	403	SOFTWARE SYSTEMS, INC		\$ -	\$ 122.00	\$ 122.00
072004	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 94.30	\$ 94.30
072004	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 22.06	\$ 22.06
072004	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 79.08	\$ 79.08
072005	403	WV ASSOC OF CIRCUIT CLER	51468	\$ 1,145.00	\$ -	\$ 1,145.00
072006	401	SHERIFF OF JEFFERSON CO		\$ -	\$ 25,000.00	\$ 25,000.00
072007	425	SUNFIRE ENERGY SOLUTIONS	52373	\$ 1,024.42	\$ -	\$ 1,024.42
072009	GRANT	UNITED BANKCARD CENTER	52016	\$ 102.47	\$ -	\$ 102.47
072009	GRANT	UNITED BANKCARD CENTER	52017	\$ 454.45	\$ -	\$ 454.45
072009	GRANT	UNITED BANKCARD CENTER	52018	\$ 1,686.15	\$ -	\$ 1,686.15
072009	711	UNITED BANKCARD CENTER	50003	\$ 955.99	\$ -	\$ 955.99
072009	402	UNITED BANKCARD CENTER		\$ -	\$ 34.95	\$ 34.95
072009	402	UNITED BANKCARD CENTER		\$ -	\$ 1,095.44	\$ 1,095.44
072009	402	UNITED BANKCARD CENTER		\$ -	\$ 59.98	\$ 59.98
072009	403	UNITED BANKCARD CENTER		\$ -	\$ 225.11	\$ 225.11
072009	405	UNITED BANKCARD CENTER		\$ -	\$ 14.17	\$ 14.17
072009	405	UNITED BANKCARD CENTER		\$ -	\$ 25.00	\$ 25.00
072009	412	UNITED BANKCARD CENTER		\$ -	\$ 39.59	\$ 39.59
072009	415	UNITED BANKCARD CENTER		\$ -	\$ 77.42	\$ 77.42
072009	424	UNITED BANKCARD CENTER		\$ -	\$ 110.08	\$ 110.08
072009	424	UNITED BANKCARD CENTER		\$ -	\$ 20,183.91	\$ 20,183.91

072009	425	UNITED BANKCARD CENTER	\$ -	\$ 133.90	\$ 133.90
072009	425	UNITED BANKCARD CENTER	\$ -	\$ 8.15	\$ 8.15
072009	425	UNITED BANKCARD CENTER	\$ -	\$ 316.56	\$ 316.56
072009	425	UNITED BANKCARD CENTER	\$ -	\$ 177.03	\$ 177.03
072009	425	UNITED BANKCARD CENTER	\$ -	\$ 15.77	\$ 15.77
072009	433	UNITED BANKCARD CENTER	\$ -	\$ 90.00	\$ 90.00
072009	433	UNITED BANKCARD CENTER	\$ -	\$ 179.00	\$ 179.00
072009	433	UNITED BANKCARD CENTER	\$ -	\$ 28.80	\$ 28.80
072009	433	UNITED BANKCARD CENTER	\$ -	\$ 265.00	\$ 265.00
072009	439	UNITED BANKCARD CENTER	\$ -	\$ 85.06	\$ 85.06
072009	440	UNITED BANKCARD CENTER	\$ -	\$ 178.20	\$ 178.20
072009	451	UNITED BANKCARD CENTER	\$ -	\$ 186.26	\$ 186.26
072009	700	UNITED BANKCARD CENTER	\$ -	\$ 21.94	\$ 21.94
072009	700	UNITED BANKCARD CENTER	\$ -	\$ 1,900.00	\$ 1,900.00
072009	700	UNITED BANKCARD CENTER	\$ -	\$ 1,340.00	\$ 1,340.00
072009	700	UNITED BANKCARD CENTER	\$ -	\$ 593.86	\$ 593.86
072009	700	UNITED BANKCARD CENTER	\$ -	\$ 25.90	\$ 25.90
072009	700	UNITED BANKCARD CENTER	\$ -	\$ 99.62	\$ 99.62
072009	700	UNITED BANKCARD CENTER	\$ -	\$ 96.37	\$ 96.37
072009	700	UNITED BANKCARD CENTER	\$ -	\$ 744.79	\$ 744.79
072009	711	UNITED BANKCARD CENTER	\$ -	\$ 165.00	\$ 165.00
072009	711	UNITED BANKCARD CENTER	\$ -	\$ 523.83	\$ 523.83
072009	711	UNITED BANKCARD CENTER	\$ -	\$ 20.97	\$ 20.97
072009	711	UNITED BANKCARD CENTER	\$ -	\$ 154.87	\$ 154.87
072009	712	UNITED BANKCARD CENTER	\$ -	\$ 3,416.11	\$ 3,416.11
072009	712	UNITED BANKCARD CENTER	\$ -	\$ 243.49	\$ 243.49
072009	717	UNITED BANKCARD CENTER	\$ -	\$ 20.00	\$ 20.00
072009	717	UNITED BANKCARD CENTER	\$ -	\$ 30.00	\$ 30.00
072009	717	UNITED BANKCARD CENTER	\$ -	\$ 637.68	\$ 637.68
072009	717	UNITED BANKCARD CENTER	\$ -	\$ 75.00	\$ 75.00
072010	717	NAPA AUTO PARTS	\$ -	\$ 814.22	\$ 814.22
072011	PAYROLL	WV BUREAU OF EMPLOYMENT	\$ -	\$ 1,645.71	\$ 1,645.71
<b>TOTAL</b>					<b>\$ 106,713.83</b>
<b>TOTAL</b>			<b>\$ 13,046.91</b>	<b>\$ 93,666.92</b>	<b>\$ 106,713.83</b>

**Motion by Ms. Noland to approve the Accounts Payable for April 17, 2014 in the amount of \$106,713.83. Motion seconded and unanimously approved.**

### PUBLIC COMMENT:

Judy Matlick, WVU Extension Agent – introduced Mikey Withrow, the WVU Extension Service Program Assistant who will be helping with various 4-H camps and County Fair preparation until August.

Shay McNeil, Jefferson County 4-H Extension Agent – spoke about “Celebrate Extension Day” scheduled for Saturday, May 10 in honor of the 100<sup>th</sup> anniversary of the passage of the Smith-Lever Act that created Cooperative Extension. Ms. McNeil stated the celebration will be held at the Jefferson County Fairgrounds, and there will be an array of different activities for people of all ages.

David Tabb, resident – spoke regarding the proposed Ambulance Fee Ordinance.

### PRESENTATIONS

1. Tom Trumble, Jefferson County Health Department – introduced Dr. David Didden, the County’s newly appointed Health Officer. Mr. Trumble also spoke briefly about the newest members of the Board of Elders and the potential renovations to the County Health Department facilities.
2. Mayor Jim Auxer and Andy Beall, Zoning Officer – requested the approval of the boundary established by the Corporation of Shepherdstown as the Growth Management Boundary (also known as the Urban Growth Boundary).
  - **Motion by Mr. Manuel to endorse the boundary established by the Corporation of Shepherdstown as the Growth Management Boundary with a Public Hearing on this matter to be held at a later date. Motion seconded and unanimously approved.**
3. Interviews and Appointments to the Jefferson County Development Authority Board for five (5) three-year terms ending April 5, 2017.
  - Mr. Pellish requested the tabling of Mr. Mark Dyck’s reappointment until the Prosecuting Attorney was able to get an opinion from the Attorney General regarding the code pertaining to the citizenship requirements for appointments to County Boards, Commissions, and Committees.
  - Mr. Manuel offered his nomination to Mr. Bill McLeod.
  - Ms. Tabb offered her nominations to Mr. Howard Mills, Mr. Conrad Hammand, and Ms. Annette Gavin.

- Mr. McLeod received two votes – one from Ms. Widmyer and one from Mr. Manuel.
  - Mr. Mills received five votes – one from each Commissioner.
  - Mr. Hammand received five votes – one from each Commissioner.
  - Ms. Gavin received five votes – one from each Commissioner.
  - **After receiving the majority vote, Mr. Mills, Mr. Hammand, and Ms. Gavin were each reappointed to the Jefferson County Development Authority for one three-year term ending April 5, 2017.**
    - It was the consensus of the Commission to direct staff to re-advertise the two remaining vacancies on the Jefferson County Development Authority Board for two weeks with appointments to be made during the Commission meeting scheduled for Thursday, May 15, 2014.
4. The Commission recessed for break at 10:30 am.  
The Commission reconvened at 10:45 am.
5. Tom Reilly, IT Consultant – provided the Commission with an update of the technological improvements that were recently approved, including the progress of the Windows XP update, the current status and timeline for the new County website, and the Virtualization project for the Downtown Campus.
6. Lynn Fields, Deputy Probate Clerk
- A. Requested a quarterly review to approve estates opened since last quarterly review and also close any estates that have met all statutory requirements.
- **Motion by Ms. Widmyer to approve the estates opened since the last quarterly review and close any estates that have met all statutory requirements. Motion seconded and unanimously approved.**
- B. Requested the Commission remove Michael Bir as the Executor of the Doreen Bir Estate and appoint Barbara J. Bir as Administrator, cta.
- **Motion by Mr. Manuel to accept the resignation of Michael Bir as the Executor of the Doreen Bir Estate and appoint Barbara J. Bir as Administrator. Motion seconded and unanimously approved.**
7. Bill Polk, Director of Maintenance

- A. Requested a discussion and decision on the cleaning services for the County buildings.
- **Motion by Mr. Manuel to bring back the proposal for two full time housekeeping employees under the Maintenance department with a cost comparison against the current contracted cleaning services and approve the hiring of two full time housekeeping employees if there proves to be a cost savings. Motion seconded and unanimously approved.**
- B. Requested the approval of the Jefferson County Health Department Renovation to ensure compliance with the requirements of HIPPA and ADA and create a more efficient use of space and will facilitate expanded preventive health care services to the community.
- **Motion by Ms. Widmyer to approve the renovation project for the office space of the Jefferson County Health Department, as presented. Motion seconded and unanimously approved.**
- C. Requested the approval of the landscape proposal for the Jefferson County Courthouse.
- **Motion by Mr. Manuel to approve the proposal for the landscaping of the courtyard of the Jefferson County Courthouse in the amount of \$61,700 from Capital Outlay as presented and to further approve the concrete color “wheat light” as recommended by the Historic Landmarks Commission. Motion seconded and passes on a vote of 4-1 with Ms. Tabb opposing.**
8. Discussion of the Ordinance to Dissolve and Reconstruct the Jefferson County Emergency Services Agency Board.
- It was the consensus of the Commission to add “State Fire Marshall” as another entity with whom to consult in letter (d) of Section 2 – Powers.
  - It was the consensus of the Commission to insert the following under letter (d) of Section 2 – Powers: *“The Agency shall have the ability to contract services and/or enter into mutual aid agreement with volunteer fire companies.”*
  - It was the consensus of the Commission to change “the Agency” to “the County Commission” in letter (f), Section 2 – Powers.
  - It was the consensus of the Commission to strike the following from letter (f), Section 2 – Powers: “However, the agency may not institute collection actions...” and edit the wording to state: *“All delinquent accounts shall be*

*referred to the County Commission which retains the sole discretion and authority to institute collections actions in the Courts of this State.”*

- It was the consensus of the Commission to list the President of the Fire and Rescue Association as a non-voting member under part 2 of Section 3 – Joint Emergency Services Board.
  - It was the consensus of the Commission to strike the following from Section 3, Part 2, letter (i): “The initial term of the County Commissioner shall expire on June 30<sup>th</sup>, 2016.” The stricken sentence shall be replaced with the following: *“The County Commissioner shall be appointed each January during the annual organizational meeting of the Commission.”*
  - It was the consensus of the Commission to correct the last sentence in Section 7, letter (m) to read: *“Uncollected revenue from service providers shall be deducted from current or future funds the Agency would otherwise provide to said service provider.”*
- **Motion by Ms. Widmyer to approve the Ordinance to Dissolve and Reconstruct the Jefferson County Emergency Services Agency Board as amended for the purposes of holding a Public Hearing.**
9. Jane Tabb, County Commissioner – requested a discussion to develop the Fire Department allocation distribution methodology for 2014-2015 only.
- **Motion by Ms. Tabb for the equal distribution of fire service contracts to be managed through the County Commission for FY14-15 only based on current JCESA guidelines. Motion seconded and passes on a vote of 3-2 with Ms. Widmyer and Mr. Manuel opposing.**
10. Ratification of the approval of the WV Community Corrections Grant Program Application.
- **Motion by Mr. Manuel to ratify the approval of the WV Community Corrections Grant Program Application and authorize the President of the County Commission to affix his signature to the appropriate documents. Motion seconded and unanimously approved.**
11. The Commission recessed for lunch at 12:30 pm.  
The Commission reconvened at 1:30 pm.
12. Jennie Brockman, Director of Planning and Zoning, and Seth Rivard, County Planner – held a public hearing on the proposed text amendment to Section 4.11 A of the Zoning and Land Development Ordinance regarding landscaping between similar non-residential uses.

- Mr. Pellish opened the Public Hearing at 1:33 pm.
- No one gave public comment during the public hearing.
- Mr. Pellish stated the record would remain open for two weeks to allow for written comment.

- **Motion by Mr. Manuel to close the Public Hearing. Motion seconded and unanimously approved.**

13. Debbie Keyser, County Administrator, Tim Stanton, Finance Director, and Sally Gran, County Clerk Payroll Clerk – provided the Commission with a Health Care presentation to determine the benefits for 2014-2015 Benefits Open Enrollment.

- **Motion by Ms. Noland to adopt the Proposed Health Care Plan with \$2,000/\$4,000 deductibles as reviewed and discussed during budget deliberations for the 2014/2015 Fiscal Year. Motion seconded and unanimously approved.**
- **Motion by Ms. Tabb to adopt the health care premium rates to reflect Employee, Employee + One, and Employee + Family actual costs. Motion seconded and unanimously approved.**
- **Motion by Ms. Tabb to adopt HRA Plan B, as discussed during budget deliberations, which provides for Jefferson County Commission to reimburse employees for the difference between their current deductibles of \$750/\$1500 and the new \$2000/\$4000 deductibles. Motion seconded and unanimously approved.**
- **Motion by Mr. Manuel to disallow employees from using their HRA Accounts toward their premiums, effective June 30, 2014, in order to be in compliance with the Affordable Care Act. Motion seconded and unanimously approved.**

### **COUNTY ADMINISTRATOR REPORTS**

- Contract Policy – Ms. Keyser submitted a Contract Policy to the Commissioners for their review and stated it would be on the agenda for approval during the next scheduled Commission meeting.
- Crosswalk – Ms. Keyser stated she was working with Mr. Polk and Commissioner Manuel to look into the creation of a crosswalk between the judicial buildings at the request of the elected officials.

- Broker of Record – Ms. Keyser stated she received seven responses to the RFP for a new Broker of Record and she'd be back before the Commission with a recommendation by early May.
- Administrative Assistant/Fee Collector Position – Ms. Keyser stated the Commission office has received approximately 25 resumes for the administrative assistant/fee collector position to date, and she'd be scheduling interviews in the coming week.
- Commission Office Staff Timeline – Ms. Keyser gave the Commission a timeline of current and upcoming projects the Commission office staff has been working to complete, including a County benefits presentation and the hiring and training of the administrative assistant/fee collector.

### **FINANCE DIRECTOR REPORTS**

- **Motion by Ms. Widmyer to approve Internal Budget Revision #11 from the Engineering Department. Motion seconded and unanimously approved.**
  - Mr. Stanton provided the Commission with an overview of the “user friendly” budget documents he prepared for the tax payers now that the budget for FY15 has been finalized and requested approval to post the documents on the County website.
- **Motion by Ms. Tabb to approve the posting of the user friendly budget documents to the County website pending some small changes. Motion seconded and unanimously approved.**

### **COUNTY COMMISSIONERS' REPORTS**

#### Jane Tabb

- Attended a Farmland Protection Board meeting.
- Attended a JCESA meeting.
- Attended a PSD meeting.
- Attended the Lay of the Levy.
- Attended the Hospice Grand Opening.

#### Walt Pellish

- Attended the League of Women Voters Candidate Forum.
- Attended the Lay of the Levy.
- Attended the Hospice Grand Opening.

#### Patricia Noland

- Attended the Lay of the Levy.

- Attended the Hospice Grand Opening.

Dale Manuel

- Attended a Jefferson Center meeting.
- Attended a Council on Aging meeting.
- Attended a 9-1-1 Advisory Board meeting.
- Attended a Parks and Recreation meeting.
- Attended the Lay of the Levy.
- Attended the Hospice Grand Opening.

Lyn Widmyer

- Attended a HEMPMO meeting.
- Attended the Lay of the Levy.
- Attended the Hospice Grand Opening.

14. The Commission meeting was adjourned at 3:04 pm on a motion by Mr. Manuel.  
Motion seconded and unanimously approved.

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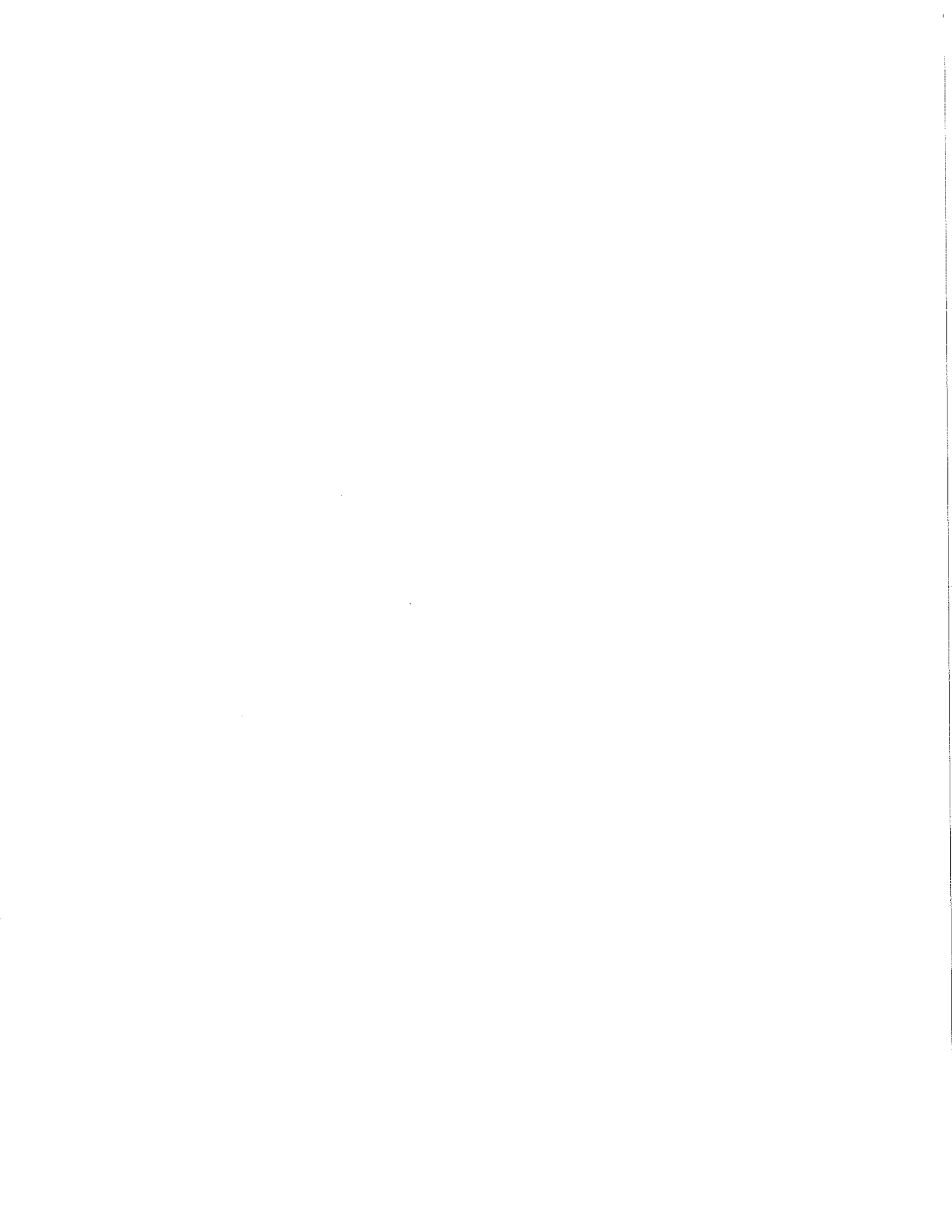
WALT PELLISH, PRESIDENT

Respectfully submitted  
Jessica D. Carroll  
Administrative Assistant

**PURCHASE ORDERS TO BE APPROVED**

**May, 1 2014**

DEPARTMENT	PURCHASE ORDER	AMOUNT	VENDOR	DESCRIPTION
ANIMAL CONTROL	51939	\$ 574.46	Valley Equine	Vet Care for Bir Cruelty Case
	51945	\$ 345.00	Amanda Compton	Vet/Dental Care for Bir Cruelty Case
COUNTY CLERK	52323	\$ 4,517.42	Casto & Harris	Election Kits and Supplies
COUNTY COMMISSION	50253	\$ 3,322.00	TischlerBise, Inc.	Impact Fee Study Updates
COURTHOUSE	52384	\$ 530.00	Micromain	Micromain Web Request & Annual Support
GIS/ADDRESSING	51382	\$ 931.98	BK Office Supplies	Office Supplies
OTHER BUILDINGS	52381	\$ 313.75	TML	Copier Maintenance for Public Service Cntr
	52382	\$ 981.00	BK Office Supply	Copy Paper
	52386	\$ 644.99	BK Office Supply	Copy Paper
	52388	\$ 260.00	Dodson's Septic Tank	Tank Pumped at Sheriff's Sub Station
	52389	\$ 295.00	Fire Safety Equipment Supply	Kitchen Hood Inspections
<b>GRAND TOTAL</b>		<b>\$ 9,288.88</b>		



Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

### AGENDA REQUEST FORM

Name: Jennifer Maghan

Department or Entity: County Clerk

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1<sup>st</sup> Choice: May 1

Date Requested – 2<sup>nd</sup> Choice: \_\_\_\_\_

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

Subject: Approve to hire Genevieve Hughes for the full time Voter Registration/Elections assistant clerk position

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

I would like approval to hire Genevieve Hughes for the full time Voter Registration/Elections assistant clerk position.

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): **Approve the hire of Genevieve Hughes for the full time Voter Registration/Elections assistant clerk position with a starting pay grade of 2C (\$27, 582.91).**

Attachments: <sup>4</sup>

JEFFERSON COUNTY

Personnel Requisition

Department Name County Clerk/Elections Date April 28, 2014 Date Needed May 5, 2014

Job Title Assistant Clerk Voter Registration/Elections Salary \$27,582.91 Criminal History Check  Yes  No

Suggested Recruitment Source(s) \_\_\_\_\_

Applicants Interviewed By Jennifer Maghan & Nikki Painter Position Reports To County Clerk

Minimum Education Required High School Diploma or equivalent

Minimum Experience Required At least 5 years of office experience

Job Duties Maintain voter records, register citizens to vote, public outreach, assist in administering countywide elections. Secondary duties: research and assist with the issuance of official public records: land, birth marriage

Budget Information

Addition  Replacement  Explain or For Whom Wendy Kirby

Position Budgeted  Yes  No Proposed Salary \$27,582.91 Date of Hire May 5, 2014

Is Position: Full-Time  Regular Part-Time  On-Call Occasional  Temporary

Safety/Security \_\_\_\_\_ Hours Per Week 35

Approvals

Elected Official Approval \_\_\_\_\_ Date \_\_\_\_\_

Department Head Approval \_\_\_\_\_ Date \_\_\_\_\_

County Commission Approval \_\_\_\_\_ Date \_\_\_\_\_

Comments \_\_\_\_\_

**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Barbara J. Miller, CEM, CFM

Department or Organization: Jefferson County Homeland Security and Emergency Management

Estimation of amount of time needed for appointment: 15 Minutes.

Date Requested – 1<sup>st</sup> Choice: May 1, 2014

If a specific date is needed, please provide reason for specific date: Click here to enter text.

Date Requested – 2<sup>nd</sup> Choice: May 29, 2014

Subject (**Wording to be placed on agenda**): Permission to promote Jessica Owens to Deputy Director/Planner/Program Manager and to post her current position of Public Information Officer/Volunteer Coordinator/Administrative Assistant.

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

1. The Department's former Deputy Director/Planner/Program Manager resigned as of April 25, 2014. This action is to promote Ms. Owens into that position and to post her current position. Both of these positions are budgeted for FY-2015. I have attached Personnel Requisition Forms and Job Descriptions for both positions.
2. Grant Application in the Amount of \$60,000 to purchase and install a generator on the Mason Building, which houses the IT Department that serves all of County Government, the back-up location for the Emergency Operations Center, as well as Planning, GIS, and Engineering. There are no matching funds required for this project.
3. Grant Application in the amount of \$21,080 for Jefferson County Schools to purchase portable radios.

Is this a funding request?  Y  N Click here to enter text.

If so, how much? \$ Click here to enter text.

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

1. I move to approve the recommendation to promote Jessica Owens to Deputy Director/Planner/Program Manager for Jefferson County Homeland Security and Emergency Management at the salary of \$40,997. This is Grade IV, Step A, Full Time EXEMPT position, effective May 1, 2014.
2. I move to approve posting the position of Public Information Officer/Volunteer Coordinator/Administrative Assistant for Jefferson County Homeland Security and Emergency Management. This is Grade III, Step A, Full Time EXEMPT position.
3. I move to approve a Homeland Security grant in the amount of \$60,000 for a generator for the Mason Building.
4. I move to approve the pass through grant for Jefferson County Schools portable radios in the amount of \$21,080.

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

If not attached, explain: Click here to enter text.

Is equipment needed? Projector  Y  N Click here to enter text. Internet/Wi Fi  Y  N Click here to enter text.

Telephone for conference call  Y  N Click here to enter text.

Contact information:

Email address: [bmiller@jeffersoncountywv.org](mailto:bmiller@jeffersoncountywv.org) Phone Number: 304-728-3290.

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS**

**JEFFERSON COUNTY**

**Personnel Requisition**

Department Name: Homeland Security/Emergency Management Date 05/01/2014 Date Needed: ASAP

Job Title: Deputy Director/Program Manager/Planner Salary \$40,996.80 Criminal History Check X Yes \_\_\_ No

Suggested Recruitment Sources (s) None needed-This is the promotion of an existing employee

Applicants Interviewed By N/A-Promotion Position Reports To: Director, JCHSEM

Minimum Education/Experience Required: High school diploma or equivalent with three-five years of emergency management or military 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.

Job Duties/Essential Functions: Responsible for program management for JCHSEM programs that include but are not limited to: CERT, the Community Rating System, StormReady, NIMS, and any other programs undertaken by the department and/or organization's various volunteer committees.

Planning activities that may include working with communities and/or consultants for the review/updates/development of the Emergency Operations Plan, Risk Assessment and Mitigation Planning, Emergency Planning for People with Special Needs, Evacuation Planning for National Capital Regional Event, Regional Planning efforts, Planning for Animals in Disaster, Continuity of Operations Planning (COOP), Continuity of Government Planning (COG), Flood Warning Plan, Threat Hazard Identification and Risk Assessment, etc.

Planning for and participation in training exercise activities at the local, regional and state levels.

Must be able to serve as the Deputy Director to the Director of Jefferson County Homeland Security and Emergency Management and must be able to act as the Director when he/she is unavailable.

Participation in the Jefferson County Local Emergency Planning Committee and their activities.

Other duties as assigned by the Director of Jefferson County Homeland Security and Emergency Management.

Must be available 24/7/365 in case of emergency, and be available for daytime, evening, overnight, and/or weekend assignments, travel, training, and to attend meetings or conferences.

**Budget Information**

Addition \_\_\_ Replacement X Explain for Whom Terri Mehling, Deputy Director

Position Budgeted X YES \_\_\_ No Proposed Salary \$40,996.80 Date of Hire: As soon as approved.

Is Position: Full-Time \_\_\_ Regular Part-Time \_\_\_ On-Call Occasional \_\_\_ Temporary \_\_\_

Safety/Security \_\_\_ Hours Per Week: 80 Hour EXEMPT

**Approvals**

Elected Official Approval \_\_\_\_\_ Date: \_\_\_\_\_

Department Head Approval \_\_\_\_\_ Date: \_\_\_\_\_

County Commission Approval \_\_\_\_\_ Date: \_\_\_\_\_

Comments \_\_\_\_\_

**Jefferson County  
Job Description**

<b>Position Title:</b>	Program Manager/Planner/Deputy Director	<b>Grade Level:</b>	IV
<b>Department</b>	Homeland Security and Emergency Management	<b>Date:</b>	April 14, 2014
<b>Reports to:</b>	Director of Homeland Security and Emergency Management	<b>FLSA Status</b>	EXEMPT

**Statement of Duties:** Responsible for the program management for the department, in conjunction with the Director. Reviewing and writing plans for homeland security and emergency management and acts as the Director when he/she is unavailable. Employee is required to perform all similar or related duties as the Director.

**Supervision Required:** Employee works under the general direction of the Homeland Security and Emergency Management Director. 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 is not regularly required to supervise other employees, but will supervise the PIO/Administrative Assistant/Volunteer Coordinator when the director is unavailable; as well as, volunteers, and EOC representatives frequently.

**Confidentiality:** Employee has access to confidential information including volunteer records and department records. Employee will have to complete PCII training and will have access to sensitive but not classified information, requiring signature on non-disclosure agreements.

**Accountability:** Consequences of errors or poor judgment may include adverse public relations, missed deadlines, monetary loss, legal repercussions, labor/material costs, personal injury, endanger others, 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, county and local regulations.

Homeland Security and Emergency Management  
Program Manager/Planner/Deputy Director  
4/14/14

## Jefferson County Job Description

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

**Work Environment:** The work environment involves everyday discomforts typical of offices. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. Field work is also required for this position.

**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, on behalf of the department, communicates 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 present 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. Special safety precautions, training, or protective clothing such as gowns, coats, gloves, glasses, hats or boots may be required.

**Essential Functions:**

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

1. Responsible for program management for JCHSEM programs that include but are not limited to: CERT, the Community Rating System, StormReady, NIMS, and any other programs undertaken by the department and/or organization's various volunteer committees.
2. Planning activities that may include working with communities and/or consultants for the Emergency Operations Plan, Risk Assessment and Mitigation Planning, Emergency Planning for People with Special Needs, Evacuation Planning for a National Capital Regional Event, Regional Planning Efforts, Planning for Animals in Disaster, COOP and/or COG (Continuity of Operations and Continuity of Government) Planning, Flood Warning Plans, Threat Hazard Identification and Risk Assessment, etc.
3. Planning for and participation in training exercise activities at the local, regional and state levels.
4. Must be able to serve as the Deputy Director to the Director of Jefferson County

Homeland Security and Emergency Management  
Program Manager/Planner/Deputy Director  
4/14/14

## Jefferson County Job Description

Homeland Security and Emergency Management.

5. Participation in the Jefferson County Local Emergency Planning Committee and their activities.
6. Other duties as assigned by the Director of Jefferson County Homeland Security and Emergency Management.
7. Must be available 24/7/365 in case of emergency, and be available for daytime, evening, overnight, and/or weekend assignments, and travel to attend meetings and conferences.

### **Recommended Minimum Qualifications:**

**Education and Experience:** High School diploma or equivalent with three to five years (3-5) years of emergency management or military 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:** Must reside in Jefferson County or the adjoining area. Must successfully complete annual training/certification requirements and NIMS requirements. Must successfully complete a background check. A valid driver's license is required for this position.

### **Knowledge, Abilities and Skill**

**Knowledge:** Emergency management and program management, common policies, practices and procedures of the department and office operations; laws and regulations pertinent to position functions. Working knowledge of computer databases, various software, programs, and 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, volunteer coordination, technical writing and 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:** Work requires some agility and physical strength, such as moving in or about debris/construction sites or over rough terrain, or standing or walking most of the work period. Driving in adverse weather and troublesome road conditions may be required

**Motor Skills:** Essential functions involve close hand and eye coordination and physical dexterity. Manipulation and motor control under conditions which may require extreme accuracy may be

Homeland Security and Emergency Management  
Program Manager/Planner/Deputy Director  
4/14/14

**Jefferson County  
Job Description**

critical. The manual skills required are comparable to those which might be needed in making repairs to delicate electronic instruments or complex equipment, conducting laboratory tests, performing microscopic experiments, administering injections, firing a gun, operating marine vessels, or operating Class B vehicles or safety vehicles.

**Visual Demands:** Visual demands include constantly reading documents and maps for general understanding and for analytical purposes.

**JEFFERSON COUNTY**

**Personnel Requisition**

**Department Name:** Homeland Security/Emergency Management **Date** 05/01/2014 **Date Needed:** ASAP

**Job Title:** Administrative Assistant/Public Information Officer/Volunteer Coordinator

**Salary** \$35,152.00 **Criminal History Check**  Yes  No

**Suggested Recruitment Sources (s)** None needed-This is the promotion of an existing employee

**Applicants Interviewed By** Director and Deputy Director **Position Reports To:** Director, JCHSEM

**Minimum Education/Experience Required:** High School graduate or equivalent (Associate's Degree preferred) and three to five (3-5) years of 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.

**Job Duties/Essential Functions:**Provides administrative support including answering telephones, sending out messages, taking minutes, working with the County Commission staff to put information on Homeland Security and Emergency Management website, filling, ordering office supplies, records management and making appointments.

Operate computer programs for data entry, research and reporting, enter data into web-based systems, process reports on the ETEAM computer program, and monitor weather reports. Puts weather watches and warnings onto NIXLE, Facebook, Twitter. Responsible for being trained and posting vital information to the IPAWS (Integrated Public Alert and Warning System) and the EAS (Emergency Alert System).

Assists with grant preparation and reporting.

Serve as Public Information Officer for department; prepares and distributes information on mitigation, planning, preparedness, response, and recovery phases of emergency management.

Build professional relationships with local and regional media and become familiar with ways in which the media can assist during emergencies; maintains list of all local/regional media and contacts for each. Monitors public information of televisions, radios, newspapers, internet and social during a disaster that affects the local community.

Build professional relationships and help train other local agency's public information officers.

Familiar with Public Information Annex of the Emergency Operations Plans and be ready to enact.

Maintains communications equipment, keeps devices charged and ready for use at all times.

Operates JIS/JIC (Joint Information System or Joint Information Center) during time of disaster.

As Volunteer Coordinator, maintains and updates all databases, files and credential criteria records; ensures all volunteers are approved and added to the insurance, as required.

Works with JCHSEM and other agencies to identify and assign volunteers to needed areas.

Performs other duties as assigned by the Director or Deputy Director.

Must be available 24/7/365 in case of emergency, and be available for daytime, evening, and/or weekend assignments, and travel to attend meetings and conferences.:

**Budget Information**

Addition  Replacement  Explain for Whom Jessica Owens

Position Budgeted  YES  No Proposed Salary \$35,152.00 Date of Hire: As soon as possible.

Is Position: Full-Time  Regular Part-Time  On-Call Occasional  Temporary

Safety/Security  Hours Per Week: EXEMPT

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**Approvals**

Elected Official Approval \_\_\_\_\_ Date: \_\_\_\_\_

Department Head Approval \_\_\_\_\_ Date: \_\_\_\_\_

County Commission Approval \_\_\_\_\_ Date: \_\_\_\_\_

Comments \_\_\_\_\_

**Jefferson County, West Virginia  
Job Description**

<b>Position Title:</b>	Administrative Assistant, Public Information Officer, Volunteer Coordinator	<b>Grade Level:</b>	III
<b>Department</b>	Homeland Security and Emergency Management	<b>Date:</b>	April 23, 2014
<b>Reports to:</b>	Director of Homeland Security and Emergency Management	<b>FLSA Status</b>	Exempt

**Statement of Duties:** Provides administrative support to the Director and Deputy Director, acts as public information officer, and works with the staff to coordinate activities of volunteers. Employee is required to perform all similar or related duties.

**Supervision Required:** Under general supervision of the Director, 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.

**Supervisory Responsibility:** Employee, as a regular and continuing part of the job is not required to regularly supervise other County employees, however will supervise volunteers from time to time.

**Confidentiality:** Employee has access to client records and National ALERT systems obtained during performance of regular position responsibilities. May need to sign non-disclosure agreements with some federal agencies as a part of the job.

**Accountability:** Consequences of errors, missed deadlines or poor judgment may include adverse public relations, monetary loss, legal repercussions, labor/material costs, personal injury, endanger others, 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.

Homeland Security and Emergency Management  
Administrative Assistant/Public Information Officer/Volunteer Coordinator  
4/23/14

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

**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, trainings, public events, disaster exercises, or to participate in the activated Emergency Operations Center.

**Nature and Purpose of Public Contact:** Relationships with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations such as vendors, banks and/or developers/ 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. Provide administrative support including answering telephones, sending out messages, taking minutes, working with the County Commission staff to put information on Homeland Security and Emergency Management website, filing, ordering office supplies, records management and making appointments.
2. Operate computer programs for data entry, research and reporting, enter data into web-based systems, process reports on the ETEAM computer program, and monitor weather reports. Puts weather watches and warnings onto NIXLE, Facebook, Twitter. Responsible for being trained and posting vital information to the IPAWS (Integrated Public Alert and Warning System) and the EAS (Emergency Alert System).
3. Assists with grant preparation and reporting.
4. Serve as Public Information Officer for department; prepares and distributes information on mitigation, planning, preparedness, response, and recovery phases of emergency management.
5. Build professional relationships with local and regional media and become familiar with ways in which the media can assist during emergencies; maintains list of all local/regional media and contacts for each. Monitors public information of televisions, radios, newspapers, internet and social during a disaster that affects the local community.

Homeland Security and Emergency Management  
Administrative Assistant/Public Information Officer/Volunteer Coordinator  
4/23/14

**Jefferson County, West Virginia  
Job Description**

6. Build professional relationships and help train other local agency's public information officers.
7. Familiar with Public Information Annex of the Emergency Operations Plans and be ready to enact.
8. Maintains communications equipment, keeps devices charged and ready for use at all times.
9. Operates JIS/JIC (Joint Information System or Joint Information Center) during time of disaster.
10. As Volunteer Coordinator, maintains and updates all databases, files and credential criteria records; ensures all volunteers are approved and added to the insurance, as required.
11. Works with JCHSEM and other agencies to identify and assign volunteers to needed areas.
12. Performs other duties as assigned by the Director or Deputy Director.
13. Must be available 24/7/365 in case of emergency, and be available for daytime, evening, and/or weekend assignments, and travel to attend meetings and conferences.

**Recommended Minimum Qualifications:**

**Education and Experience:** High School graduate or equivalent (Associate's Degree preferred) and three to five (3-5) years of 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:** Must reside in Jefferson County or the adjoining area. Must successfully complete annual training/certification requirements and NIMS requirements. Must successfully complete a background check. A valid driver's license is required for this position.

**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 computer databases, various software, programs, and 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, volunteer coordination, writing and communication skills. Outstanding interpersonal skills and attention to detail required.

**Jefferson County, West Virginia  
Job Description**

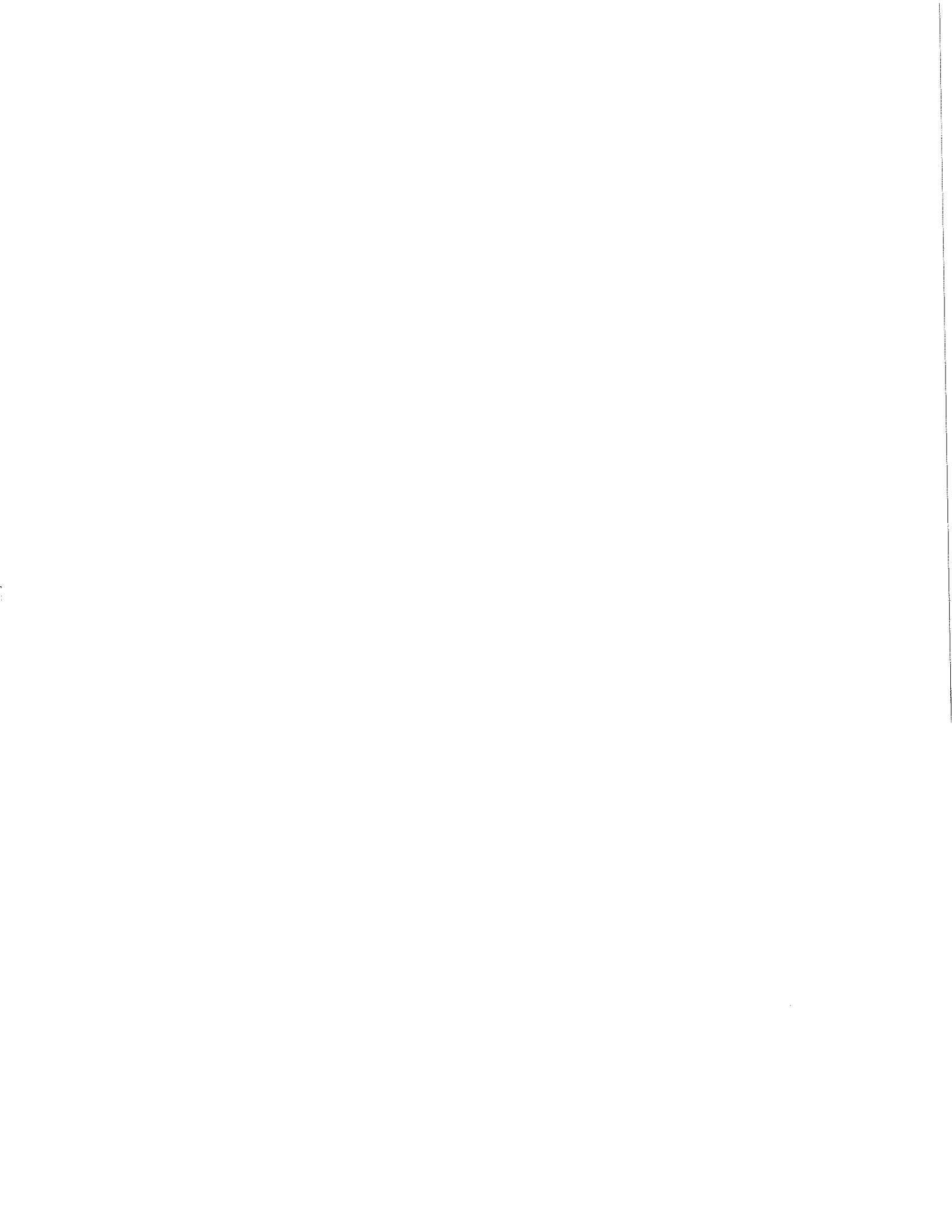
**Physical and Mental Requirements**

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

**Physical Demands:** Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. 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 driving, moving objects, operating a telephone system, computer and/or most other office equipment, keyboarding and/or word processing, filing, and sorting of papers.

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



# WEST VIRGINIA

## HOMELAND SECURITY GRANT PROGRAM

2012 Sub-grant Application



<p><b>WEST VIRGINIA</b> <b>Homeland Security State Administrative Agency</b> <b>(SAA)</b></p> <p><b>HOMELAND SECURITY GRANT</b> <b>PROGRAM</b></p>	<p><b>REQUEST FOR PROPOSALS</b></p>
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Should you have any grant related questions please contact:

Michael W. Cutlip, Homeland Security Grant Manager (304) 558-2930 [michael.w.cutlip@wv.gov](mailto:michael.w.cutlip@wv.gov)

Edward Holsclaw, II, Homeland Security Grant Specialist (304) 558-2930 [edward.a.holsclaw@wv.gov](mailto:edward.a.holsclaw@wv.gov)

Should you have any programmatic related questions please contact:

David Hoge, SAA Director (304) 558-2930 [david.k.hoge@wv.gov](mailto:david.k.hoge@wv.gov)

<b>WEST VIRGINIA</b> <b>Homeland Security State Administrative Agency</b> <b>(SAA)</b> <b>HOMELAND SECURITY GRANT</b> <b>PROGRAM</b>	<b>GRANT APPLICATION</b> <b>SUBMISSION CHECKLIST</b>
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Prior to submitting the application, use this checklist to ensure that the following tasks have been completed.

- The application has been completely filled out.  
*SAA reserves the right to not consider an application for funding if any part is incomplete.*
- Format of the project description (page 7) must follow the same outline shown on page 6 of the application and is as detailed as possible.
- Math has been double-checked, is accurate and rounded to the nearest whole dollar amount.
- Authorized Official has signed page 1 of the grant application. That page, with the ORIGINAL SIGNATURE, must be returned with the COMPLETE application, UNSTAPLED/UNBOUND, to this office. ONE ORIGINAL ONLY – NO COPIES
- Applicant has been listed as the State Agency, County Commission, or Municipality.
- A Eligibility Certification has been completed, signed and returned for the applicant and all recipient agencies.
- Certifications regarding lobbying; debarment, suspension and other responsibility matters; and drug-free workplace requirements has been completed by the applicant and signed and ORIGINAL returned.
- As applicable, copies of all Project Concepts which are included in the application have been submitted with the application.
- Appropriate goals and objectives from the State Homeland Security Strategy have been circled and included in the application.

<b>WEST VIRGINIA</b> Homeland Security State Administrative Agency (SAA) <b>HOMELAND SECURITY GRANT          PROGRAM</b>	<b>GRANT APPLICATION          INSTRUCTIONS</b>
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**COMPLETED APPLICATION MUST INCLUDE:**

- Applicant:** Name, address, phone and fax number of the agency applying for funds.
- Project Director:** Name, address, phone, fax and email of the individual charged with the implementation and day-to-day operations of the project. **This person cannot also be listed as the Fiscal Officer.**
- Fiscal Officer:** Name, address, phone, fax and email of the person responsible for the fiscal records/reports of the project. **This person cannot also be listed as the Authorized Official or the Project Director.**
- Funds Requested:** Funds requested from the Homeland Security State Administrative Agency (SAA) by the applicant agency.
- Project Matching/In-Kind Funds:** Funds committed by the applicant agency if any. If not, enter zero (0).
- Project Period:** Time needed to implement and complete the project.
- Certification:** Authorized Official: Typed or printed name, title and **original** signature of the State Agency Head, County Commission President, Mayor/City Manager or agency head. This is the individual who would be authorized to enter into a contractual agreement with the SAA.

The Authorized Official must sign where indicated on page 1 of the grant application before submission.

**RETURN ONE COMPLETED ORIGINAL APPLICATION TO:**

**WV Dept. of Military Affairs & Public Safety**  
**Homeland Security State Administrative Agency**  
**1900 Kanawha Blvd., East, Capitol Complex**  
**Building 1, Room W-400**  
**Charleston, WV 25305**

**WEST VIRGINIA**  
**Homeland Security State Administrative Agency**  
**(SAA)**  
**HOMELAND SECURITY GRANT**  
**PROGRAM**

**GRANT APPLICATION**  
**PAGE 1**

1. **Applicant:** Jefferson County Commission  
**Address:** P.O. Box 250  
Charles Town, WV 25414  
**Phone/Fax:** 304-728-3290

5. **Grant Funds Requested:** \$ 60,000  
**Project Matching**  
**Funds (if any):** \$ \_\_\_\_\_

2. **Project Director:** Barbara Miller  
**Address:** 28 Industrial Blvd. St. 101  
Kearneysville, WV 25430  
**Phone/Fax:** 304-728-3290/304-728-3320  
**Email:** \_\_\_\_\_

6. **Type of Agency:**  
 State  County  Municipality  
 \_\_\_\_\_

3. **Fiscal Officer:** Jennifer Meghan, Clerk  
**Address:** P.O. Box 208  
Charles Town, WV 25414  
**Phone/Fax:** 304-728-3347  
**Email:** jmaghan@jeffersoncountywv.org

7. **Project Period:**  
**# of Months Needed To Complete Project** \_\_\_\_\_

4. **Program Applying for:** (Check Only One) \_\_\_\_\_  
 SHSP  Citizen Corps

8. **Investment to be Supported:** (List Only)  
2011 Grant 21710 9898 Community Prep SHS

9. **Project Title and Brief Description:**  
 Generator to protect critical infrastructure. The building that will receive this generator houses the County's IT system, which serves all of county government, including the Jefferson County Sheriff's office, 9-1-1, and the Emergency Operations Center. Additionally, this building houses the back-up EOC for the County.

10. **Certification:**  
 To the best of my knowledge, the information contained in this application is true and correct. The submission thereof has been duly authorized by any governing body, and the applicant will comply with all of the attached Special Conditions and Assurances if the sub-grant is awarded.

**Authorized Official:** \_\_\_\_\_  
 TYPED OR PRINTED NAME OF  
 AGENCY HEAD

**Title:** Commission President

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

<b>WEST VIRGINIA</b> <b>Homeland Security State Administrative Agency</b> <b>(SAA)</b>  <b>HOMELAND SECURITY GRANT</b> <b>PROGRAM</b>	<b>BUDGET INSTRUCTIONS</b>  <b>PAGE 2</b>
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Homeland Security Program (HSP) allowable costs are divided into the categories of (1) Planning; (2) Equipment; (3) Training; (4) Exercises. Below is basic information. **For specific information please see the guidelines.**

### **Planning**

Planning activities are central to homeland security initiatives and can be used to enable the State to prioritize needs, build capabilities, update preparedness strategies, allocate resources, and deliver preparedness programs across disciplines.

### **Equipment**

Funds may be used for equipment acquisitions. Approved equipment is on the Authorized Equipment Listing (AEL). <https://www.llis.dhs.gov/knowledgebase> Only equipment on the AEL will be considered for funding. Communications equipment is required to be compatible with the SAFECOM P25 trunked radio hierarchy and the WV Statewide Interoperable Radio Network. Per Executive Order 2-11 all communications equipment requests must be reviewed and approved by the Statewide Interoperability Coordinator (SWIC).

### **Training**

Allowable training-related costs include the establishment, support, conduct, and attendance of training specifically identified under the Homeland Security Grant Program. Allowable training topics include, but are not limited to: CBRNE terrorism and catastrophic events, cyber/agriculture/food security, intelligence gathering and analysis, citizen and community preparedness, training for volunteers or other needs identified in the State Homeland Security Strategy. Training should address a performance gap identified through an After Action Report/Improvement Plan or contribute to building a capability that will be evaluated through an exercise. All training conducted should support the development and testing of the jurisdiction's emergency operations plan or specific annexes.

### **Exercises**

Exercises conducted must be managed and executed in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP). Information and a toolkit can be found at [hseep.dhs.gov](http://hseep.dhs.gov). All exercises must be NIMS compliant and should support the development and testing of the jurisdiction's emergency operations plan or specific annexes, standard operating guidelines, and/or internal procedures and checklists.

**Budget Instructions**  
**Page 2 (Continued)**

**Match**

Match is not required, but sub-grantees are encouraged to leverage any available state and/or local funds (matching) with awarded SAA funds, provided however, that those matching funds adhere to all federal and state matching requirements.

**Federal Employer Identification Number (F.E.I.N.)**

Utilize the F.E.I.N. of the agency. This number must be entered into the appropriate space. The number should be obtainable from the state or local agency's administrative office.

**FUNDING STRATEGY:**

Enter the amount received or anticipated for each source.

<b>WEST VIRGINIA</b> Homeland Security State Administrative Agency (SAA)  <b>HOMELAND SECURITY GRANT          PROGRAM</b>	<b>ITEMIZATION OF FUNDS BY CATEGORY</b>  <b>PAGE 3-1</b> <b>(PLANNING ONLY)</b>
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Budget Category	Matching Funds	Federal HSP Funds	Approved (SAA Use Only)
<u>Planning: (Itemized List)</u>			
<b>Total</b>			

\* All funds must be rounded to the nearest whole dollar amount. Please make additional copies of this page as necessary.\*

<b>WEST VIRGINIA</b> Homeland Security State Administrative Agency (SAA) <b>HOMELAND SECURITY GRANT PROGRAM</b>	<b>ITEMIZATION OF FUNDS BY CATEGORY</b>  <b>PAGE 3-2</b> <b>(EQUIPMENT ONLY)</b>
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Budget Category	Matching Funds	Federal HSP Funds	Approved (SAA Use Only)
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<p><b>Equipment: (Itemized List)</b>            (Please see Authorized Equipment List AEL)  <a href="https://www.llis.dhs.gov/knowledgebase">https://www.llis.dhs.gov/knowledgebase</a></p> <p>Communications equipment is required to be compatible with the SAFECOM P25 trunked radio hierarchy and the WV Statewide Interoperable Radio Network. Per Executive Order 2-11 all communications equipment requests must be reviewed and approved by the State Interoperability Coordinator.</p> <p><u>Requirement: Must list the AEL # beside each piece of equipment.</u></p> <p><u>Generator that is not mobile will have to have an Environmental Historical Preservation Review Completed.</u></p> <p>AEL #10GE-00-GENR            For fixed generator, switch and installation</p>		<u>60,000</u>	
Total			

**WEST VIRGINIA**  
**Homeland Security State Administrative Agency**  
**(SAA)**  
**HOMELAND SECURITY GRANT**  
**PROGRAM**

**ITEMIZATION OF FUNDS BY CATEGORY**

**PAGE 3-3**  
**(TRAINING ONLY)**

<b>Budget Category</b>	<b>Matching Funds</b>	<b>Federal HSP Funds</b>	<b>Approved (SAA Use Only)</b>
<u>Training: (Itemized List)</u>			
<b>Total</b>			

\* All funds must be rounded to the nearest whole dollar amount. Please make additional copies of this page as necessary.\*

**WEST VIRGINIA**  
**Homeland Security State Administrative Agency**  
**(SAA)**  
**HOMELAND SECURITY GRANT**  
**PROGRAM**

**ITEMIZATION OF FUNDS BY CATEGORY**  
**PAGE 3-4**  
**(EXERCISES ONLY)**

Budget Category	Matching Funds	Federal HSP Funds	Approved (SAA Use Only)
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<u>Exercises: (Itemized List)</u>			

Total			
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<b>WEST VIRGINIA</b> Homeland Security State Administrative Agency (SAA) <b>HOMELAND SECURITY GRANT          PROGRAM</b>	<b>ITEMIZATION OF FUNDS BY CATEGORY</b>  <b>PAGE 3-5</b>
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Budget Category	Matching Funds	Federal HSP Funds	Approved (SAA Use Only)
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<b>TOTAL MATCHING FUNDS (If Applicable):</b>			
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<b>TOTAL FEDERAL HSP FUNDS:</b>		<b>\$60,000</b>	
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<b>TOTAL APPROVED PROJECT:</b>			
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\* All funds must be rounded to the nearest whole dollar amount. Please make additional copies of this page as necessary.\*

**WEST VIRGINIA**  
 Homeland Security State Administrative Agency  
 (SAA)  
**HOMELAND SECURITY GRANT  
 PROGRAM**

**BUDGET SUMMARY**

PAGE 4

**Applicant:**

**Federal Employer Identification Number (FEIN):**

Category	HSP Funds (A) *	Matching Funds (B) **	Total Funds (A + B)
Planning			
Equipment	\$60,000		\$60,000
Training			
Exercises			
<b>Total Budget</b>	\$60,000		\$60,000

**FUNDING STRATEGY**

Funding Source(s)	Amount
Sub-Grant Funds:	\$60,000
Matching Funds (If Applicable):	\$
Other Funding (If Applicable):	\$
<b>Total:</b>	\$60,000

\* Total of column A shall be placed in the space on page 1 – item number 5, for Funds Requested.

\*\* Total of column B shall be placed in the space on page 1 – item number 5, for Project Matching Funds.

*All funds must be rounded to the nearest whole dollar amount.*

Provide here a justification and explanation of the budget items shown on pages 3 and 4 of this application. This should contain specific criteria and data used to arrive at estimates and/or costs for all items listed. In completing the project budget narrative, please identify data by the major budget category involved (i.e. Planning, Equipment, Training, Exercises).

**Applications submitted which do not provide a sufficient narrative may be subject to exclusion. Use additional blank pages as necessary.**

**PLANNING:**

**EQUIPMENT:**

This funding will enable Jefferson County to install a fixed generator on the building that houses the County's IT Server, IT offices and equipment that serves all county government offices, including the Sheriff's Department, 9-1-1, and the Emergency Operations Center (EOC), all of county government's email, and the county's website. The building also houses the back-up EOC location, and the County's planning, zoning, engineering and GIS departments.

Our Maintenance director based the \$60,000 by getting a quote from a generator dealer. Upon award, we will have to put this out for bid, per County policy.

**TRAINING:**

**EXERCISES:**

<b>WEST VIRGINIA</b> Homeland Security State Administrative Agency (SAA)  <b>HOMELAND SECURITY GRANT PROGRAM</b>	<b>PROJECT DESCRIPTION INSTRUCTIONS</b>  <b>PAGE 6</b>
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On page 7 of this Application, please explain the project utilizing the following outline. State clearly and in concise detail the goals, objectives and intentions of the project; precisely what will be done; who will be involved; and the anticipated result. Add pages as necessary.

**PROBLEM STATEMENT**

- A. **Problem(s):** Identify the specific problem(s) to be addressed by the project.
- B. **Justification:** Identify why the project is being proposed.

**GOAL(S)**

A prioritized list of all substantial and concrete goals this project will attempt to achieve and the reasons why each of these goals can be met by the potential sub-grantee. These goals may be both short and long range. **Carefully communicate and relate the goal(s) back to the goals on the State Homeland Security Strategy. In other words, which Strategy Goals are being addressed with this project? A listing of the State Strategy Goals are provided. Print them out and circle the Strategy Goals that are to be addressed by this project.**

**OBJECTIVE(S)**

Specific statements of desired achievement, which reflect project emphasis. Objectives should be clearly qualified, time-framed and measurable terms of planned levels of project performance to be achieved. The results of objectives must be specific, not general, and must be recognizable and understandable. **Carefully communicate and relate the objectives(s) back to the objectives on the State Homeland Security Strategy. In other words, which Strategy objectives are being addressed with this project? A listing of the State Strategy objectives are provided. Print them out and circle the Strategy objectives that are to be addressed by this project.**

**IMPLEMENTATION (Key Activities/Milestones)**

Describe the major activities necessary to implement the project including an operational schedule for the project. This should incorporate specific activities, services, and procedures to be followed, and how achievement will be documented. For extremely comprehensive projects, a milestone (ghant) chart is recommended which provides a clear time-line estimating the time necessary for each phase of this project. This is a very important tool used to organize data into categories for follow-up purposes. The "What", "Where", "Who", "When" and "How" of the project. The information placed in this chart can be used as a management tool to monitor progress.

**PROJECT ASSESSMENT / EVALUATION**

Specify the indicators and measures to be used to assess the results of this project. This might include conducting a drill or exercise to validate the capability improvement.

<p style="text-align: center;"><b>WEST VIRGINIA</b> <b>Homeland Security State Administrative Agency</b> <b>(SAA)</b></p> <p style="text-align: center;"><b>HOMELAND SECURITY GRANT</b> <b>PROGRAM</b></p>	<p style="text-align: center;"><b>PROJECT DESCRIPTION</b></p> <p style="text-align: center;"><b>PAGE 7</b></p>
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The building that houses the County's IT Server, IT offices and equipment that serves all county government offices, including the Sheriff's Department, 9-1-1, and the Emergency Operations Center (EOC), all of county government's email, and the county's website. The building also houses the back-up EOC location, and the County's planning, zoning, engineering and GIS departments frequently has power disruptions. These disruptions cause the county's website and county email to go offline and remains down until an IT staff member can reboot the system. Internet service is also needed so that the EOC can do their reporting on ETEAM, run their common operating picture in Adobe Connect and HSIN, and use their web-based alert system and volunteer management system. Having a generator on the building will take care of these problems.

Upon award, the required environmental and historic documents will be completed and the generator will be placed out for bid. Upon award of the bid, the generator will be installed.

***\* Use additional blank pages as necessary. \****

**WEST VIRGINIA**  
**Homeland Security State Administrative Agency**  
**(SAA)**

**HOMELAND SECURITY GRANT**  
**PROGRAM**

**SPECIAL CONDITIONS AND ASSURANCES**

**PAGE 8**

This program is conditioned upon and subject to compliance with the following Special Conditions and Assurances. By attaching a signature to page one (1), item ten (10), of this grant application, the applicant certifies and assures that it will comply with the following Special Conditions and Assurances, Regulations, Policies, Guidelines and Requirements of the SAA, as further clarified in the Administrative Manual for this program; U.S. Department of Homeland Security; and all other relevant Federal/State Regulations, Policies and Guidelines. These Special Conditions and Assurances apply to all HSP federal and matching funds expended for purposes associated with this project.

All correspondence to the SAA, which is required and/or occurs as a result or action of any of the following Special Conditions and Assurances, or as a result of the administration of any SAA grant program, should be addressed to:

WV Dept. of Military Affairs & Public Safety  
Homeland Security State Administrative Agency  
1900 Kanawha Blvd., East Capitol Complex  
Building 1, Room W-400  
Charleston, WV 25305

**1. LAWS OF WEST VIRGINIA:**

This application/contract shall be governed in all respects by the laws of the State of West Virginia. State procedures and practices will apply to all funds disbursed by the SAA.

**2. LEGAL AUTHORITY:**

The applicant hereby certifies it has the legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body authorizing the filing of the application, including all understandings and assurances contained therein, and directly authorizes the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

**3. RELATIONSHIP:**

The relationship of the sub-grantee to the SAA shall be that of an independent contractor, not that of a joint enterprise. The sub-grantee shall have no authority to bind the SAA for any obligation or expense without the express prior written approval from the SAA.

**4. OPERATIONAL WITHIN 90 DAYS:**

If the project is not operational within 90 days of the specified project starting date, the grantee must submit a statement to SAA explaining the delay in implementation. Upon receipt of the 90-day letter, SAA may cancel the project and redistribute the funds to other project areas and/or eligible applicants.

**5. WRITTEN APPROVAL OF CHANGES:**

The sub-grantee must obtain prior written approval from SAA for all project changes (programmatic, fiscal or otherwise).

**WEST VIRGINIA**  
**Homeland Security State Administrative Agency**  
**(SAA)**

**HOMELAND SECURITY GRANT**  
**PROGRAM**

**SPECIAL CONDITIONS AND ASSURANCES**

**PAGE 9**

**6. CIVIL RIGHTS COMPLIANCE:**

Sub-Grantee will comply with all federal civil rights laws, including Title VI of the Civil Rights Act, as amended. These laws prohibit discrimination on the basis of race, color, religion, national origin, and sex in the delivery of services.

**7. PRESS RELEASE:**

Release of information pertaining to this sub-grant must include the following information:

1. grant amount;
2. State involvement (WV Homeland Security State Administrative Agency, SAA); and,
3. Federal involvement (U.S. Dept. of Homeland Security).

**8. Compliance With Federal Rules and Regulations:**

Sub-Grantee will comply with all applicable OMB Circulars (A-21, A-87, A-102, A-110, A-122, A-133) as well as 44 CFR Part 13, 2 CFR Part 215, and Federal Acquisition Regulations Part 31.2

**9. ACCESS TO RECORDS, EQUIPMENT, Training & Exercises:**

SAA, through any authorized representative, shall have access to and the right to examine all records, books, papers, documents, equipment, training and/or exercises related to the sub-grant and to relevant books and records of contractors.

**10. CONFLICT OF INTEREST:**

No public official or employee of the sub-grantee agency, who performs any duties under the project, may participate in an administrative decision with respect to the project if such a decision can be expected to result in any benefit to that individual or that individual's immediate family.

**11. POLITICAL ACTIVITY:**

The restrictions of the Hatch Act, Pub. L. 93-433, 5 U.S.C. Chapter III, (as amended), concerning the political activity of government employees are applicable to state grantee staff members and other state and local government employees whose principal employment is in connection with activities financed, in whole or in part, by Title I grants. Under a 1975 amendment to the Hatch Act, such state and local government employees may take an active part in political management and campaigns, except they may not be candidates for office.

**WEST VIRGINIA**  
**Homeland Security State Administrative Agency**  
**(SAA)**  
**HOMELAND SECURITY GRANT**  
**PROGRAM**

**SPECIAL CONDITIONS AND ASSURANCES**  
**PAGE 10**

**12. RELEASE OF INFORMATION:**

All records, papers and other documents kept by recipients of grant funds are required to be made available to the SAA. These records and other documents submitted to the SAA and its grantees, including plans and application for funds, reports, etc., are subsequently required to be made available to the U.S. Department of Homeland Security under the terms and conditions of the Federal Freedom of Information Act, 5. U.S.C. §552.

The SAA recognizes that some information submitted in the course of applying for funding under this program, or provided in the course of its grant management activities, may be considered law enforcement sensitive or otherwise important to national or state security interests. This may include threat, risk, and needs assessment information, and discussions of demographics, transportation, public works, and industrial and public health infrastructures. While this information under federal control is subject to requests made pursuant to the Freedom of Information Act, 5. U.S.C. §552, all determinations concerning the release of information of this nature are made on a case-by-case basis by the Federal Division of Homeland Security FOIA Office, and may likely fall within one or more of the available exemptions under the Act.

Sub-Grantees must consult applicable state and local laws and regulations regarding the release or transmittal of information to any entity which may be considered sensitive in nature. Applicants may also consult the SAA regarding concerns or questions about the release of potentially sensitive information under state and local laws.

**13. NATIONAL AND STATE EVALUATION EFFORTS:**

The Sub-grantee agrees to cooperate with any national and/or state evaluation efforts directly or indirectly related to this program as requested.

**14. OBLIGATION OF PROJECT FUNDS:**

Funds may not, without prior written approval from the SAA, be obligated prior to the effective start date or subsequent to the termination date of the project period.

**15. USE OF FUNDS:**

Funds awarded through the SAA may be expended **ONLY** for the purposes and activities specifically covered by the sub-grantee's approved project description and budget.

**16. Elements of a Viable Continuity Capability:**

The Continuity Plan is the roadmap for the implementation and management of the Continuity Program. The National Continuity Policy: National Security Presidential Directive-51/Homeland Security Presidential Directive-20 outlines the following ten (10) overarching continuity requirements: Essential Functions, Orders of Succession, Delegations of Authority, Continuity Facilities, Continuity Communications, Vital Records Management, Human Capital, Tests-Training-Exercises, Devolution of Control & Direction, and Reconstitution. If utilizing subgrant funding for the development of a Continuity Plan, the Plan must address each of these ten (10) elements in order to be eligible to be reimbursed for approved/allowable costs.

In order to be eligible for funding to support an existing / in development Continuity Plan, the plan must contain the elements specified by the SAA in the Grant Eligibility Criteria.

**17. ALLOWABLE AND UNALLOWABLE COSTS:**

Allowable and unallowable costs incurred under this grant shall be determined in accordance with the general principles and standards for selected cost items set forth in the pertinent Program Guidance or the Office of Grant Operations Financial Guide and OMB Circular A-87.

**18. NON-SUPLANTING:**

Federal funds must be used to supplement existing funds for program activities and may not replace (supplant) non-Federal funds that have been appropriated for the same purpose. Potential supplanting will be the subject of monitoring and audit. Violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from Federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties. The sub-grantee hereby certifies that Federal funds made available under this grant will not be used to supplant state and local funds. Approved full-time positions must hire an additional individual to "backfill" the position.

**19. MATCHING CONTRIBUTION:**

If matching funds are allocated, the applicant assures that those funds shall be in addition to funds that would otherwise be made available for the proposed project by the recipients of grant funds and shall be provided on a project-by-project basis. Cash matching contributions are subject to the same expenditure guidelines established by the SAA and the U.S. Department of Homeland Security for this grant program. All sub-grantees must maintain records that clearly show the source, the amount and the timing of all cash matching contributions. There is no waiver provision for any cash match requirements.

**20. PROJECT INCOME:**

All income earned by the sub-grantee as a result of the conduct of this project, must be accounted for and included in the total budget. Project income is subject to the same expenditure guidelines established by the SAA and the U.S. Department of Homeland Security for this grant program. All sub-grantees must maintain records that clearly show the source, the amount and the timing of all project income. There is no waiver provision for the project income requirement.

**21. CONSULTANT FEES:**

Approval of this sub-grant does not necessarily indicate an approval of specific consultant rates. Please discuss rates with the SAA.

**22. SUSPENSION OF FUNDING:**

SAA may suspend, in whole or in part, terminate, or impose other sanctions on any sub-grantee funds for the following reasons:

- Failure to adhere to the requirements, standard conditions, or special conditions and assurances of this program;
- Failure to submit reports;
- Filing a false certification in this application or in another report or document; or,
- Other just cause.

**23. SANCTIONS FOR NONCOMPLIANCE:**

In the event of the sub-grantee's noncompliance with the terms, conditions, covenants, rules, or regulations of this grant, the SAA shall impose such contract sanctions, as it may deem appropriate, including but not limited to:

- Withholding of payments to the sub-grantee until the sub-grantee complies;
- Cancellation, termination or suspension of the contract, in whole or in part; or,
- Refrain from extending any further assistance to the sub-grantee until satisfactory assurance of future compliance has been received.

**WEST VIRGINIA**  
**Homeland Security State Administrative Agency**  
**(SAA)**

**HOMELAND SECURITY GRANT**  
**PROGRAM**

**SPECIAL CONDITIONS AND ASSURANCES**

**PAGE 12**

**24. SUBMISSION/RELEASE OF PROPOSED PUBLICATIONS:**

The sub-grantee shall submit one copy of all reports and proposed publications resulting from this agreement to the SAA twenty (20) days prior to public release. Any publications (written, visual, sound, or otherwise), whether published at the grantee's or government's expense, shall contain the following statements:

"This document [product] was prepared under a grant from the United States Department of Homeland Security and the WV Homeland Security State Administrative Agency. Points of view or opinions expressed in this document [product] are those of the authors and do not necessarily represent the official position or policies of the U.S. Department of Homeland Security, nor the WV State Homeland Security State Administrative Agency."

**25. PROPERTY ACCOUNTABILITY:**

The sub-grantee shall establish and administer a system to control, protect, preserve, use, maintain, and properly dispose of any property or equipment furnished it, or made available through a sub-grant by the SAA. This obligation continues as long as the property is retained by the sub-grantee, notwithstanding the expiration of this agreement. Prior to sale, trade in or disposal of property, disposition instructions will be obtained from the SAA. Sub-Grantee assures inventory checks will be performed annually or pursuant to guidance promulgated in the Administrative Manual for this program, with copies provided to the SAA. The SAA reserves the right to inspect and review any equipment purchased with this sub-grant.

**26. REPORTS:**

Each subgrantee shall submit reports as the SAA shall deem reasonably necessary to the execution of monitoring, stewardship and evaluation of programmatic and fiscal responsibilities.

**27. PURCHASING:**

When making purchases relevant to the sub-grant, the sub-grantee will abide by applicable State and local laws, which address purchasing procedures by a state or local unit of government.

**28. PATENTS AND/OR COPYRIGHTS AND RIGHTS IN DATA:**

Sub-Grantee acknowledges that the SAA, and subsequently the U.S. Department of Homeland Security, reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use, for State or Federal government purposes: (1) the copyright in any work developed under an award or sub award; and, (2) any rights of copyright to which a recipient or sub recipient purchases ownership, in whole or in part, with State or Federal support.

Sub-Grantee agrees to consult with the SAA regarding the allocation of any patent rights that arise from, or are purchased with, this funding.

**29. Environmental & Historic Preservation (EHP)**

Subgrantee shall comply with all applicable Federal, State, and local EHP requirements and shall provide any information requested to ensure compliance with applicable laws.

**30. COMMUNICATIONS EQUIPMENT**

With respect to communications initiatives and equipment, the sub-grantee agrees to the following:

Communications equipment is required to be compatible with the SAFECOM P25 trunked radio hierarchy and the WV Statewide Interoperable Radio Network. Per Executive Order 2-11 all communications equipment requests must be reviewed and approved by the State Interoperability Coordinator. [www.sirn.wv.gov](http://www.sirn.wv.gov)

**31. TIME EXTENSIONS:**

Time extensions are allowable; however, the SAA will review and approve extension requests on a case by case basis only if the extension is warranted. Lack of planning by the subgrantee is not a justified reason for an extension.

**32. USE OF GRANT FUNDS TO ENACT LAWS, POLICIES, ETC.:**

Sub-Grantee understands and agrees that it cannot use any sub-grant funds, either directly or indirectly in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government.

**WEST VIRGINIA**  
**Homeland Security State Administrative Agency**  
**(SAA)**

**HOMELAND SECURITY GRANT**  
**PROGRAM**

**SPECIAL CONDITIONS AND ASSURANCES**

**PAGE 14**

**33. PROGRAM ACCOUNTABILITY – FEDERAL AUDIT REQUIREMENTS:**

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

As of 10/1/04, the requirements set forth by OMB Circular A-133 are as follows: Non-Federal entities that expend \$500,000 or more in a year in Federal awards shall have a single or program-specific audit conducted for that year. Non-Federal entities that expend less than \$500,000 a year in Federal awards are exempt from Federal audit requirements for that year, but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and General Accounting Office.

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

As if 10/1/04, the requirements set forth by OMB Circular A-110 are as follows: Recipients and sub recipients that are institutions of higher education or other non-profit organizations (including hospitals) shall be subject to the audit requirements contained in the Single Audit Act Amendments of 1996 (31 USC 7501-7507) and revised OMB Circular A-133.

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

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

Federal Audit Clearinghouse  
Bureau of the Census  
1201 E. 10<sup>th</sup> Street  
Jeffersonville, IN 47132

**34. PROGRAM ACCOUNTABILITY – STATE AUDIT REQUIREMENTS:**

- I.) Chapter 12, Article 4, Section 14 of the West Virginia Code, as amended, sets forth the audit requirements of corporations, associations or other organizations which receive state funds or grants. These audit requirements do not apply to units of local and state government. If applicable, this grant shall adhere to the audit requirements set forth in §12-4-14 at the time of award. All funds disbursed by SAA are appropriated by the WV Legislature; therefore all funds disbursed are considered state funds. The SAA will notify the Legislative Auditor when a sub-grant is awarded which falls under the requirements of the WV Code.

As of 9/13/05, the requirements set forth by §12-4-14 are as follows: Any corporation, partnership, association, individual or other legal entity (not to include a state spending unit or a local government as defined in § 6-9-1a of the West Virginia Code, as amended) which receives one or more state grants or sub grants in the amount of \$50,000 or more in the aggregate in a state fiscal year shall file with the SAA a Report of the disbursement of these state funds. An OMB A-133 Audit or an audit conducted by a certified public accountant may be substituted for the Report. The Report shall be filed within two years of the end of the fiscal year in which the grant or subgrant closes. The Report shall be made by an independent certified public accountant and the scope of the Report is limited to showing how the state grant or subgrant funds were spent. The Report does not have to be a full-scope audit or review of the entity receiving state funds. Any entity failing to file a required Report is barred from subsequently receiving state grant or subgrant funds until the Report is filed and is otherwise in compliance with the provisions of West Virginia Code. If a Report is not required under this section of the WV Code then the grantee or sub-grantee shall file with SAA a sworn statement of expenditures made under the grant or sub-grant.

The Sub-Grantee assures that it has read, understands and is in full compliance with all requirements as set forth in Chapter 12, Article 4, Section 14 of the West Virginia Code, as amended, and is not currently debarred from receiving state grant funds as a result of non-compliance with this section of the West Virginia Code, as amended.

**WEST VIRGINIA**  
**Homeland Security State Administrative Agency**  
**(SAA)**

**HOMELAND SECURITY GRANT**  
**PROGRAM**

**SPECIAL CONDITIONS AND ASSURANCES**

**PAGE 15**

**35. EQUAL EMPLOYMENT OPPORTUNITY PLAN:**

Each sub-grantee certifies that it has executed and has on file, an Equal Employment Opportunity Plan.

**36. VETERANS PREFERENCE:**

This program includes a provision that grantees utilizing funds to hire additional personnel give suitable preference in employment to military veterans. SAA defines "suitable preference" as the requirement that a sub-grantee agency have in place a mechanism ensuring that veterans are given consideration in the hiring process.

**37. IMMIGRATION AND NATURALIZATION VERIFICATION:**

The sub-grantee agrees to complete and keep on file, as appropriate, applicable Immigration and Naturalization Service Employment Eligibility Verification Forms. These forms are to be used by recipients of Federal funds to verify that employees are eligible to work in the United States.

**38. PURCHASE OF AMERICAN-MADE EQUIPMENT/PRODUCTS:**

It is the sense of the Congress, as conveyed through the FY 1997 Appropriations Act that, as well as the desire of SAA, to the greatest extent practicable, all equipment and products purchased with Federal funds made available under this grant should be American-made.

**39. PERSONNEL TRAINING:**

For projects involving payment of personnel or overtime pay, the SAA reserves the right to require training as a condition of the sub-grant before or at any time during the project period. Proof of training/certification on grant funded equipment must be provided, if applicable.

**40. ACCOUNTING REQUIREMENTS:**

Sub-Grantee agrees to record all project funds and costs following generally accepted accounting procedures. A unique account number or cost recording must separate all project costs from the sub-grantee's other or general expenditures. Adequate documentation for all project costs and income must be maintained. Adequate documentation of financial and supporting material, as defined in the pertinent Administrative Manual, must be retained and be available for audit purposes.

**41. FINANCIAL GUIDE:**

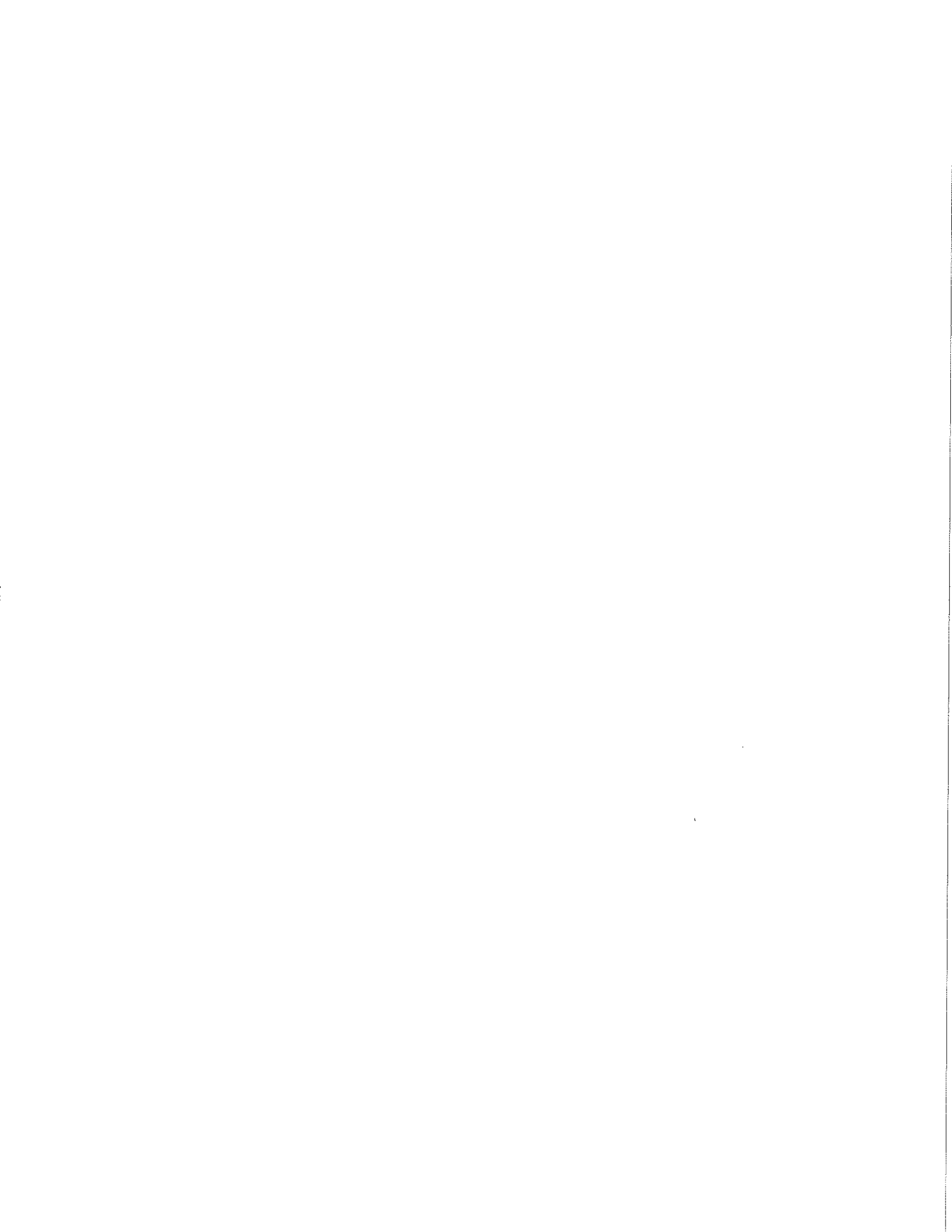
Sub-Grantee agrees to comply with all requirements as set forth in the Financial Guide which governs this program.

**42. EQUIPMENT:**

Sub-Grantees purchasing equipment with grant funds are required to adhere to the established bidding procedures for their respective units of government and or agencies. All equipment must have a primary function of being used for homeland security purposes.

**43. MARKING OF EQUIPMENT AND PUBLICATIONS:**

Sub-Grantee will ensure that, when practicable, any equipment purchased and publications produced with grant funding shall be prominently marked as follows: "Supported with funds provided by the U.S. Department of Homeland Security and the WV Homeland Security State Administrative Agency."



# WEST VIRGINIA

## HOMELAND SECURITY GRANT PROGRAM

2012 Sub-grant Application



**WEST VIRGINIA**  
**Homeland Security State Administrative Agency**  
**(SAA)**

**HOMELAND SECURITY GRANT**  
**PROGRAM**

**REQUEST FOR PROPOSALS**

Should you have any grant related questions please contact:

Michael W. Cutlip, Homeland Security Grant Manager (304) 558-2930 [michael.w.cutlip@wv.gov](mailto:michael.w.cutlip@wv.gov)

Edward Holsclaw, II, Homeland Security Grant Specialist (304) 558-2930 [edward.a.holsclaw@wv.gov](mailto:edward.a.holsclaw@wv.gov)

Should you have any programmatic related questions please contact:

David Hoge, SAA Director (304) 558-2930 [david.k.hoge@wv.gov](mailto:david.k.hoge@wv.gov)

<b>WEST VIRGINIA</b> <b>Homeland Security State Administrative Agency</b> <b>(SAA)</b> <b>HOMELAND SECURITY GRANT</b> <b>PROGRAM</b>	<b>GRANT APPLICATION</b> <b>SUBMISSION CHECKLIST</b>
--	---

Prior to submitting the application, use this checklist to ensure that the following tasks have been completed.

- The application has been completely filled out.  
*SAA reserves the right to not consider an application for funding if any part is incomplete.*
- Format of the project description (page 7) must follow the same outline shown on page 6 of the application and is as detailed as possible.
- Math has been double-checked, is accurate and rounded to the nearest whole dollar amount.
- Authorized Official has signed page 1 of the grant application. That page, with the ORIGINAL SIGNATURE, must be returned with the COMPLETE application, UNSTAPLED/UNBOUND, to this office. ONE ORIGINAL ONLY – NO COPIES
- Applicant has been listed as the State Agency, County Commission, or Municipality.
- A Eligibility Certification has been completed, signed and returned for the applicant and all recipient agencies.
- Certifications regarding lobbying; debarment, suspension and other responsibility matters; and drug-free workplace requirements has been completed by the applicant and signed and ORIGINAL returned.
- As applicable, copies of all Project Concepts which are included in the application have been submitted with the application.
- Appropriate goals and objectives from the State Homeland Security Strategy have been circled and included in the application.

## WEST VIRGINIA

Homeland Security State Administrative Agency  
(SAA)

HOMELAND SECURITY GRANT  
PROGRAM

GRANT APPLICATION

INSTRUCTIONS

### COMPLETED APPLICATION MUST INCLUDE:

- Applicant:** Name, address, phone and fax number of the agency applying for funds.
- Project Director:** Name, address, phone, fax and email of the individual charged with the implementation and day-to-day operations of the project. **This person cannot also be listed as the Fiscal Officer.**
- Fiscal Officer:** Name, address, phone, fax and email of the person responsible for the fiscal records/reports of the project. **This person cannot also be listed as the Authorized Official or the Project Director.**
- Funds Requested:** Funds requested from the Homeland Security State Administrative Agency (SAA) by the applicant agency.
- Project Matching/In-Kind Funds:** Funds committed by the applicant agency if any. If not, enter zero (0).
- Project Period:** Time needed to implement and complete the project.
- Certification:** Authorized Official: Typed or printed name, title and **original** signature of the State Agency Head, County Commission President, Mayor/City Manager or agency head. This is the individual who would be authorized to enter into a contractual agreement with the SAA.

The Authorized Official must sign where indicated on page 1 of the grant application before submission.

### RETURN ONE COMPLETED ORIGINAL APPLICATION TO:

WV Dept. of Military Affairs & Public Safety  
Homeland Security State Administrative Agency  
1900 Kanawha Blvd., East, Capitol Complex  
Building 1, Room W-400  
Charleston, WV 25305

**WEST VIRGINIA**  
Homeland Security State Administrative Agency  
(SAA)  
HOMELAND SECURITY GRANT  
PROGRAM

**GRANT APPLICATION**  
PAGE 1

1. **Applicant:** Jefferson County Commission  
**Address:** P.O. Box 250  
Charles Town, WV 25414  
**Phone/Fax:** \_\_\_\_\_

5. **Grant Funds Requested:** \$ 21,080  
**Project Matching**  
**Funds (if any):** \$ \_\_\_\_\_

2. **Project Director:** Dr. Sheri Hoff/JC Schools  
**Address:** 110 Mordington Avenue  
Charles Town, WV 25414  
**Phone/Fax:** 304-728-9221  
**Email:** shoff@access.k12.wv.us

6. **Type of Agency:**  
 State  County  Municipality  
 \_\_\_\_\_

3. **Fiscal Officer:** Jennifer Maghan  
**Address:** P.O. Box 208  
Charles Town, WV 25414  
**Phone/Fax:** 304-728-3347  
**Email:** jmaghan@jeffersoncountywv.org

7. **Project Period:**  
**# of Months Needed To Complete Project** \_\_\_\_\_

4. **Program Applying for:** (Check Only One) \_\_\_\_\_  
 SHSP  Citizen Corps

8. **Investment to be Supported: (List Only)**  
2012 Grant 22071 9964 IRP Communications SHS

9. **Project Title and Brief Description:** To purchase portable radios for Jefferson County Schools

**10. Certification:**

To the best of my knowledge, the information contained in this application is true and correct. The submission thereof has been duly authorized by any governing body, and the applicant will comply with all of the attached Special Conditions and Assurances if the sub-grant is awarded.

**Authorized Official:** Walter Pellish  
TYPED OR PRINTED NAME OF  
AGENCY HEAD

**Title:** Commission President

**Signature:** \_\_\_\_\_

**Date:** May 1, 2014

**WEST VIRGINIA**  
**Homeland Security State Administrative Agency**  
**(SAA)**

**HOMELAND SECURITY GRANT**  
**PROGRAM**

**BUDGET INSTRUCTIONS**

**PAGE 2**

Homeland Security Program (HSP) allowable costs are divided into the categories of (1) Planning; (2) Equipment; (3) Training; (4) Exercises. Below is basic information. **For specific information please see the guidelines.**

**Planning**

Planning activities are central to homeland security initiatives and can be used to enable the State to prioritize needs, build capabilities, update preparedness strategies, allocate resources, and deliver preparedness programs across disciplines.

**Equipment**

Funds may be used for equipment acquisitions. Approved equipment is on the Authorized Equipment Listing (AEL). <https://www.lis.dhs.gov/knowledgebase> Only equipment on the AEL will be considered for funding. Communications equipment is required to be compatible with the SAFECOM P25 trunked radio hierarchy and the WV Statewide Interoperable Radio Network. Per Executive Order 2-11 all communications equipment requests must be reviewed and approved by the Statewide Interoperability Coordinator (SWIC).

**Training**

Allowable training-related costs include the establishment, support, conduct, and attendance of training specifically identified under the Homeland Security Grant Program. Allowable training topics include, but are not limited to: CBRNE terrorism and catastrophic events, cyber/agriculture/food security, intelligence gathering and analysis, citizen and community preparedness, training for volunteers or other needs identified in the State Homeland Security Strategy. Training should address a performance gap identified through an After Action Report/Improvement Plan or contribute to building a capability that will be evaluated through an exercise. All training conducted should support the development and testing of the jurisdiction's emergency operations plan or specific annexes.

**Exercises**

Exercises conducted must be managed and executed in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP). Information and a toolkit can be found at [hseep.dhs.gov](http://hseep.dhs.gov). All exercises must be NIMS compliant and should support the development and testing of the jurisdiction's emergency operations plan or specific annexes, standard operating guidelines, and/or internal procedures and checklists.

**Budget Instructions**  
**Page 2 (Continued)**

**Match**

Match is not required, but sub-grantees are encouraged to leverage any available state and/or local funds (matching) with awarded SAA funds, provided however, that those matching funds adhere to all federal and state matching requirements.

**Federal Employer Identification Number (F.E.I.N.).**

Utilize the F.E.I.N. of the agency. This number must be entered into the appropriate space. The number should be obtainable from the state or local agency's administrative office.

**FUNDING STRATEGY:**

Enter the amount received or anticipated for each source.

**WEST VIRGINIA**  
**Homeland Security State Administrative Agency**  
**(SAA)**  
**HOMELAND SECURITY GRANT**  
**PROGRAM**

**ITEMIZATION OF FUNDS BY CATEGORY**  
**PAGE 3-1**  
**(PLANNING ONLY)**

<b>Budget Category</b>	<b>Matching Funds</b>	<b>Federal HSP Funds</b>	<b>Approved (SAA Use Only)</b>
<u>Planning: (Itemized List)</u>			
<b>Total</b>			

\* All funds must be rounded to the nearest whole dollar amount. Please make additional copies of this page as necessary.\*

**WEST VIRGINIA**  
**Homeland Security State Administrative Agency**  
**(SAA)**  
**HOMELAND SECURITY GRANT**  
**PROGRAM**

**ITEMIZATION OF FUNDS BY CATEGORY**  
**PAGE 3-2**  
**(EQUIPMENT ONLY)**

Budget Category	Matching Funds	Federal HSP Funds	Approved (SAA Use Only)
<p><b>Equipment: (Itemized List)</b>            (Please see Authorized Equipment List AEL)  <a href="https://www.llis.dhs.gov/knowledgebase">https://www.llis.dhs.gov/knowledgebase</a></p> <p>Communications equipment is required to be compatible with the SAFECOM P25 trunked radio hierarchy and the WV Statewide Interoperable Radio Network. Per Executive Order 2-11 all communications equipment requests must be reviewed and approved by the State Interoperability Coordinator.</p> <p><u>Requirement: Must list the AEL # beside each piece of equipment.</u></p> <p>AEL - 06 CP-01-PORT</p>		21.080	
<b>Total</b>		21.080	

**WEST VIRGINIA**  
 Homeland Security State Administrative Agency  
 (SAA)  
**HOMELAND SECURITY GRANT  
 PROGRAM**

**ITEMIZATION OF FUNDS BY CATEGORY**

**PAGE 3-3  
 (TRAINING ONLY)**

Budget Category	Matching Funds	Federal HSP Funds	Approved (SAA Use Only)
<u>Training: (Itemized List)</u>			
Total			

\* All funds must be rounded to the nearest whole dollar amount. Please make additional copies of this page as necessary.\*

**WEST VIRGINIA**  
**Homeland Security State Administrative Agency**  
**(SAA)**  
**HOMELAND SECURITY GRANT**  
**PROGRAM**

**ITEMIZATION OF FUNDS BY CATEGORY**

**PAGE 3-4**  
**(EXERCISES ONLY)**

<b>Budget Category</b>	<b>Matching Funds</b>	<b>Federal HSP Funds</b>	<b>Approved (SAA Use Only)</b>
<u><b>Exercises: (Itemized List)</b></u>			
<b>Total</b>			

**WEST VIRGINIA**  
**Homeland Security State Administrative Agency**  
**(SAA)**  
**HOMELAND SECURITY GRANT**  
**PROGRAM**

**ITEMIZATION OF FUNDS BY CATEGORY**

PAGE 3-5

Budget Category	Matching Funds	Federal HSP Funds	Approved (SAA Use Only)
<hr/>			
<b>TOTAL MATCHING FUNDS (if Applicable):</b>			
<b>TOTAL FEDERAL HSP FUNDS:</b>		21,080	
<b>TOTAL APPROVED PROJECT:</b>			

\* All funds must be rounded to the nearest whole dollar amount. Please make additional copies of this page as necessary.\*

<b>WEST VIRGINIA</b> Homeland Security State Administrative Agency (SAA)  <b>HOMELAND SECURITY GRANT          PROGRAM</b>	<b>BUDGET SUMMARY</b>  <b>PAGE 4</b>
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<b>Applicant:</b> Jefferson County Commission	<b>Federal Employer Identification Number (FEIN):</b>
	55-6000333

Category	HSP Funds (A) *	Matching Funds (B) **	Total Funds (A + B)
Planning			
Equipment	\$21,080		\$21,080
Training			
Exercises			
<b>Total Budget</b>	<b>\$21,080</b>		<b>\$21,080</b>

FUNDING STRATEGY	
Funding Source(s)	Amount
<b>Sub-Grant Funds:</b>	\$21,080
<b>Matching Funds (If Applicable):</b>	\$
<b>Other Funding (If Applicable):</b>	\$
<b>Total:</b>	<b>\$21,080</b>

\* Total of column A shall be placed in the space on page 1 – item number 5, for Funds Requested.

\*\* Total of column B shall be placed in the space on page 1 – item number 5, for Project Matching Funds.

*All funds must be rounded to the nearest whole dollar amount.*

<p style="text-align: center;"><b>WEST VIRGINIA</b> <b>Homeland Security State Administrative Agency</b> <b>(SAA)</b></p> <p style="text-align: center;"><b>HOMELAND SECURITY GRANT</b> <b>PROGRAM</b></p>	<p style="text-align: center;"><b>BUDGET NARRATIVE</b></p> <p style="text-align: center;"><b>PAGE 5</b></p>
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Provide here a justification and explanation of the budget items shown on pages 3 and 4 of this application. This should contain specific criteria and data used to arrive at estimates and/or costs for all items listed. In completing the project budget narrative, please identify data by the major budget category involved (i.e. Planning, Equipment, Training, Exercises).

**Applications submitted which do not provide a sufficient narrative may be subject to exclusion. Use additional blank pages as necessary.**

**PLANNING:**

**EQUIPMENT:**

Purchase 15 radios in the Motorola XTS Series for Jefferson County Schools.

**TRAINING:**

**EXERCISES:**

*\*Use additional blank pages as necessary\**

On page 7 of this Application, please explain the project utilizing the following outline. State clearly and in concise detail the goals, objectives and intentions of the project; precisely what will be done; who will be involved; and the anticipated result. Add pages as necessary.

**PROBLEM STATEMENT**

- A. **Problem(s):** Identify the specific problem(s) to be addressed by the project.
- B. **Justification:** Identify why the project is being proposed.

**GOAL(S)**

A prioritized list of all substantial and concrete goals this project will attempt to achieve and the reasons why each of these goals can be met by the potential sub-grantee. These goals may be both short and long range. **Carefully communicate and relate the goal(s) back to the goals on the State Homeland Security Strategy. In other words, which Strategy Goals are being addressed with this project? A listing of the State Strategy Goals are provided. Print them out and circle the Strategy Goals that are to be addressed by this project.**

**OBJECTIVE(S)**

Specific statements of desired achievement, which reflect project emphasis. Objectives should be clearly qualified, time-framed and measurable terms of planned levels of project performance to be achieved. The results of objectives must be specific, not general, and must be recognizable and understandable. **Carefully communicate and relate the objectives(s) back to the objectives on the State Homeland Security Strategy. In other words, which Strategy objectives are being addressed with this project? A listing of the State Strategy objectives are provided. Print them out and circle the Strategy objectives that are to be addressed by this project.**

**IMPLEMENTATION (Key Activities/Milestones)**

Describe the major activities necessary to implement the project including an operational schedule for the project. This should incorporate specific activities, services, and procedures to be followed, and how achievement will be documented. For extremely comprehensive projects, a milestone (ghant) chart is recommended which provides a clear time-line estimating the time necessary for each phase of this project. This is a very important tool used to organize data into categories for follow-up purposes. The "What", "Where", "Who", "When" and "How" of the project. The information placed in this chart can be used as a management tool to monitor progress.

**PROJECT ASSESSMENT / EVALUATION**

Specify the indicators and measures to be used to assess the results of this project. This might include conducting a drill or exercise to validate the capability improvement.

**WEST VIRGINIA**  
**Homeland Security State Administrative Agency**  
**(SAA)**  
**HOMELAND SECURITY GRANT**  
**PROGRAM**

**PROJECT DESCRIPTION**

**PAGE 7**

Jefferson County Schools is in need of 15 additional radios for interoperability.

*\* Use additional blank pages as necessary. \**

**WEST VIRGINIA**  
**Homeland Security State Administrative Agency**  
**(SAA)**  
**HOMELAND SECURITY GRANT**  
**PROGRAM**

**SPECIAL CONDITIONS AND ASSURANCES**  
**PAGE 8**

This program is conditioned upon and subject to compliance with the following Special Conditions and Assurances. By attaching a signature to page one (1), item ten (10), of this grant application, the applicant certifies and assures that it will comply with the following Special Conditions and Assurances, Regulations, Policies, Guidelines and Requirements of the SAA, as further clarified in the Administrative Manual for this program; U.S. Department of Homeland Security; and all other relevant Federal/State Regulations, Policies and Guidelines. These Special Conditions and Assurances apply to all HSP federal and matching funds expended for purposes associated with this project.

All correspondence to the SAA, which is required and/or occurs as a result or action of any of the following Special Conditions and Assurances, or as a result of the administration of any SAA grant program, should be addressed to:

WV Dept. of Military Affairs & Public Safety  
Homeland Security State Administrative Agency  
1900 Kanawha Blvd., East Capitol Complex  
Building 1, Room W-400  
Charleston, WV 25305

**1. LAWS OF WEST VIRGINIA:**

This application/contract shall be governed in all respects by the laws of the State of West Virginia. State procedures and practices will apply to all funds disbursed by the SAA.

**2. LEGAL AUTHORITY:**

The applicant hereby certifies it has the legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body authorizing the filing of the application, including all understandings and assurances contained therein, and directly authorizes the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

**3. RELATIONSHIP:**

The relationship of the sub-grantee to the SAA shall be that of an independent contractor, not that of a joint enterprise. The sub-grantee shall have no authority to bind the SAA for any obligation or expense without the express prior written approval from the SAA.

**4. OPERATIONAL WITHIN 90 DAYS:**

If the project is not operational within 90 days of the specified project starting date, the grantee must submit a statement to SAA explaining the delay in implementation. Upon receipt of the 90-day letter, SAA may cancel the project and redistribute the funds to other project areas and/or eligible applicants.

**5. WRITTEN APPROVAL OF CHANGES:**

The sub-grantee must obtain prior written approval from SAA for all project changes (programmatic, fiscal or otherwise).

# WEST VIRGINIA

Homeland Security State Administrative Agency  
(SAA)

## HOMELAND SECURITY GRANT PROGRAM

### SPECIAL CONDITIONS AND ASSURANCES

PAGE 9

#### 6. CIVIL RIGHTS COMPLIANCE:

Sub-Grantee will comply with all federal civil rights laws, including Title VI of the Civil Rights Act, as amended. These laws prohibit discrimination on the basis of race, color, religion, national origin, and sex in the delivery of services.

#### 7. PRESS RELEASE:

Release of information pertaining to this sub-grant must include the following information:

1. grant amount;
2. State involvement (WV Homeland Security State Administrative Agency, SAA); and,
3. Federal involvement (U.S. Dept. of Homeland Security).

#### 8. Compliance With Federal Rules and Regulations:

Sub-Grantee will comply with all applicable OMB Circulars (A-21, A-87, A-102, A-110, A-122, A-133) as well as 44 CFR Part 13, 2 CFR Part 215, and Federal Acquisition Regulations Part 31.2

#### 9. ACCESS TO RECORDS, EQUIPMENT, Training & Exercises:

SAA, through any authorized representative, shall have access to and the right to examine all records, books, papers, documents, equipment, training and/or exercises related to the sub-grant and to relevant books and records of contractors.

#### 10. CONFLICT OF INTEREST:

No public official or employee of the sub-grantee agency, who performs any duties under the project, may participate in an administrative decision with respect to the project if such a decision can be expected to result in any benefit to that individual or that individual's immediate family.

#### 11. POLITICAL ACTIVITY:

The restrictions of the Hatch Act, Pub. L. 93-433, 5 U.S.C. Chapter III, (as amended), concerning the political activity of government employees are applicable to state grantee staff members and other state and local government employees whose principal employment is in connection with activities financed, in whole or in part, by Title I grants. Under a 1975 amendment to the Hatch Act, such state and local government employees may take an active part in political management and campaigns, except they may not be candidates for office.

**WEST VIRGINIA**  
**Homeland Security State Administrative Agency**  
**(SAA)**  
**HOMELAND SECURITY GRANT**  
**PROGRAM**

**SPECIAL CONDITIONS AND ASSURANCES**

**PAGE 10**

**12. RELEASE OF INFORMATION:**

All records, papers and other documents kept by recipients of grant funds are required to be made available to the SAA. These records and other documents submitted to the SAA and its grantees, including plans and application for funds, reports, etc., are subsequently required to be made available to the U.S. Department of Homeland Security under the terms and conditions of the Federal Freedom of Information Act, 5. U.S.C. §552.

The SAA recognizes that some information submitted in the course of applying for funding under this program, or provided in the course of its grant management activities, may be considered law enforcement sensitive or otherwise important to national or state security interests. This may include threat, risk, and needs assessment information, and discussions of demographics, transportation, public works, and industrial and public health infrastructures. While this information under federal control is subject to requests made pursuant to the Freedom of Information Act, 5. U.S.C. §552, all determinations concerning the release of information of this nature are made on a case-by-case basis by the Federal Division of Homeland Security FOIA Office, and may likely fall within one or more of the available exemptions under the Act.

Sub-Grantees must consult applicable state and local laws and regulations regarding the release or transmittal of information to any entity which may be considered sensitive in nature. Applicants may also consult the SAA regarding concerns or questions about the release of potentially sensitive information under state and local laws.

**13. NATIONAL AND STATE EVALUATION EFFORTS:**

The Sub-grantee agrees to cooperate with any national and/or state evaluation efforts directly or indirectly related to this program as requested.

**14. OBLIGATION OF PROJECT FUNDS:**

Funds may not, without prior written approval from the SAA, be obligated prior to the effective start date or subsequent to the termination date of the project period.

**15. USE OF FUNDS:**

Funds awarded through the SAA may be expended **ONLY** for the purposes and activities specifically covered by the sub-grantee's approved project description and budget.

**16. Elements of a Viable Continuity Capability:**

The Continuity Plan is the roadmap for the implementation and management of the Continuity Program. The National Continuity Policy: National Security Presidential Directive-51/Homeland Security Presidential Directive-20 outlines the following ten (10) overarching continuity requirements: Essential Functions, Orders of Succession, Delegations of Authority, Continuity Facilities, Continuity Communications, Vital Records Management, Human Capital, Tests-Training-Exercises, Devolution of Control & Direction, and Reconstitution. If utilizing subgrant funding for the development of a Continuity Plan, the Plan must address each of these ten (10) elements in order to be eligible to be reimbursed for approved/allowable costs.

In order to be eligible for funding to support an existing / in development Continuity Plan, the plan must contain the elements specified by the SAA in the Grant Eligibility Criteria.

**17. ALLOWABLE AND UNALLOWABLE COSTS:**

Allowable and unallowable costs incurred under this grant shall be determined in accordance with the general principles and standards for selected cost items set forth in the pertinent Program Guidance or the Office of Grant Operations Financial Guide and OMB Circular A-87.

**WEST VIRGINIA**  
**Homeland Security State Administrative Agency**  
**(SAA)**  
**HOMELAND SECURITY GRANT**  
**PROGRAM**

**SPECIAL CONDITIONS AND ASSURANCES**

**PAGE 11**

**18. NON-SUPLANTING:**

Federal funds must be used to supplement existing funds for program activities and may not replace (supplant) non-Federal funds that have been appropriated for the same purpose. Potential supplanting will be the subject of monitoring and audit. Violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from Federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties. The sub-grantee hereby certifies that Federal funds made available under this grant will not be used to supplant state and local funds. Approved full-time positions must hire an additional individual to "backfill" the position.

**19. MATCHING CONTRIBUTION:**

If matching funds are allocated, the applicant assures that those funds shall be in addition to funds that would otherwise be made available for the proposed project by the recipients of grant funds and shall be provided on a project-by-project basis. Cash matching contributions are subject to the same expenditure guidelines established by the SAA and the U.S. Department of Homeland Security for this grant program. All sub-grantees must maintain records that clearly show the source, the amount and the timing of all cash matching contributions. There is no waiver provision for any cash match requirements.

**20. PROJECT INCOME:**

All income earned by the sub-grantee as a result of the conduct of this project, must be accounted for and included in the total budget. Project income is subject to the same expenditure guidelines established by the SAA and the U.S. Department of Homeland Security for this grant program. All sub-grantees must maintain records that clearly show the source, the amount and the timing of all project income. There is no waiver provision for the project income requirement.

**21. CONSULTANT FEES:**

Approval of this sub-grant does not necessarily indicate an approval of specific consultant rates. Please discuss rates with the SAA.

**22. SUSPENSION OF FUNDING:**

SAA may suspend, in whole or in part, terminate, or impose other sanctions on any sub-grantee funds for the following reasons:

- Failure to adhere to the requirements, standard conditions, or special conditions and assurances of this program;
- Failure to submit reports;
- Filing a false certification in this application or in another report or document; or,
- Other just cause.

**23. SANCTIONS FOR NONCOMPLIANCE:**

In the event of the sub-grantee's noncompliance with the terms, conditions, covenants, rules, or regulations of this grant, the SAA shall impose such contract sanctions, as it may deem appropriate, including but not limited to:

- Withholding of payments to the sub-grantee until the sub-grantee complies;
- Cancellation, termination or suspension of the contract, in whole or in part; or,
- Refrain from extending any further assistance to the sub-grantee until satisfactory assurance of future compliance has been received.

**WEST VIRGINIA**  
**Homeland Security State Administrative Agency**  
**(SAA)**

**HOMELAND SECURITY GRANT**  
**PROGRAM**

**SPECIAL CONDITIONS AND ASSURANCES**

**PAGE 12**

**24. SUBMISSION/RELEASE OF PROPOSED PUBLICATIONS:**

The sub-grantee shall submit one copy of all reports and proposed publications resulting from this agreement to the SAA twenty (20) days prior to public release. Any publications (written, visual, sound, or otherwise), whether published at the grantee's or government's expense, shall contain the following statements:

"This document [product] was prepared under a grant from the United States Department of Homeland Security and the WV Homeland Security State Administrative Agency. Points of view or opinions expressed in this document [product] are those of the authors and do not necessarily represent the official position or policies of the U.S. Department of Homeland Security, nor the WV State Homeland Security State Administrative Agency."

**25. PROPERTY ACCOUNTABILITY:**

The sub-grantee shall establish and administer a system to control, protect, preserve, use, maintain, and properly dispose of any property or equipment furnished it, or made available through a sub-grant by the SAA. This obligation continues as long as the property is retained by the sub-grantee, notwithstanding the expiration of this agreement. Prior to sale, trade in or disposal of property, disposition instructions will be obtained from the SAA. Sub-Grantee assures inventory checks will be performed annually or pursuant to guidance promulgated in the Administrative Manual for this program, with copies provided to the SAA. The SAA reserves the right to inspect and review any equipment purchased with this sub-grant.

**26. REPORTS:**

Each subgrantee shall submit reports as the SAA shall deem reasonably necessary to the execution of monitoring, stewardship and evaluation of programmatic and fiscal responsibilities.

**27. PURCHASING:**

When making purchases relevant to the sub-grant, the sub-grantee will abide by applicable State and local laws, which address purchasing procedures by a state or local unit of government.

**28. PATENTS AND/OR COPYRIGHTS AND RIGHTS IN DATA:**

Sub-Grantee acknowledges that the SAA, and subsequently the U.S. Department of Homeland Security, reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use, for State or Federal government purposes: (1) the copyright in any work developed under an award or sub award; and, (2) any rights of copyright to which a recipient or sub recipient purchases ownership, in whole or in part, with State or Federal support.

Sub-Grantee agrees to consult with the SAA regarding the allocation of any patent rights that arise from, or are purchased with, this funding.

**29. Environmental & Historic Preservation (EHP)**

Subgrantee shall comply with all applicable Federal, State, and local EHP requirements and shall provide any information requested to ensure compliance with applicable laws.

**30. COMMUNICATIONS EQUIPMENT**

With respect to communications initiatives and equipment, the sub-grantee agrees to the following:

Communications equipment is required to be compatible with the SAFECOM P25 trunked radio hierarchy and the WV Statewide Interoperable Radio Network. Per Executive Order 2-11 all communications equipment requests must be reviewed and approved by the State Interoperability Coordinator. [www.sirn.wv.gov](http://www.sirn.wv.gov)

**31. TIME EXTENSIONS:**

Time extensions are allowable; however, the SAA will review and approve extension requests on a case by case basis only if the extension is warranted. Lack of planning by the subgrantee is not a justified reason for an extension.

**32. USE OF GRANT FUNDS TO ENACT LAWS, POLICIES, ETC.:**

Sub-Grantee understands and agrees that it cannot use any sub-grant funds, either directly or indirectly in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government.

**WEST VIRGINIA**  
**Homeland Security State Administrative Agency**  
**(SAA)**

**HOMELAND SECURITY GRANT**  
**PROGRAM**

**SPECIAL CONDITIONS AND ASSURANCES**

**PAGE 14**

**33. PROGRAM ACCOUNTABILITY – FEDERAL AUDIT REQUIREMENTS:**

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

As of 10/1/04, the requirements set forth by OMB Circular A-133 are as follows: Non-Federal entities that expend \$500,000 or more in a year in Federal awards shall have a single or program-specific audit conducted for that year. Non-Federal entities that expend less than \$500,000 a year in Federal awards are exempt from Federal audit requirements for that year, but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and General Accounting Office.

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

As if 10/1/04, the requirements set forth by OMB Circular A-110 are as follows: Recipients and sub recipients that are institutions of higher education or other non-profit organizations (including hospitals) shall be subject to the audit requirements contained in the Single Audit Act Amendments of 1996 (31 USC 7501-7507) and revised OMB Circular A-133.

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

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

Federal Audit Clearinghouse  
Bureau of the Census  
1201 E. 10<sup>th</sup> Street  
Jeffersonville, IN 47132

**34. PROGRAM ACCOUNTABILITY – STATE AUDIT REQUIREMENTS:**

- I.) Chapter 12, Article 4, Section 14 of the West Virginia Code, as amended, sets forth the audit requirements of corporations, associations or other organizations which receive state funds or grants. These audit requirements do not apply to units of local and state government. If applicable, this grant shall adhere to the audit requirements set forth in §12-4-14 at the time of award. All funds disbursed by SAA are appropriated by the WV Legislature; therefore all funds disbursed are considered state funds. The SAA will notify the Legislative Auditor when a sub-grant is awarded which falls under the requirements of the WV Code.

As of 9/13/05, the requirements set forth by §12-4-14 are as follows: Any corporation, partnership, association, individual or other legal entity (not to include a state spending unit or a local government as defined in § 6-9-1a of the West Virginia Code, as amended) which receives one or more state grants or sub grants in the amount of \$50,000 or more in the aggregate in a state fiscal year shall file with the SAA a Report of the disbursement of these state funds. An OMB A-133 Audit or an audit conducted by a certified public accountant may be substituted for the Report. The Report shall be filed within two years of the end of the fiscal year in which the grant or subgrant closes. The Report shall be made by an independent certified public accountant and the scope of the Report is limited to showing how the state grant or subgrant funds were spent. The Report does not have to be a full-scope audit or review of the entity receiving state funds. Any entity failing to file a required Report is barred from subsequently receiving state grant or subgrant funds until the Report is filed and is otherwise in compliance with the provisions of West Virginia Code. If a Report is not required under this section of the WV Code then the grantee or sub-grantee shall file with SAA a sworn statement of expenditures made under the grant or sub-grant.

The Sub-Grantee assures that it has read, understands and is in full compliance with all requirements as set forth in Chapter 12, Article 4, Section 14 of the West Virginia Code, as amended, and is not currently debarred from receiving state grant funds as a result of non-compliance with this section of the West Virginia Code, as amended.

**WEST VIRGINIA**  
**Homeland Security State Administrative Agency**  
**(SAA)**

**HOMELAND SECURITY GRANT**  
**PROGRAM**

**SPECIAL CONDITIONS AND ASSURANCES**

**PAGE 15**

**35. EQUAL EMPLOYMENT OPPORTUNITY PLAN:**

Each sub-grantee certifies that it has executed and has on file, an Equal Employment Opportunity Plan.

**36. VETERANS PREFERENCE:**

This program includes a provision that grantees utilizing funds to hire additional personnel give suitable preference in employment to military veterans. SAA defines "suitable preference" as the requirement that a sub-grantee agency have in place a mechanism ensuring that veterans are given consideration in the hiring process.

**37. IMMIGRATION AND NATURALIZATION VERIFICATION:**

The sub-grantee agrees to complete and keep on file, as appropriate, applicable Immigration and Naturalization Service Employment Eligibility Verification Forms. These forms are to be used by recipients of Federal funds to verify that employees are eligible to work in the United States.

**38. PURCHASE OF AMERICAN-MADE EQUIPMENT/PRODUCTS:**

It is the sense of the Congress, as conveyed through the FY 1997 Appropriations Act that, as well as the desire of SAA, to the greatest extent practicable, all equipment and products purchased with Federal funds made available under this grant should be American-made.

**39. PERSONNEL TRAINING:**

For projects involving payment of personnel or overtime pay, the SAA reserves the right to require training as a condition of the sub-grant before or at any time during the project period. Proof of training/certification on grant funded equipment must be provided, if applicable.

**40. ACCOUNTING REQUIREMENTS:**

Sub-Grantee agrees to record all project funds and costs following generally accepted accounting procedures. A unique account number or cost recording must separate all project costs from the sub-grantee's other or general expenditures. Adequate documentation for all project costs and income must be maintained. Adequate documentation of financial and supporting material, as defined in the pertinent Administrative Manual, must be retained and be available for audit purposes.

**41. FINANCIAL GUIDE:**

Sub-Grantee agrees to comply with all requirements as set forth in the Financial Guide which governs this program.

**42. EQUIPMENT:**

Sub-Grantees purchasing equipment with grant funds are required to adhere to the established bidding procedures for their respective units of government and or agencies. All equipment must have a primary function of being used for homeland security purposes.

**43. MARKING OF EQUIPMENT AND PUBLICATIONS:**

Sub-Grantee will ensure that, when practicable, any equipment purchased and publications produced with grant funding shall be prominently marked as follows: "Supported with funds provided by the U.S. Department of Homeland Security and the WV Homeland Security State Administrative Agency."

## TecSec PIV-I Service Nomination of a Trusted Agent

<b>Instructions:</b>			
Nominee or Sponsor to fill in this form and return it to the OAO.			
Full name should be as it is shown on the Nominee's identity documents			
<b>Nominee Information</b>			
Full Name of Identity:			
Date (YYYY-MM-DD) and place of birth			
Citizenship:			
<b>Home Address</b>			
Address:		Unit or Apt Number:	
City:		Postal Code:	
State, Country:			
<b>Work Information</b>			
Email:			
Telephone:			
I, the undersigned, do hereby solemnly certify and declare the following:			
<ol style="list-style-type: none"> <li>1. That the facts stated in this declaration are true to the best of my personal knowledge; and</li> <li>2. That I know the obligations for this role as stipulated in the Carillon Information Security Inc. Public Key Infrastructure Certificate Policy; and</li> <li>3. That I have no other duties that would interfere or conflict with my duties for the roles ticked above; and</li> <li>4. That I have not been previously relieved of duties for reasons of negligence or non-performance of duties; and</li> <li>5. That I have not been denied a security clearance, or had a security clearance revoked; and</li> <li>6. That I have not been convicted of a serious crime or other offence that affects my suitability for the position.</li> </ol>			
Place (City and State)		Date and time	
Signature			

<b>OA Administrator or Officer Signature -- For Internal Use ONLY</b>	
I Hereby assign to the individual named above the role of Trusted Agent for the West Virginia PIV-I Service (as defined in Carillon Information Security Inc. Public Key Infrastructure Certificate Policy) to the individual named above:	
Place (City and State)	Date and time
Full Name (Print)	Signature

## TecSec PIV-I Service Nomination of a Trusted Agent

<b>Instructions:</b>			
Nominee or Sponsor to fill in this form and return it to the OAO.			
Full name should be as it is shown on the Nominee's identity documents			
<b>Nominee Information</b>			
Full Name of Identity:			
Date (YYYY-MM-DD) and place of birth			
Citizenship:			
<b>Home Address</b>			
Address:		Unit or Apt Number:	
City:		Postal Code:	
State, Country:			
<b>Work Information</b>			
Email:			
Telephone:			
I, the undersigned, do hereby solemnly certify and declare the following:			
<ol style="list-style-type: none"> <li>1. That the facts stated in this declaration are true to the best of my personal knowledge; and</li> <li>2. That I know the obligations for this role as stipulated in the Carillon Information Security Inc. Public Key Infrastructure Certificate Policy; and</li> <li>3. That I have no other duties that would interfere or conflict with my duties for the roles ticked above; and</li> <li>4. That I have not been previously relieved of duties for reasons of negligence or non-performance of duties; and</li> <li>5. That I have not been denied a security clearance, or had a security clearance revoked; and</li> <li>6. That I have not been convicted of a serious crime or other offence that affects my suitability for the position.</li> </ol>			
Place (City and State)		Date and time	
Signature			

<b>OA Administrator or Officer Signature – For Internal Use ONLY</b>	
I Hereby assign to the individual named above the role of Trusted Agent for the West Virginia PIV-I Service (as defined in Carillon Information Security Inc. Public Key Infrastructure Certificate Policy) to the individual named above:	
Place (City and State)	Date and time
Full Name (Print)	Signature

## TecSec PIV-I Service Nomination of a Trusted Agent

**Instructions:**

Nominee or Sponsor to fill in this form and return it to the OAO.  
Full name should be as it is shown on the Nominee's identity documents

**Nominee Information**

Full Name of Identity:

Date (YYYY-MM-DD) and  
place of birth

Citizenship:

**Home Address**

Address:

Unit or Apt Number:

City:

Postal Code:

State, Country:

**Work Information**

Email:

Telephone:

I, the undersigned, do hereby solemnly certify and declare the following:

1. That the facts stated in this declaration are true to the best of my personal knowledge; and
2. That I know the obligations for this role as stipulated in the Carillon Information Security Inc. Public Key Infrastructure Certificate Policy; and
3. That I have no other duties that would interfere or conflict with my duties for the roles ticked above; and
4. That I have not been previously relieved of duties for reasons of negligence or non-performance of duties; and
5. That I have not been denied a security clearance, or had a security clearance revoked; and
6. That I have not been convicted of a serious crime or other offence that affects my suitability for the position.

Place (City and State)

Date and time

Signature

**OA Administrator or Officer Signature – For Internal Use ONLY**

I Hereby assign to the individual named above the role of Trusted Agent for the West Virginia PIV-I Service (as defined in Carillon Information Security Inc. Public Key Infrastructure Certificate Policy) to the individual named above:

Place (City and State)

Date and time

Full Name (Print)

Signature

## TecSec PIV-I Service Nomination of a Trusted Agent

<b>Instructions:</b> Nominee or Sponsor to fill in this form and return it to the OAO. Full name should be as it is shown on the Nominee's identity documents			
<b>Nominee Information</b>			
Full Name of Identity:			
Date (YYYY-MM-DD) and place of birth			
Citizenship:			
<b>Home Address</b>			
Address:		Unit or Apt Number:	
City:		Postal Code:	
State, Country:			
<b>Work Information</b>			
Email:			
Telephone:			
I, the undersigned, do hereby solemnly certify and declare the following:			
<ol style="list-style-type: none"> <li>1. That the facts stated in this declaration are true to the best of my personal knowledge; and</li> <li>2. That I know the obligations for this role as stipulated in the Carillon Information Security Inc. Public Key Infrastructure Certificate Policy; and</li> <li>3. That I have no other duties that would interfere or conflict with my duties for the roles ticked above; and</li> <li>4. That I have not been previously relieved of duties for reasons of negligence or non-performance of duties; and</li> <li>5. That I have not been denied a security clearance, or had a security clearance revoked; and</li> <li>6. That I have not been convicted of a serious crime or other offence that affects my suitability for the position.</li> </ol>			
Place (City and State)		Date and time	
Signature			

<b>OA Administrator or Officer Signature – For Internal Use ONLY</b>	
I Hereby assign to the individual named above the role of Trusted Agent for the West Virginia PIV-I Service (as defined in Carillon Information Security Inc. Public Key Infrastructure Certificate Policy) to the individual named above:	
Place (City and State)	Date and time
Full Name (Print)	Signature

## TecSec PIV-I Service Nomination of a Trusted Agent

<b>Instructions:</b> Nominee or Sponsor to fill in this form and return it to the OAO. Full name should be as it is shown on the Nominee's identity documents			
<b>Nominee Information</b>			
Full Name of Identity:			
Date (YYYY-MM-DD) and place of birth			
Citizenship:			
<b>Home Address</b>			
Address:		Unit or Apt Number:	
City:		Postal Code:	
State, Country:			
<b>Work Information</b>			
Email:			
Telephone:			
I, the undersigned, do hereby solemnly certify and declare the following:			
<ol style="list-style-type: none"> <li>1. That the facts stated in this declaration are true to the best of my personal knowledge; and</li> <li>2. That I know the obligations for this role as stipulated in the Carillon Information Security Inc. Public Key Infrastructure Certificate Policy; and</li> <li>3. That I have no other duties that would interfere or conflict with my duties for the roles ticked above; and</li> <li>4. That I have not been previously relieved of duties for reasons of negligence or non-performance of duties; and</li> <li>5. That I have not been denied a security clearance, or had a security clearance revoked; and</li> <li>6. That I have not been convicted of a serious crime or other offence that affects my suitability for the position.</li> </ol>			
Place (City and State)		Date and time	
Signature			

<b>OA Administrator or Officer Signature – For Internal Use ONLY</b>	
I Hereby assign to the individual named above the role of Trusted Agent for the West Virginia PIV-I Service (as defined in Carillon Information Security Inc. Public Key Infrastructure Certificate Policy) to the individual named above:	
Place (City and State)	Date and time
Full Name (Print)	Signature

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

**PAPERWORK BURDEN DISCLOSURE NOTICE**

Public reporting burden for this form is estimated to average 1.7 hours per response. The burden estimate includes the time for reviewing instructions and searching existing data sources, gathering and maintaining the data needed and completing, and submitting the form. You are not required to respond to this collection of information unless a valid OMB control number appears in the upper right corner of this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472, Paperwork Reduction Project (1660-0001). **NOTE: Do not send your completed form to this address.**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 44 CFR Part 18, "New Restrictions on Lobbying" and 28 CFR Part 17, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Federal Emergency Management Agency (FEMA) determines to award the transaction, grant, or cooperative agreement.

**1. LOBBYING**

As required by section 1352, Title 31 of the U.S. Code, and implemented at 44 CFR Part 18, for persons entering into a grant or cooperating agreement over \$ 100,000, as defined at 44 CFR Part 18, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement.

(b) If any other funds than Federal appropriated funds have been paid or will be paid to any other person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or an employee of Congress, or employee of a member of Congress in connection with this Federal Grant or cooperative agreement, the undersigned shall complete and submit Stand Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

Standard Form-LLL "Disclosure of Lobbying Activities" attached  
(This form must be attached to certification if nonappropriated funds are to be used to influence activities.)

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

As required by Executive Order 12549, Debarment and Suspension, and implemented at 44 CFR Part 67, for prospective participants in primary covered transactions, as defined at 44 CFR Part 17, Section 17.510-A.

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of a or had a civilian judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or perform a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause of default; and

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

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

As required by the Drug-Free Workplace Act of 1988, and implemented at 44 CFR Part 17, Subpart F, for grantees, as defined at 44 CFR Part 17.615 and 17.620-

A. The applicant certifies that it will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug free awareness program to inform employees about-

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant to be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will-

(1) Abide by the term of the statement; and

(2) Notify the employee in writing of his or her conviction for a violation of a criminal drug statute occurring on the workplace no later than five calendar days after such convictions;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position, title, to the applicable FEMA awarding office, i.e., regional office or FEMA office.

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is convicted-

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation act of 1973, as amended; or

(2) Requiring such an employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, City, County, State, Zip code)

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Check  If there are workplaces on file that are not identified here.

Sections 17.630 of the regulations provide that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for FEMA funding. States and State agencies may elect to use a state wide certification.

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Signature of Authorized Official: \_\_\_\_\_

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

**STATE OF WEST VIRGINIA**

**Dept. of Military Affairs & Public Safety  
Homeland Security State Administrative Agency  
SUB-GRANT AWARD**

**CFDA Number:**  
97.067

**Commitment Number:**

**Fiscal Year:**  
2014

**Program Name:**  
2011 Homeland Security Grant Program

**Sub-Grantee  
Name & Address:**

**FEIN: 55-6000333**

**DUNS: 077414548**

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

**Zip Code: 25414 - \_\_\_\_\_**

**Sub-Grant Period:**

**From:** 5/1/14  
**To:** 7/31/14

**Project Name:**  
SHS – IRP Communications

**Federal Grant Number:**  
EMW-2012-SS-00012

**Sub-Grant Number:**  
12-SHS-

**Project Notes**

Implement the project described in the attached application.

The attached application has been reviewed, and the proposed project and expenditures as described in the application fall within all guidelines which govern the Homeland Security Grant Program and sufficient funds do exist to make this award.

Homeland Security Grant Manager \_\_\_\_\_

I have reviewed this sub-grant award and the goals and objectives do fall within West Virginia's HS Strategy Goals and Objectives and the expenditures fall within the grant guidelines.

Director, Homeland Security SAA \_\_\_\_\_  
SAA Point of Contact

**By signing and accepting this award the sub-grantee agrees to comply with all special conditions & assurances included in the application.**

**TOTAL AMOUNT OF: \$21,080**

**Sub-grantee Authorized Official:**

**WV Homeland Security Advisor:**

**Date: May 1, 2014**

**Date:** \_\_\_\_\_

## **Homeland Security Grant Eligibility Criteria and Certification**

To be eligible to apply for State Homeland Security Program grant funding, an agency or organization must comply with specific criteria as set forth below. This will help to ensure the state remains compliant with federal requirements and assist the agency in being an integrated part of the state's homeland security system. Evidence of compliance must be submitted to the Homeland Security State Administrative Agency (HS SAA) prior to or along with grant applications. Regional Area Liaisons may provide direct assistance to help applicants to come into compliance, or provide referral to the appropriate resource. The HS SAA will determine and provide notification of eligibility, which may include provisional acceptance requiring further action.

### **1. National Incident Management System (NIMS) Implementation**

The U.S. Department of Homeland Security requires that States and Local Governments utilize the National Incident Management System (NIMS) to be eligible to receive federal grants. The State of West Virginia has interpreted this to include associations, utilities, non-governmental organizations, and private sector organizations among those who must meet NIMS objectives to be eligible for grant funding.

The applicant must complete the following:

- a. Formally adopt NIMS as the approach to be utilized for all incident management. This is evidenced by Proclamation, Resolution, Executive Order, or other document indicating adoption by the applicant's governing body. A copy of the adoption may be requested by the Homeland Security State Administrative Agency (HS SAA).
- b. Utilize all NIMS concepts, as appropriate, including the Incident Command System (ICS).
- c. Ensure an up to date inventory of response/recovery assets is maintained and provided to the applicant's local and/or county emergency management agency(s) as necessary.
- d. Maintain a list of all Memoranda/Statements of Understanding and Mutual Aid Agreements to which the applicant is a party. Copies may be requested by the Area Liaison or the HS SAA.
- e. Ensure all personnel are completing appropriate training, including IS 100, IS 200 and/or IS 700 courses, commensurate with each individual's emergency responsibilities.
- f. Complete the NIMS Self-Assessment and submit to the state NIMS Coordinator via email at [charles.w.bennett@wv.gov](mailto:charles.w.bennett@wv.gov)

Assistance with this requirement can be obtained from Chuck Bennett, State NIMS Coordinator at (304) 558-2930.

### **2. Continuity of Operations Plan**

The applicant must tender a written Continuity of Operations (COOP) plan. The plan must contain at a minimum the following elements:

- List of Essential Functions
- Orders of Succession for essential personnel
- List of Delegations of Authority
- Identification of a continuity facility
- Identification of Vital Records
- Communications
- Employee notification procedures for COOP activation
- Reconstitution
- Training plan/schedule for COOP

A continuity plan that contains these elements is not considered a complete plan; rather it demonstrates that significant planning has been undertaken and completed to ensure the organization can fulfill its responsibilities and commitments. Written feedback on the plan may be provided by the state COOP Coordinator to the organization which must be incorporated in the plan.

Assistance with this requirement can be obtained from David Skeen, State COOP Coordinator at (304) 558-5380.

### **3. Training Database Registration**

The applicant organization's training coordinator or another designee must register on the WV DMAPS online training database. To access the database and register, go to <http://onlinelearning.wv.gov/dmapscmf> and click the "Create New User" button. Registration will help ensure agencies are aware of available training.

Assistance with this requirement can be obtained from Christian Fernley, HS Training Coordinator at (304) 558-5380.

### **4. Exercise List and AARs/CAPs**

Applicants must submit information related to recent exercises in which they have participated including a copy of the After Action Report/Improvement Plan or a list of principle findings of the exercise relative to the organization. If an organization has not participated in any exercise, they should indicate such is the case. Participation in no exercise will not disqualify an entity from receiving grant funds.

Assistance with this requirement can be obtained from Chuck Bennett, State HS Exercise Coordinator at (304) 558-2930.

## Homeland Security Grant Eligibility Certification

**Recipient Agency/Organization:** Jefferson County Schools  
**Recipient Point of Contact:** Dr. Sheri Hoff

**Email:** shoff@access.k12.wv.us **Phone:** 304-728-9221

I have reviewed the foregoing and certify that to the best of my information and belief, the agency/organization has met or exceeded the eligibility requirements prerequisite to applying for Homeland Security Grant funding.

**Recipient Agency/Organization Authorized Official:**

Walter Pellish Title: County Commission President  
Type or Print Name of Agency/Organization Authorized Official

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

\_\_\_\_\_  
Signature Of Agency/Organization Authorized Official

I have reviewed all the foregoing and certify to the best of my information and belief, the agency/organization has complied with the Homeland Security Grant Eligibility Criteria.

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

\_\_\_\_\_  
HS SAA Director

# State Homeland Security Strategy (2010)

## West Virginia

Status: Approved by FEMA

### Section 1 > Introduction

#### Purpose

The West Virginia Homeland Security Strategy serves to articulate the mission and enhance the operational effectiveness of homeland security programs and activities particularly in delivering services in support of statewide initiatives. This strategy identifies the goals and objectives by which grant funding is solicited and allocated, and by which performance is measured.

In this spirit, it is important to acknowledge that the West Virginia Homeland Security Strategy is a living document that will be revised as needed to guide statewide efforts. It provides a common framework by which West Virginia should focus its efforts on the following five goals:

1. Strengthen Policy and Unify Management
2. Enhance Preparedness for All-Hazard Incidents
3. Protect Critical Infrastructure and Key Resources
4. Facilitate Interoperability
5. Prepare West Virginia for a Mass Evacuation

#### Vision

A secure West Virginia which is strong and resilient.

#### Focus

To obtain these goals and realize this vision, all West Virginians must work collaboratively to:

- Prevent terrorist attacks and mitigate against man-made and natural hazards
- Protect the people of West Virginia, critical infrastructure and key resources
- Prepare to respond to and recover from both man-made and natural disasters



# State Homeland Security Strategy (2010)

## West Virginia

Status: Approved by FEMA

### Coordination

A sound homeland security strategy requires the involvement of all levels of government, interaction with the private sector, and the support of the public. The West Virginia Homeland Security Strategy will be implemented and maintained through a coalition of stakeholders. Through education and outreach, homeland security expertise and capabilities can be built across all disciplines to serve as an indispensable resource for West Virginia. A successful strategy will provide citizens the tools needed to protect and support themselves and their neighbors during and after any type of incident. Throughout the development of this homeland security strategy, the concept that homeland security is a shared responsibility has remained paramount. This strategy is built on the interaction of government, the private and non-profit sectors, communities, and individual citizens who all play a role in protecting and defending West Virginia.

### Effort

A sound homeland security strategy requires the involvement of all levels of government, interaction with the private sector, and the support of the public. The West Virginia Homeland Security Strategy will be implemented and maintained through a coalition of stakeholders. Through education and outreach, homeland security expertise and capabilities can be built across all disciplines to serve as an indispensable resource for West Virginia. A successful strategy will provide citizens the tools needed to protect and support themselves and their neighbors during and after any type of incident. Throughout the development of this homeland security strategy, the concept that homeland security is a shared responsibility has remained paramount. This strategy is built on the interaction of government, the private and non-profit sectors, communities, and individual citizens who all play a role in protecting and defending West Virginia.

Homeland security is a complex enterprise and the availability of resources is constrained. The West Virginia Homeland Security Strategy relies on the use of qualitative and quantitative risk assessments to guide resource decisions. These resources will be targeted at the most significant threats, vulnerabilities, and potential consequences.

Local jurisdictions and state agencies should each maintain a Hazard and Vulnerability Assessment. It is understood that homeland security threats will vary across the state and across different disciplines. All parties involved in prevention, protection, response and recovery activities will maintain a current understanding of threats and vulnerabilities.



# State Homeland Security Strategy (2010)

## West Virginia

Status: Approved by FEMA

### Description of Jurisdictions

The State of West Virginia consists of approximately 233 cities and towns and is divided into 55 counties. West Virginia is approximately 24,231 square miles in size and has a population of 1.8 million. The state is very hilly and rugged, with the highest mean altitude (1,500 ft) of any state east of the Mississippi. West Virginia is the only state in the nation located entirely within the Appalachian Mountain range.

The eastern portion of West Virginia is a ridge and valley system which is characterized by long, even ridges, with long, continuous valleys in between. The western portion of the state is located within the Allegheny Plateau known for its many ridges, hollows, and lowland valleys. Though the term "plateau" is popularly associated with level land, here it refers to a level land that has been weathered into many ridges and valleys. Much of the plateau is drained by the Ohio River and several of its major tributaries, including the Kanawha, and Monongahela rivers.

West Virginia is subdivided numerous ways for public safety purposes. Each subdivision has been established by respective agencies based primarily on geography and specific mission. For purposes of homeland security programs with the regional breakdown follows the West Virginia State Police.

### Description of Regions

The state is divided into six (6) Homeland Security Regions that were used as the jurisdictions for this strategy . Each region is comprised of a grouping of several counties. The regions include 100 percent of the population and land area of the state.



# State Homeland Security Strategy (2010)

## West Virginia

Status: Approved by FEMA

### Section 2 > Goals, Objectives, and Implementation Steps

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**Goal:** Strengthen Policy and Unify Management

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**Objective:** Improve Governance and Performance

National Priority: Strengthen Planning and Citizen Preparedness Capabilities

- Step:** 1.1.1 Maintain a concerted statewide scope of effort through technology, education and collaboration.
- Step:** 1.1.2 Ensure organizational vision, mission, and structure are aligned with the West Virginia Homeland Security Strategy.
- Step:** 1.1.3 Enhance leadership development at all levels of government through training on grant writing and management, administrative oversight, and other skills.
- Step:** 1.1.4 Provide support to and through Homeland Security Regional Coordinators to implement homeland security directives and initiatives.
- Step:** 1.1.5 Participate in and promote mutual aid agreements.
- Step:** 1.1.6 Work with governmental agencies, non-governmental organizations, and the private sector to ensure continuity planning.
- Step:** 1.1.7 Work with the legislature to obtain adequate funding for all programs.



# State Homeland Security Strategy (2010)

## West Virginia

Status: Approved by FEMA

- Step: 1.1.8 Revise legislative rule on hazardous materials response, including required training and exercises.
- Step: 1.1.9 Maintain a unified homeland security outreach program including an annual homeland security workshop, periodic local forums, legislative education, and stakeholder meetings.
- Step: 1.1.10 Develop Executive Order to support and enhance the capabilities of the WV Intelligence Fusion Center.
- Step: 1.1.11 Develop Executive Order to establish statewide standards for Continuity of Operations (COOP) planning.

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**Objective** Ensure Compliance with NIMS

National Priority: Implement the NIMS and NRP

- Step: 1.2.1 Establish and maintain state standards for National Incident Management System (NIMS) objectives.
- Step: 1.2.2 Conduct training and education on the implementation and utilization of NIMS.
- Step: 1.2.3 Utilize NIMS Compliance Assistance Support Tool (NIMSCAST) to track compliance.
- Step: 1.2.4 Provide NIMSCAST training for all levels of government.
- Step: 1.2.5 Ensure compliance with annual NIMS requirements by offering state-specific guidance, technical assistance and by promoting the use of NIMSCAST reporting software.
- Step: 1.2.6 Conduct training needs assessment to identify and fill training gaps.



# State Homeland Security Strategy (2010)

## West Virginia

Status: Approved by FEMA

- Step:** 1.2.7 Implement Incident Command System (ICS) during response to all incidents.
- Step:** 1.2.8 Develop regional incident management teams (IMT).
- Step:** 1.2.9 Develop a field operations guide detailing procedures to support IMTs.
- Step:** 1.2.10 Conduct Homeland Security Exercise Evaluation Program (HSEEP) compliant exercises that involve first-responders and trained volunteers from multiple disciplines.
- Step:** 1.2.11 Implement resource typing for all jurisdictions and disciplines.
- Step:** 1.2.12 Utilize a central repository to maintain inventory of resources throughout the state.
- Step:** 1.2.13 Update emergency management plans to incorporate NIMS, reflect the National Response Framework (NRF) and the associated Emergency Support Functions (ESF).
- Step:** 1.2.14 Conduct a post incident review for each incident including the development of After Action Reports (AARs) and Corrective Action/Improvement Plans to determine strengths and deficiencies in policy, planning, training and equipment.
- Step:** 1.2.15 Ensure that AARs are used in the development of education and training programs.
- Step:** 1.2.16 Develop a credentialing program for all levels of government and all disciplines.
- Step:** 1.2.17 Strengthen public information/risk communication capabilities including identifying personnel and developing notification protocols.
- Step:** 1.2.18 Conduct education and outreach related to the Target Capabilities List.



# State Homeland Security Strategy (2010)

## West Virginia

Status: Approved by FEMA

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**Objective** Advance Intelligence and Information Sharing

National Priority: Strengthen Information Sharing and Collaboration Capabilities

**Step:** 1.3.1 Receive, process, and disseminate homeland security information to stakeholders in a timely manner.

**Step:** 1.3.2 Develop a standardized methodology for assessing threats, vulnerabilities, and risk.

**Step:** 1.3.3 Continue to enhance the intelligence gathering and information sharing capabilities of the WV Intelligence Fusion Center.

**Step:** 1.3.4 Enhance the analytical capabilities of the WV Intelligence Fusion Center.

**Step:** 1.3.5 Expand outreach and information sharing efforts beyond the law enforcement community to include agriculture, fire, public health, EMS, emergency management, transportation, the private sector, and other stakeholders.

**Step:** 1.3.6 Enhance statewide, regional, and local planning efforts to ensure ongoing information sharing.

**Step:** 1.3.7 Conduct training and HSEEP-compliant exercises to build and test information sharing and to identify information sharing gaps through needs assessments.

**Step:** 1.3.8 Improve law enforcement coordination across all levels of government and with the private sector.

**Step:** 1.3.9 Develop appropriate training programs for intelligence methodology, technological tools, and threat and vulnerability analysis and response protocols.



# State Homeland Security Strategy (2010)

## West Virginia

Status: Approved by FEMA

- Step:** 1.3.10 Identify and utilize systems, tools, and processes to create a common operating picture.
- Step:** 1.3.11 Increase public awareness and suspicious activity reporting (SAR) through ongoing outreach and education on security issues, to include community organizations, private security partners, and the general public.
- Step:** 1.3.12 Develop, implement, and maintain an interagency or multi-jurisdictional training plan that ensures commonality in terrorism investigation subject matter being presented to law enforcement and non-law enforcement personnel.



# State Homeland Security Strategy (2010)

## West Virginia

Status: Approved by FEMA

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**Goal:** Enhance Preparedness for All-Hazard Incidents

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**Objective** Strengthen Citizen Preparedness and Participation

National Priority: Strengthen Planning and Citizen Preparedness Capabilities

- Step:** 2.1.1 Provide information resources and training/education to citizens on individual and community preparedness including safety, self-protection, emergency supplies, and participation in response/recovery activities.
- Step:** 2.1.2 Identify, recruit, and train disaster response volunteers by partnering with the private sector, non-governmental, community-based and faith-based organizations.
- Step:** 2.1.3 Enhance medical and community preparedness against public health threats.
- Step:** 2.1.4 Increase disaster training and volunteer opportunities for public and private sector employees.
- Step:** 2.1.5 Conduct outreach to educational institutions (all levels of schools) to enhance preparedness.
- Step:** 2.1.6 Utilize schools, colleges, and universities to reach their specific communities and citizens across the state to enhance the effectiveness of preparedness activities.
- Step:** 2.1.7 Enhance mass care capabilities by identifying shelter locations, obtaining mass care supplies, and developing staff to support general population, functional/medical needs, and pet shelters.
- Step:** 2.1.8 Develop and maintain capacity to provide for animal care during and after incidents consistent with the



# State Homeland Security Strategy (2010)

## West Virginia

Status: Approved by FEMA

provisions of the PETS Act.

- Step:** 2.1.9 Develop and maintain capacity to provide necessary and appropriate services for special needs populations.
- Step:** 2.1.10 Conduct HSEEP-compliant exercises to test plans related to citizen preparedness and identify opportunities for improvement.
- Step:** 2.1.11 Build and maintain human services capabilities including sheltering, feeding, and case management.
- Step:** 2.1.12 Enhance donation management systems and capabilities.

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**Objective** Strengthen CBRNE Capabilities

National Priority: Strengthen CBRNE Detection, Response, & Decontamination Capabilities

- Step:** 2.2.1 Prepare emergency personnel to respond to man-made and accidental incidents.
- Step:** 2.2.2 Ensure ability of responders to conduct initial assessments and response actions.
- Step:** 2.2.3 Ensure responders have the appropriate knowledge, skills, ability, and equipment to recognize a weapon of mass destruction (WMD) situation.
- Step:** 2.2.4 Ensure appropriate equipment is available and assigned for an effective chemical, biological, radiological, nuclear, or explosive (CBRNE) response.
- Step:** 2.2.5 Ensure responders have appropriate Personal Protective Equipment (PPE) for safety within a CBRNE environment.



# State Homeland Security Strategy (2010)

## West Virginia

Status: Approved by FEMA

- Step: 2.2.6 Ensure that CBRNE plans, including county hazardous materials plans, are updated on a regular basis and reflect current operating procedures.
- Step: 2.2.7 Enhance capacity for decontamination both on-scene and at secondary locations, such as hospitals.
- Step: 2.2.8 Coordinate CBRNE response planning to address events that overwhelm jurisdictional capabilities and call for higher-level state or federal resources.
- Step: 2.2.9 Identify and purchase CBRNE equipment to close identified gaps.
- Step: 2.2.10 Identify CBRNE training shortfalls and conduct training to close identified gaps.
- Step: 2.2.11 Conduct multi-disciplinary, multi-jurisdictional HSEEP-compliant exercises to test CBRNE plans, protocols, and response procedures.
- Step: 2.2.12 Enhance bomb squad readiness, including Improvised Explosive Device (IED) awareness, through targeted planning, training, exercise, and equipment acquisition activities.
- Step: 2.2.13 Develop a statewide capability to monitor and assess environmental health impacts of a CBRNE event.
- Step: 2.2.14 Enhance laboratory capability and capacity for the detection of CBRNE threat agents.

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**Objective** Strengthen Public Health Capabilities

National Priority: Strengthen Medical Surge and Mass Prophylaxis Capabilities



# State Homeland Security Strategy (2010)

## West Virginia

Status: Approved by FEMA

- Step:** 2.3.1 Enhance medical and community preparedness to address public health threats.
- Step:** 2.3.2 Ensure reliable public health information, sufficient medical surge capabilities, and isolation and quarantine procedures.
- Step:** 2.3.3 Identify and when necessary procure, maintain, and distribute a broad spectrum of vaccines and antidotes for mass prophylaxis.
- Step:** 2.3.4 Enhance community, regional and national cross-disciplinary planning efforts to prepare for and respond to a health emergency.
- Step:** 2.3.5 Support health emergency preparedness training and exercises to align community, regional, state and national preparedness and response activities.
- Step:** 2.3.6 Enhance epidemiological surveillance and investigation capabilities; ensuring the abilities to collect, transport, identify and analyze information or substances that will indicate a public health crisis.
- Step:** 2.3.7 Enhance medical emergency response capabilities, including medical triage, decontamination, pre-hospital treatment, medical surge and mass casualty management.
- Step:** 2.3.8 Ensure medical facility resilience and continuity of operations; including COOP planning, surge capacity, credentialing, and physical security.
- Step:** 2.3.9 Develop plans to identify staff, equipment, and resources to operate alternate care facilities if existing capabilities are overwhelmed due to a disaster.
- Step:** 2.3.10 Develop plans related to the distribution of prophylaxis for animal health.
- Step:** 2.3.11 Develop and maintain an accurate and current database of contact information and capability for all laboratories, e.g., environmental, agriculture, veterinary, and university, as well as the National Guard Civil



# State Homeland Security Strategy (2010)

## West Virginia

Status: Approved by FEMA

Support Team (CST) and other first responders.



# State Homeland Security Strategy (2010)

## West Virginia

Status: Approved by FEMA

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**Goal:** Protect Critical Infrastructure and Key Resources

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**Objective:** Enhance Resilience

National Priority: Implement the NIPP

- Step:** 3.1.1 Identify and maintain information related to Critical Infrastructure/Key Resources (CI/KR) using technological solutions, such as the Automated Critical Asset Management System (ACAMS).
- Step:** 3.1.2 Develop and support regional solutions to conduct CI/KR site security visits by leveraging federal, state and local trained personnel.
- Step:** 3.1.3 Work with local, state and federal agencies and private entities to identify and assess vulnerable assets and develop plans to protect and mitigate loss by encouraging investment in infrastructure resiliency and by including the private-sector in emergency planning and operation activities.
- Step:** 3.1.4 Ensure personnel have necessary certifications (such as PCII, CVI, and CFATS).
- Step:** 3.1.5 Inform first responders of identity and location of critical area assets prior to an incident.
- Step:** 3.1.6 Establish sector coordinating council (SCC) as part of CI/KR program implementation including two state identified sectors (schools and COOP facilities).
- Step:** 3.1.7 Establish governance structures to guide public and private efforts to protect critical infrastructure and soft targets in West Virginia.



# State Homeland Security Strategy (2010)

## West Virginia

Status: Approved by FEMA

- Step: 3.1.8 Develop an information/intelligence fusion process for critical infrastructure protection.
- Step: 3.1.9 Establish or enhance CI/KR information sharing mechanisms.
- Step: 3.1.10 Conduct training and HSEEP-compliant exercises to support and test infrastructure protection efforts.
- Step: 3.1.11 Support target hardening through physical security measures, the creation of buffer zones, investment in cyber security, and the deployment of personnel at CI/KR sites.
- Step: 3.1.12 Develop and support the activities of the Critical Infrastructure Protection Task Force (CIPTF).

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**Objective** Ensure Continuity of Operations

National Priority: Implement the NIPP

- Step: 3.2.1 Develop statewide standards for COOP and Business Continuity Planning.
- Step: 3.2.2 Conduct training and education on statewide COOP standards.
- Step: 3.2.3 Require all governmental agencies to develop COOP plans in accordance with established standards.
- Step: 3.2.4 Establish a process for reviewing and approving governmental COOP plans.
- Step: 3.2.5 Create a central repository of best practices related to the development and implementation of COOP plans.



# State Homeland Security Strategy (2010)

## West Virginia

Status: Approved by FEMA

- Step:** 3.2.6 Support private sector entities to develop Business Continuity plans.
- Step:** 3.2.7 Support intergovernmental coordination to minimize redundancies in homeland security actions and ensure integration of efforts.
- Step:** 3.2.8 Coordinate COOP planning with federal agencies.
- Step:** 3.2.9 Promote Continuity of Operations (COOP) and Continuity of Government (COG) planning for CI/KR through education and outreach.

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**Objective** Enhance Cyber Security

National Priority: Implement the NIPP

- Step:** 3.3.1 Enhance cybersecurity awareness for government, business and home computer users through education and outreach activities.
- Step:** 3.3.2 Establish a cybersecurity working group.
- Step:** 3.3.3 Provide training and education programs on cybersecurity issues.
- Step:** 3.3.4 Encourage governmental agencies and the private sector to develop and implement appropriate security measures and procedures.
- Step:** 3.3.5 Conduct threat and vulnerability assessments related to cybersecurity.
- Step:** 3.3.6 Develop a strategic analysis and warning capability for identifying potential cyber attacks.



# State Homeland Security Strategy (2010)

## West Virginia

Status: Approved by FEMA

- Step:** 3.3.7 Facilitate recovery and redundancy planning associated with data, systems, and connectivity.
- Step:** 3.3.8 Ensure situational awareness among government and private sector security partners through information sharing programs.
- Step:** 3.3.9 Develop and implement a comprehensive Supervisory Control and Data Acquisition (SCADA) cyber security awareness, education, and training program for the owners/operators of SCADA-controlled CI/KR within West Virginia.



# State Homeland Security Strategy (2010)

## West Virginia

Status: Approved by FEMA

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**Goal:** Facilitate Interoperability

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**Objective** Ensure Interoperability for Communications

National Priority: Strengthen Communications Capabilities

- Step:** 4.1.1 Develop governance structures for interoperability that are consistent with the Statewide Communications Interoperability Plan (SCIP).
- Step:** 4.1.2 Develop communications Standard Operating Procedures (SOPs).
- Step:** 4.1.3 Ensure the availability of communications equipment and systems for incident management.
- Step:** 4.1.4 Conduct regional and statewide communications education, training, and exercises.
- Step:** 4.1.5 Develop long-term funding and maintenance plan for Interoperable Radio Project (IRP) system.
- Step:** 4.1.6 Conduct an annual statewide interoperability and other communications initiatives conference.
- Step:** 4.1.7 Strengthen alert and warning capabilities through participation in Amber Alert and other emergency notification systems.
- Step:** 4.1.8 Continue to implement E-911 technology.



# State Homeland Security Strategy (2010)

## West Virginia

Status: Approved by FEMA

- Step:** 4.1.9 Conduct communications asset surveys and needs assessments to improve interoperable communications planning and implement identified solutions.
- Step:** 4.1.10 Acquire and deploy P-25 compliant technology that enable seamless communications across all public safety frequency bands, while ensuring that existing legacy systems remain viable and operable.
- Step:** 4.1.11 Ensure that first responders can quickly establish communications during a disaster through the use of mobile command systems and equipment caches.
- Step:** 4.1.12 Conduct multi-jurisdictional, multi-disciplinary HSEEP-compliant exercises to test the vitality of communications plans, SOPs, and systems in West Virginia.

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**Objective** Enhance Regional Capabilities

National Priority: Expand Regional Collaboration

- Step:** 4.2.1 Promote a regional approach to homeland security across West Virginia to enhance prevention, protection, response and recovery capabilities.
- Step:** 4.2.2 Obtain local and regional input for state homeland security program and planning initiatives by establishing or collaborating with regional advisory teams or working groups.
- Step:** 4.2.3 Develop formal regional and county mutual aid agreements for emergency response.
- Step:** 4.2.4 Establish a statewide mutual aid agreement to enhance preparedness and facilitate the sharing of resources across the West Virginia during major disasters.
- Step:** 4.2.5 Conduct regional multi-jurisdictional, multi-agency HSEEP-compliant exercises.



# State Homeland Security Strategy (2010)

## West Virginia

Status: Approved by FEMA

- Step: 4.2.6 Support regional equipment caches to expedite the deployment of critical resources within each West Virginia Homeland Security Region.
- Step: 4.2.7 Enhance regional catastrophic preparedness and mass evacuation planning based on specific hazards.
- Step: 4.2.8 Provide opportunities for responders to participate in cross-training among all disciplines.

---

**Objective** Develop Credentialing Program

National Priority: Strengthen Planning and Citizen Preparedness Capabilities

- Step: 4.3.1 Develop credentialing standards and program requirements.
- Step: 4.3.2 Provide a common format for agencies to utilize for responder credential identification cards.
- Step: 4.3.3 Develop standards for entry of qualification data. This validation would automatically be repeated periodically to maintain the current licensure data within the credentialing system.
- Step: 4.3.4 Provide information to state and local governments, community organizations, and the private sector on accessing information on identification cards.
- Step: 4.3.5 Ensure that credentialing is in line with HSPD-12 and established Federal standards.



# State Homeland Security Strategy (2010)

## West Virginia

Status: Approved by FEMA

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**Goal:** Prepare West Virginia for a Mass Evacuation

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**Objective** Conduct Threat and Capability Assessment

National Priority: Expand Regional Collaboration

**Step:** 5.1.1 Develop actionable risk management strategy with short, medium, and long-term objectives.

**Step:** 5.1.2 Develop risk analysis and risk management plans, procedures, and standards to guide risk assessment activities

**Step:** 5.1.3 Develop and implement risk analysis training programs for state, local, and private entities related to modeling and the use of analytical risk assessment tools.

**Step:** 5.1.4 Conduct risk management training for security, response, and recovery managers.

**Step:** 5.1.5 Develop and implement programs to assess changes in risk and effectiveness of risk management.

**Step:** 5.1.6 Complete a risk assessment associated with the impact of an evacuation of the National Capital Region, the failure of the Bluestone Dam, a major chemical incident in the Kanawha Valley, or other incidents occurring in another state on West Virginia.

**Step:** 5.1.7 Continue participation in FEMA Gap Analysis Program (GAP) and develop strategies to address identified gaps.

**Step:** 5.1.8 Conduct assessments related to food and agriculture, mass care, health, special needs, volunteer



# State Homeland Security Strategy (2010)

## West Virginia

Status: Approved by FEMA

management, and supply management related to mass evacuation planning and response.

- Step:** 5.1.9 Revise behavior analysis information to better understand and anticipate public conduct during an emergency.
- Step:** 5.1.10 Continue to support modeling and simulation activities.
- Step:** 5.1.11 Evaluate evacuation routes and identify transportation infrastructure gaps and vulnerabilities.

---

**Objective** Develop Mass Evacuation Plans and Procedures

National Priority: Strengthen Planning and Citizen Preparedness Capabilities

- Step:** 5.2.1 Develop written operational procedures for the Regional Response Team (RRT) to support evacuation planning and response capabilities.
- Step:** 5.2.2 Continue to provide standardized training for all functions of the RRT
- Step:** 5.2.3 Ensure county threat assessments and emergency operations plans include incidents outside the jurisdiction which could have internal impacts.
- Step:** 5.2.4 Develop and maintain external partnerships with other states and the private sector.
- Step:** 5.2.5 Enhance state and local annexes and standard operating procedures to facilitate response and recovery across all disciplines.
- Step:** 5.2.6 Establish a training and capabilities baseline across all disciplines.



# State Homeland Security Strategy (2010)

## West Virginia

Status: Approved by FEMA

- Step:** 5.2.7 Ensure effective skills training is provided in the use of response equipment.
- Step:** 5.2.8 Ensure first responders, key personnel and decision makers are provided education related to strategy, functions, and roles and responsibilities.
- Step:** 5.2.9 Enhance exercise programs through the use of realistic exercises that test the abilities of first responders through the top levels of government/decision makers.
- Step:** 5.2.10 Develop and maintain comprehensive fatality management mission critical plans and resource lists (i.e., facilities, personnel and agencies).
- Step:** 5.2.11 Develop plans, procedures, protocols, and systems for fatality management.

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**Objective** Enhance Mass Evacuation Recovery Capabilities

National Priority: Expand Regional Collaboration

- Step:** 5.3.1 Establish training and capabilities baseline across all disciplines related to recovery.
- Step:** 5.3.2 Develop and maintain damage assessment procedures.
- Step:** 5.3.3 Conduct training on damage assessment procedures.
- Step:** 5.3.4 Develop debris management plans and procedures.
- Step:** 5.3.5 Identify mitigation measures and emergency restoration procedures.



# State Homeland Security Strategy (2010)

## West Virginia

Status: Approved by FEMA

- Step: 5.3.6 Develop qualification and certification standards for paid and volunteer staff.
- Step: 5.3.7 Develop standards and procedures to identify qualified contractors offering recovery/restoration services.
- Step: 5.3.8 Integrate appropriate private-sector entities into incident response activities.
- Step: 5.3.9 Coordinate with state and local emergency management officials to credential restoration personnel who will need to enter potentially restricted areas to fulfill their responsibilities.
- Step: 5.3.10 Incorporate corrective actions and lessons learned into restoration plans.
- Step: 5.3.11 Provide training regarding the restoration of lifelines processes.
- Step: 5.3.12 Provide economic stabilization, community recovery, and mitigation support and/or financial restitution to key service sectors (e.g., medical, financial, public health and safety).

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**Objective** Provide Necessary Equipment to Prepare Agencies

National Priority: Expand Regional Collaboration

- Step: 5.4.1 Develop a standardized inventory (using standard typing definitions) needed to support response and recovery operations.
- Step: 5.4.2 Prioritize response equipment in concert with federal guidelines and state goals for each discipline.
- Step: 5.4.3 Acquire equipment in sufficient quantities to effectively respond to and recover from mass evacuation



# State Homeland Security Strategy (2010)

## West Virginia

Status: Approved by FEMA

events.

- Step:** 5.4.4 Ensure appropriate equipment is available for effective training and exercises.
- Step:** 5.4.5 Identify equipment resources necessary to respond to a CBRNE/WMD event.
- Step:** 5.4.6 Facilitate the purchase of equipment for response teams identified in the completed needs assessment, encouraging purchase of interoperable equipment.
- Step:** 5.4.7 Support equipment upgrades to satisfy changing requirements.
- Step:** 5.4.8 Procure information technology hardware to support command and control communications.



# State Homeland Security Strategy (2010)

## West Virginia

Status: Approved by FEMA

### Section 3 > Evaluation Plan

#### Evaluation Plan

Measuring progress is a key component of homeland security. The effective and efficient use of public dollars is a critical part of the West Virginia Homeland Security Strategy and requires the use of metrics to measure progress towards increasing preparedness capabilities and achieving goals. To report on how the state is meeting its homeland security goals, West Virginia will utilize the federally mandated State Preparedness Report. This strategy provides an assessment of the progress in meeting the Homeland Security National Priorities. Other federal preparedness measures are likely to emerge and West Virginia is prepared to help test and implement these programs when they become available.

In addition to the federal performance measures, the West Virginia Homeland Security State Administrative Agency will also work with state and local partners to ensure West Virginia is meeting the specific objectives outlined in the State Strategy. The West Virginia Homeland Security Strategy will also be tested through exercises and actual events, as they too represent opportunities to identify gaps and shape priorities moving forward.

The West Virginia Homeland Security Strategy must remain current and updated. The West Virginia Homeland Security State Administrative Agency will coordinate the process of updating the Strategy annually to include any changes to National Priorities, federal homeland security guidance and legislative mandates. State and local stakeholders will be asked to provide feedback and insight related to the West Virginia Homeland Security Strategy.



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: **Annette Gavin and Mayor Peggy Smith**

Department or Organization: Jefferson County CVB & City of Charles Town

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: **May 1, 2014**

*If a specific date is needed, please provide reason for specific date: We will need time to promote tours*

Date Requested – 2<sup>nd</sup> Choice: Click here to enter text.

Subject (*Wording to be placed on agenda*): **Request to allow Charles Town Courthouse open for public tours on weekends**

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

**The City of Charles Town, the JCCVB and Harpers Ferry National Historic Park would like to implement an historic tour titled “The Rest of the Story” featured around the trial and final days of John Brown. There will be two walking tours every day of the week starting Memorial weekend at 11:00am and 1:00 pm starting at the CT Visitor’s Center, then the Courthouse, over to the CT Museum and ending with the infamous site of his hanging. These tours will be with a guided Park Ranger who will deliver an impressive interpretation of this most relevant event. Marketing collateral will be created and distributed and visitors will be instructed from the Visitor’s Centers, HFNPS and across the county. This effort to promote tourism has many partners to include the City of CT, JCCVB, HFNPS, CT Museum, HF Historical Association, and APU.**

Is this a funding request? No

If so, how much? \$Click here to enter text.

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

**Motion to approve the Commission will allow the CT Courthouse open to the John Brown Tours every day of the week starting May 31 through August and weekends only through November.**

Attach supporting documents for request, or request may be denied. See attached rack card draft.

If not attached, explain: Click here to enter text.

Is equipment needed? Projector No Internet/Wi Fi No

Telephone for conference call No

Contact information: Annette Gavin

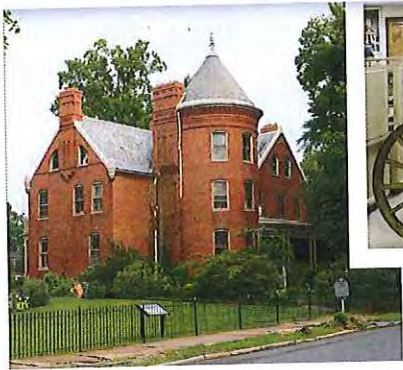
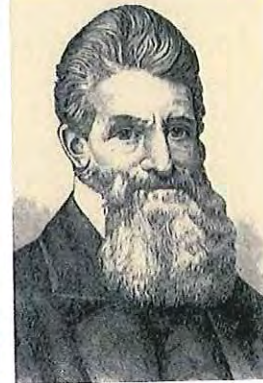
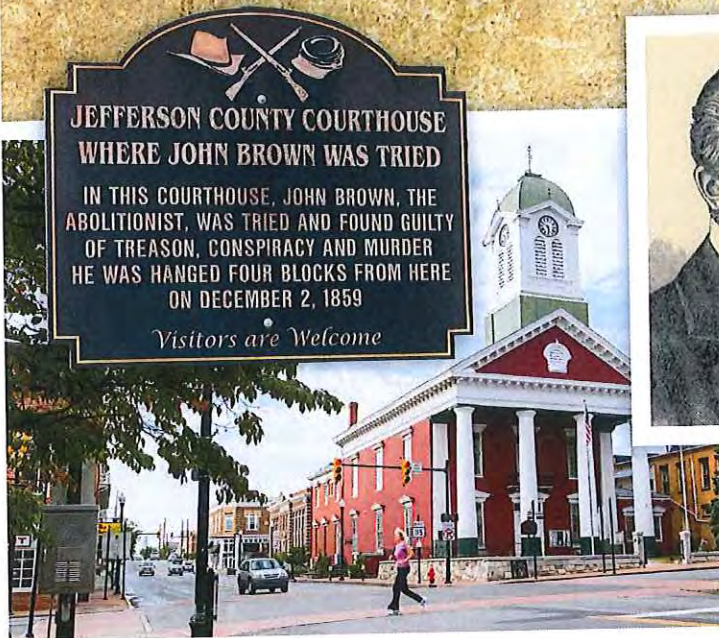
Email address: [Annette.gavin@jccvb.com](mailto:Annette.gavin@jccvb.com) Phone Number: 304-279-3637

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS**

Click here to enter text.

# CHARLES TOWN & JOHN BROWN

*The Rest of the Story...*

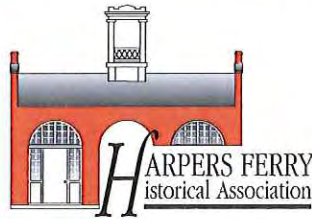
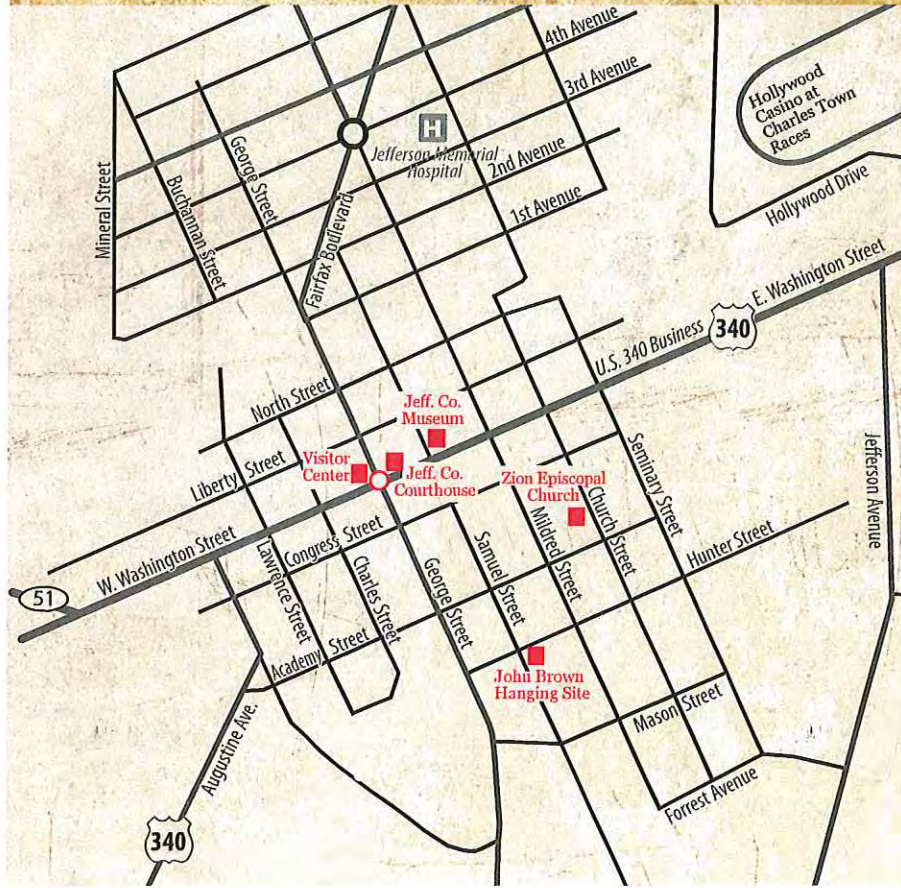


**“I, John Brown, am now quite certain, that the crimes of this guilty land, will never be purged away but with blood.”**

- FREE Park Ranger Tour
- 10 minutes from Harpers Ferry
- Tours beginning on Memorial Day Weekend
- Daily Tours: June 1-August 15
- Weekends only: August 23-Nov. 2
- 11:00 a.m. and 1:00 p.m.

# Charles Town, WV

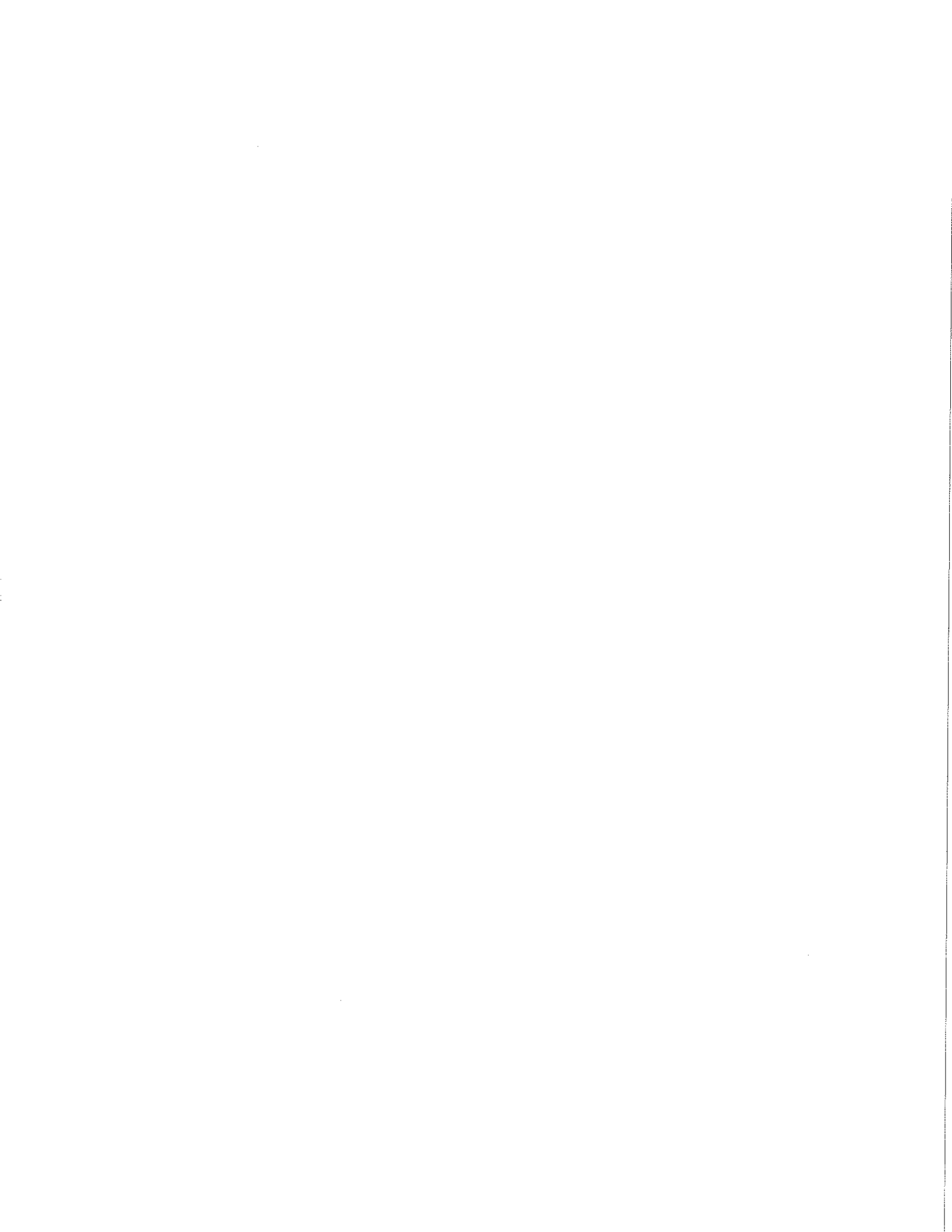
TOUR • DINE • SHOP



**JEFFERSON  
COUNTY**  
CONVENTION & VISITORS BUREAU

304-535-2627 • DiscoverItAllWV.com  
visitors@wveasterngateway.com

Special thank you to the Jefferson County Museum,  
our County Commissioners and the Sheriff's Department.



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Ronda Eddy

Department or Organization: Day Report Center

Estimation of amount of time needed for appointment: 30 minutes

Date Requested – 1<sup>st</sup> Choice: May 1, 2014

*If a specific date is needed, please provide reason for specific date:* Click here to enter text.

Date Requested – 2<sup>nd</sup> Choice: Click here to enter text.

Subject (*Wording to be placed on agenda*): Jefferson County Criminal Justice Board Membership – Day Report Center transition update

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

*Provide information on requirement of Criminal Justice Board Membership, vacancies, and information on membership attendance. Any discussion or questions about current membership may require Executive Session to ensure confidentiality and privacy of individuals and topics discussed.*

Is this a funding request? Y/N

If so, how much? \$

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*): No Motion Required

Attach supporting documents for request, or request may be denied. *Current list of Jefferson County residents sitting on the Board, Criminal Justice Board bylaws, and WV Code 62-11-C6 – Community Criminal Justice Boards.*

If not attached, explain:

Is equipment needed? Projector Y/N No. Internet/Wi Fi No Y/N No Telephone for conference call Y/N NO

Contact information:

Email address: [reddy@berkeleywv.org](mailto:reddy@berkeleywv.org) Phone Number: 304-267-5000 X 3960

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS**

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**West Virginia Community Corrections  
Grant Program Application**

**Local Community Criminal Justice  
Board Membership  
Page 7**

Provide a membership list of the LCCJB (as defined from §62-11C-6 in the WV State Code), including title, name, agency affiliation, mailing address, telephone number, fax number, email address, Board Position (i.e. – President, Vice-President, etc.), and amount of time on the board for each member. *Letters of commltment or MOU's from each board member, reflecting their understanding of the requirements of the Board will be required for Attachment C of this grant application.*

Title	Name & Agency Affiliation	Address	Phone/Fax/Email	Board Position (if applicable) & Time on Board
Sheriff	Pete Dougherty	123 Industrial Blvd. Kearneysville, WV 25430	P:304-728-3205 F:304-728-3299 E:pdougherty@jcsdww.gov	
Prosecutor	Ralph Lorenzetti	PO Box 729 Charles Town, WV 25414	P:304-724-6279 F:304-728-3293 E:rlorenzetti@jeffersoncountywv.org	
Public Defender	<b>Vacant</b>	110 Mordington Ave. Charles Town, WV 25414	P:304-728-9221 F:304-728-4574 E:awhitef@access.k12.wv.us	
Board of Education	Alex White	110 Mordington Ave. Charles Town, WV 25414	P:304-728-9221 F:304-728-4574 E:awhitef@access.k12.wv.us	
Mental Health Background	<b>Vacant</b>		P: F: E:	
Victim Advocate	Ann Smith	236 W. Martin Street Martinsburg, WV 25401	P:304-263-8522 F:304-263-8559 E:aksmith@swcinc.org	
Domestic Violence Advocate	<b>Vacant</b>		P: F: E:	
Substance Abuse Treatment Background	Sheri Hoff	110 Mordington Ave. Charles Town, WV 25414	P:304-728-9221 F:304-728-4574 E:shoff@access.k12.wv.us	
At-Large	<b>Vacant</b>		P: F: E:	
At-Large	<b>Vacant</b>		P: F: E:	

**West Virginia Community Corrections  
Grant Program Application**

**Local Community Criminal Justice  
Board Membership  
Page 7**

At-Large	Dale Manuel	124 E. Washington Street, Charles Town, WV 25414	P:304-728-3284 F:304-725-7916 E:dmanuel@frontiernet.net	
Ex-officio Non-voting	Magistrate		P: F: E:	
Ex-officio Non-voting	Probation		P: F: E:	
Ex-officio Non-voting	Judge		P: F: E:	

**§62-11C-6. Community criminal justice boards.**

(a) Each county or combination of counties or a county or counties and a Class I or II municipality that seek to establish community-based corrections services shall establish a community criminal justice board: *Provided*, That if a county has not established a community criminal justice board by July 1, 2002, the chief probation officer of that county, with the approval of the chief judge of the circuit, may apply for and receive approval and funding from the Governor's committee for any programs as authorized by the provisions of section five of this article. Any county which chooses to operate without a community criminal justice board is subject to the regulations and requirements established by the community corrections subcommittee and the Governor's committee.

(b) A community criminal justice board shall consist of no more than fifteen voting members.

(c) All members of a community criminal justice board shall be residents of the county or counties represented.

(d) A community criminal justice board shall consist of the following members:

(1) The sheriff or chief of police or, if the board represents more than one county or municipality, at least one sheriff or chief of police from the counties represented;

(2) The prosecutor or, if the board represents more than one county, at least one prosecutor from the counties represented;

(3) If a public defender corporation exists in the county or counties represented, at least one attorney employed by any public defender corporation existing in the counties represented or, if no public defender office exists, one criminal defense attorney from the counties represented;

(4) One member to be appointed by the local board of education or, if the board represents more than one county, at least one member appointed by a board of education of the counties represented;

(5) One member with a background in mental health care and services to be appointed by the commission or commissions of the county or counties represented by the board;

(6) Two members who can represent organizations or programs advocating for the rights of victims of crimes with preference given to organizations or programs advocating for the rights of victims of the crimes of domestic violence or driving under the influence;

(7) One member with a background in substance abuse treatment and services to be appointed by the commission or commissions of the county or counties represented by the board; and

(8) Three at-large members to be appointed by the commission or commissions of the county or counties represented by the board.

(e) At the discretion of the West Virginia Supreme Court of Appeals, any or all of the following people may serve on a community criminal justice board as ex officio, nonvoting members:

(1) A circuit judge from the county or counties represented;

(2) A magistrate from the county or counties represented; or

(3) A probation officer from the county or counties represented.

(f) Community criminal justice boards may:

(1) Provide for the purchase, development and operation of community corrections services;

(2) Coordinate with local probation departments in establishing and modifying programs and services for offenders;

(3) Evaluate and monitor community corrections programs, services and facilities to determine their impact on offenders; and

(4) Develop and apply for approval of community corrections programs by the Governor's Committee on Crime, Delinquency and Correction.

(g) If a community criminal justice board represents more than one county, the appointed membership of the board, excluding any ex officio members, shall include an equal number of members from each county, unless the county commission of each county agrees in writing otherwise.

(h) If a community criminal justice board represents more than one county, the board shall, in consultation with the county commission of each county represented, designate one county commission as the fiscal agent of the board.

(i) Any political subdivision of this state operating a community corrections program shall, regardless of whether or not the program has been approved by the Governor's Committee on Crime, Delinquency and Correction, provide to the Governor's committee required information regarding the program's operations as required by legislative rule. *Note: WV Code updated with legislation passed through the [2013 1st Special Session](#)*  
*The WV Code Online is an unofficial copy of the annotated WV Code, provided as a convenience. It has NOT been edited for publication, and is not in any way official or authoritative.*

# BYLAWS

## Jefferson Community Criminal Justice Board

DRAFT

### ARTICLE I - NAME

The name of the organization shall be the Jefferson Community Criminal Justice Board.

### ARTICLE II - PURPOSE

The Jefferson Community Criminal Justice Board is organized pursuant to Chapter 62, Article 11C, Section 6(a) of the west Virginia Code (§62-11C-6(a)) for the purpose of developing, establishing and maintaining community-based corrections programs to provide the judicial system with sentencing alternatives for those offenders who may require less than institutional care.

### ARTICLE III – MEMBERSHIP

Membership shall consist only of the members of the Board.

### ARTICLE IV – MEETINGS

Section 4.1 Regular Meetings: The Board shall, beginning with the month of January of each year, meet on a quarterly basis. The date, time and location of the regular meetings shall be set by the Board.

Section 4.2 Special Meetings: Special meetings may be called by the Executive Director or President of the Board of Directors, and shall be called by the Executive Director upon the signed written request of at least four (4) members of the Board entitled to vote at the meeting, to address any issues that may require action by the Board before the next regularly scheduled meeting. Only business within the purpose or purposes described in the notice of the meeting may be conducted at a special meeting of the Board.

Section 4.3 Notice of Special Meetings: Written notice stating the place, day and hour of the meeting, and the purpose or purposes for which the special meeting is called shall be delivered or sent by mail or facsimile to each member with the signature of the Executive Director or President subscribed thereto not less than three (3) days, excluding weekends, before the date of the meeting. Attendance by a member, without objection to the notice, at a special meeting shall constitute a waiver of notice of the special meeting.

Section 4.4 Quorum: Seven (7) members of the fifteen (15) member Board, excluding ex officio non-voting members, shall be necessary and sufficient at all meetings to constitute a quorum for the transaction of business.

Section 4.5 Manner of Conducting Business: All meetings shall be conducted in accordance with *Robert's Rules of Order, Newly Revised*; to the extent these rules do not contradict the bylaws of the Jefferson Community Criminal Justice Board.

Local board meetings are subject to all conditions of the Open Governmental Proceedings Act which requires the meetings be open to the public, unless a specific statutory exception applies. Advance notice will be given to the public and news media of the date, time, place and purpose of all special meetings, except in case of an emergency requiring immediate action. Meeting minutes must include all measures proposed and the results of all votes taken.

## **ARTICLE V – BOARD MEMBERS**

Section 5.1 Board Composition and Size: The Board shall be comprised of the members established in Chapter 62, Article 11C, Section 6(d) (1)-(7) of the West Virginia Code (§62-11C-6(d)(1)-(7)). The Board shall consist of no more than fifteen (15) voting members.

The Board may, at the discretion of the West Virginia Supreme Court of Appeals, also include the ex officio non-voting members as provided for in Chapter 62, Article 11C, Section 6(e)(1)-(3) of the West Virginia Code (§62-11C-6(e)(1)-(3)).

Section 5.2 Board Role and Compensation: The Board's role includes the duties delineated in Chapter 62, Article 11C, Section 6(f)(1)-(4) of the West Virginia Code (§62-11C-6(f)(1)-(4)). The Board receives no compensation.

Section 5.3 Terms: All Board members serve by virtue of their employment and at the discretion of the County Commission that appointed them to the Board.

Section 5.4 Resignation, Termination and Absences: Resignation from the Board must be in writing and received by the Executive Director. A board member may be removed for attendance problems if any of the following conditions exist in regard to a board member's attendance to board meetings:

- A. The member has two (2) un-notified absences in a row (un-notified means the member did not give prior to the Board's Executive Director or another board member that s/he would not be able to attend);
- B. The member has three (3) notified absences in a row; or
- C. The member misses one-third (1/3) of the total number of Board meetings in a twelve-month period.

A recommendation to the appointing county commission for removal of a board member may be made for other reasons by a three-fourths (3/4) vote of the remaining members.

Section 5.5 Vacancies: Vacancies on the Board are to be filled by the appropriate county commission or other appointing authority as set forth in Chapter 62, Article 11C, Section 6(d)(1)-(7) or Section 6(e)(1)-(3) of the West Virginia Code (§62-11C-6(d)(1)-(7) or §62-11C-6(e)(1)-(3)).

## **ARTICLE VI – OFFICERS AND DUTIES**

Section 6.1 Officers and Duties: There shall be four officers of the Board consisting of a President, Vice-President, and Secretary/Treasurer. All officers are elected for terms of one year by the Board.

Section 6.2 President: The President shall preside at all Board meetings, shall have general supervision of the affairs of the Board, and shall perform such other duties as are incident to the office or are properly required of the President by the Board. In the event the President is unable to attend a meeting, the President shall arrange for other members of the executive committee to preside at the meeting in the following order: Vice-President and Secretary/Treasurer.

Section 6.3 Vice-President: The Vice-President will chair committees on special subjects as designated by the Board.

Section 6.4 Secretary: The Secretary shall perform those duties that are incident to the office or are properly required of the Secretary by the Board.

Section 6.5 Treasurer: The Treasurer shall manage the money held by the Board or on behalf of the Board, and shall provide regular statements of the status of the finances of the Board, as directed. In addition, the Treasurer shall undertake all of the financial obligations to the County Commission as enumerated in the West Virginia Code, Section 62-11C-8.

Section 6.6 Executive Director: The Board may hire an Executive Director who shall be responsible for the administration and conduct of the business and affairs of the Board pursuant to guidelines established by the Board. The Executive Director shall have full authority for direction of the community corrections program staff. The Executive Director will attend all board meetings, report on the progress of the organization, and answer questions of the board members. The Board can designate other duties as necessary. The Executive Director is to be compensated for his or her services in such amount and manner as the Board shall determine.

Section 6.7 Delegation: If any officer of the Board is absent or unable to act and no other person is authorized to act in such officer's place by the provisions of these Bylaws, the Board may from time to time delegate the powers or duties of such officer to any other officer or member or any person it may select.

Section 6.8 Officer Vacancies: Vacancies in any office arising from any cause may be filled by the Board at any regular or special meeting of the Board.

Section 6.9 Other Officers: The Board may appoint such other officers or agents as it shall deem necessary or expedient, who shall hold their offices for such terms and shall exercise such powers and perform such duties as shall be determined from time to time by the Board.

Section 6.10 Term-Removal: The officers of the Board shall hold office until their successors are chosen. The election of officers shall take place at the first meeting of each calendar year. Any officer or agent elected or appointed by the Board may be removed at any time, with or without cause, by the affirmative vote of a majority of the whole Board, but such removal shall be without prejudice to the contract rights, if any, of the person so removed.

## **ARTICLE VII – COMMITTEES**

Section 7.1 – Executive and Other Committees: The Board may appoint, from time to time, from its own number, standing or temporary committees consisting each of no fewer than two (2) members. Such committees may be vested with such powers as the Board may determine by resolution passed by a majority of the full Board, provided, however, that no such committee shall have the authority of the Board in reference to:

- A. Amending, altering, or repealing these Bylaws;
- B. Electing, appointing, or removing any director or officer of the Board;
- C. Authorizing the sale, lease, exchange or mortgage, of all or substantially all of the property and assets of the Board;
- D. Authorizing the voluntary dissolution of the Board or revoking proceeds therefore;  
or
- E. Amending, altering, or repealing any resolution of the Board which by its term provides that it shall not be amended, altered, or repealed by such committee.

All committees so appointed shall keep regular minutes of the transactions of their meetings and shall cause them to be recorded in books kept for that purpose in the office of the Board. The designation of any such committee and the delegation of authority thereto, shall not relieve the Board of any responsibility imposed by law.

Section 7.2 Executive Committee: The four officers serve as members of the Executive Committee. Except for the power to amend the Bylaws, the Executive Committee shall have all of the powers and authority of the Board in the intervals between meetings of the Board, subject to the directions and control of the Board.

Section 7.3 Finance Committee: The Treasurer is the chair of the Finance Committee, which includes three other Board members. The Finance Committee is responsible for developing and

reviewing fiscal procedures and annual budget with staff and other Board members. The Board must approve the budget, and all expenditures must be within the budget. Any major change in the budget must be approved by the Board of the Executive Committee. Annual reports are required to be submitted to the Board showing income, expenditures and pending income. The financial records of the organization are public information and shall be available to the Board and the public.

#### **ARTICLE VIII – FISCAL YEAR**

The fiscal year shall run from July of each year to June 30 of the following year.

#### **ARTICLE IX – BOOKS AND RECORDS**

The Board shall keep correct and complete books and records of account and shall keep minutes of the proceedings of its meetings and shall keep a record of its members, giving the names and addresses of all members.

#### **ARTICLE X – AMENDMENTS**

These Bylaws may be amended when necessary by a majority of the Board. Proposed amendments must be submitted to the Executive Director to be sent out with regular Board announcements.

REVISED: February 14, 2014

**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: **Debbie Keyser and Steve Groh**

Department or Organization: **County Commission and Legal Dept.**

Estimation of amount of time needed for appointment: **15 Minutes**

Date Requested – 1<sup>st</sup> Choice: **May 1<sup>st</sup>, 2014**

*If a specific date is needed, please provide reason for specific date:* Click here to enter text.

Date Requested – 2<sup>nd</sup> Choice: Click here to enter text.

Subject (*Wording to be placed on agenda*): **Discuss Pending Litigation** – Possible Executive Session – Attorney's Advice to Client

Please provide the County Commission with a description of your request or presentation, including any background information:  
Click here to enter text.

Is this a funding request? Y/N Click here to enter text.  
If so, how much? \$Click here to enter text.

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*): Click here to enter text.

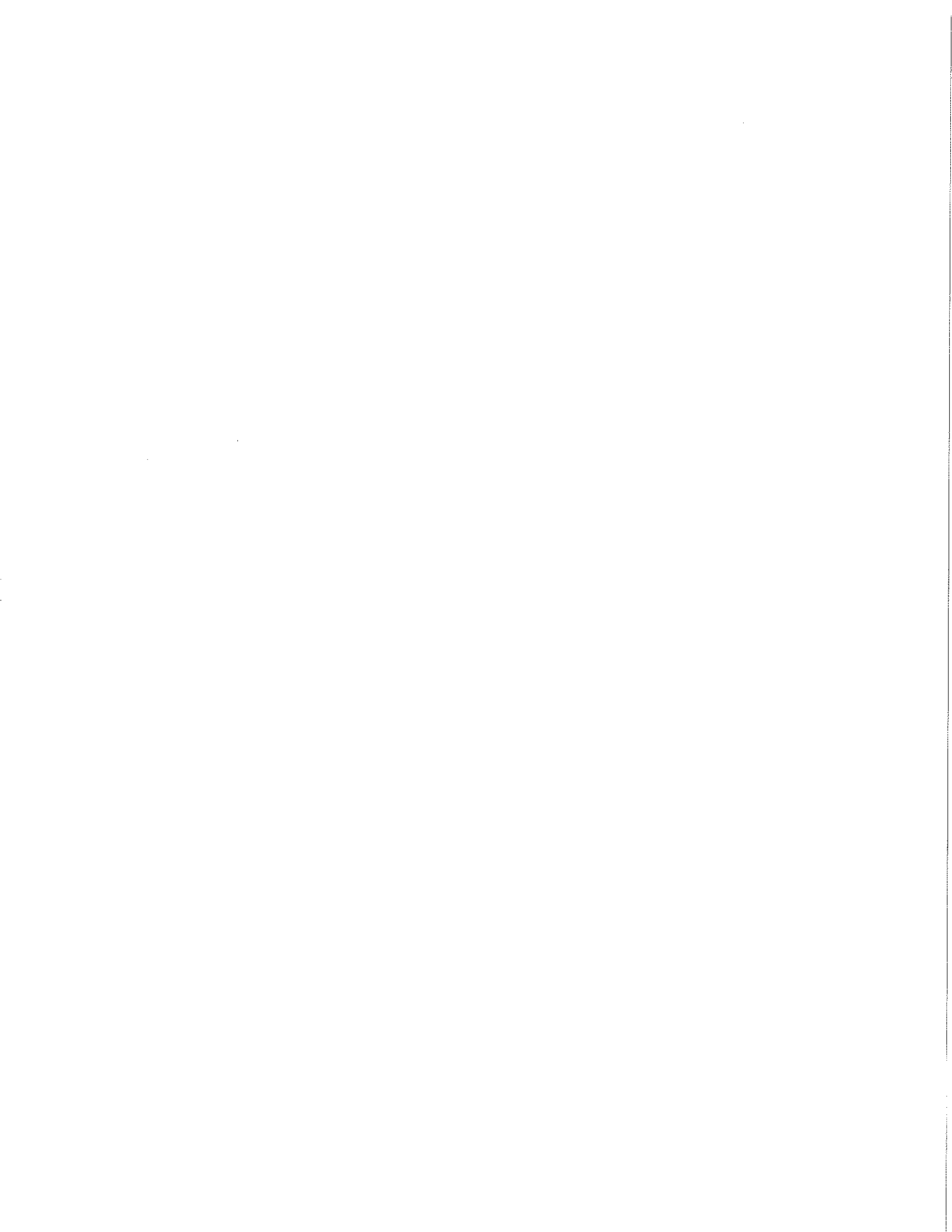
Attach supporting documents for request, or request may be denied.  
If not attached, explain: Click here to enter text.

Is equipment needed? Projector Y/N Click here to enter text. Internet/Wi Fi Y/N Click here to enter text.  
Telephone for conference call Y/N Click here to enter text.

Contact information:  
Email address: Click here to enter text. Phone Number: Click here to enter text.

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS**

Click here to enter text.



AGENDA REQUEST FORM

[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Jane Tabb

Department or Organization: Co. Com.

Estimation of amount of time needed for appointment: \_\_\_\_\_

Date Requested – 1<sup>st</sup> Choice: April 3, 2014

Date Requested – 2<sup>nd</sup> Choice: \_\_\_\_\_

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

Subject (Wording to be placed on agenda):

Ambulance fee in reference to Apartment Buildings

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

Right Draft ordinance would charge \$40/apartment even though apartment buildings are "commercial" by the assessor.

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

I move that apartment buildings be considered commercial.

Are documents attachments? Yes  No  for ambulance fee collection.  
If not, explain:

Is a projector needed? Yes  No

Contact Information:

Email address: Vinemont@frontiernet.net

Phone number: 304-725-4325

## Proposed Amendments to Ambulance Fee Ordinance

p. 2: Residential Unit – Delete “apartments” in line 5 and substitute “townhomes”

Add: Apartment Building shall be considered commercial and assess the commercial Special Emergency ambulance Fee.

Jane Tabb for April 3, 2014 CC meeting.

## Ambulance fee discounts for multi-unit apartment buildings

2010 Census Housing Units / Residential

$$\rightarrow 22,000 \times \$40.00 = \$880,000.$$

Homestead Exemption Discount

$$\text{ESA fig.} \rightarrow 3538 \times \$20.00 = \frac{(70,760)}{\$809,240.00}$$

Commercial Units

$$\text{ESA fig.} \rightarrow 782 \times \$85.00 = \frac{66,385.00}{\$875,625.00}$$

Apartments

2010 Census - Housing units in multi-unit structures is 9.7%

$$22,000 \times 9.7\% = 2,134 \text{ apartments}$$
$$\times \frac{\$40 \text{ residential rate}}{\$85,360.}$$

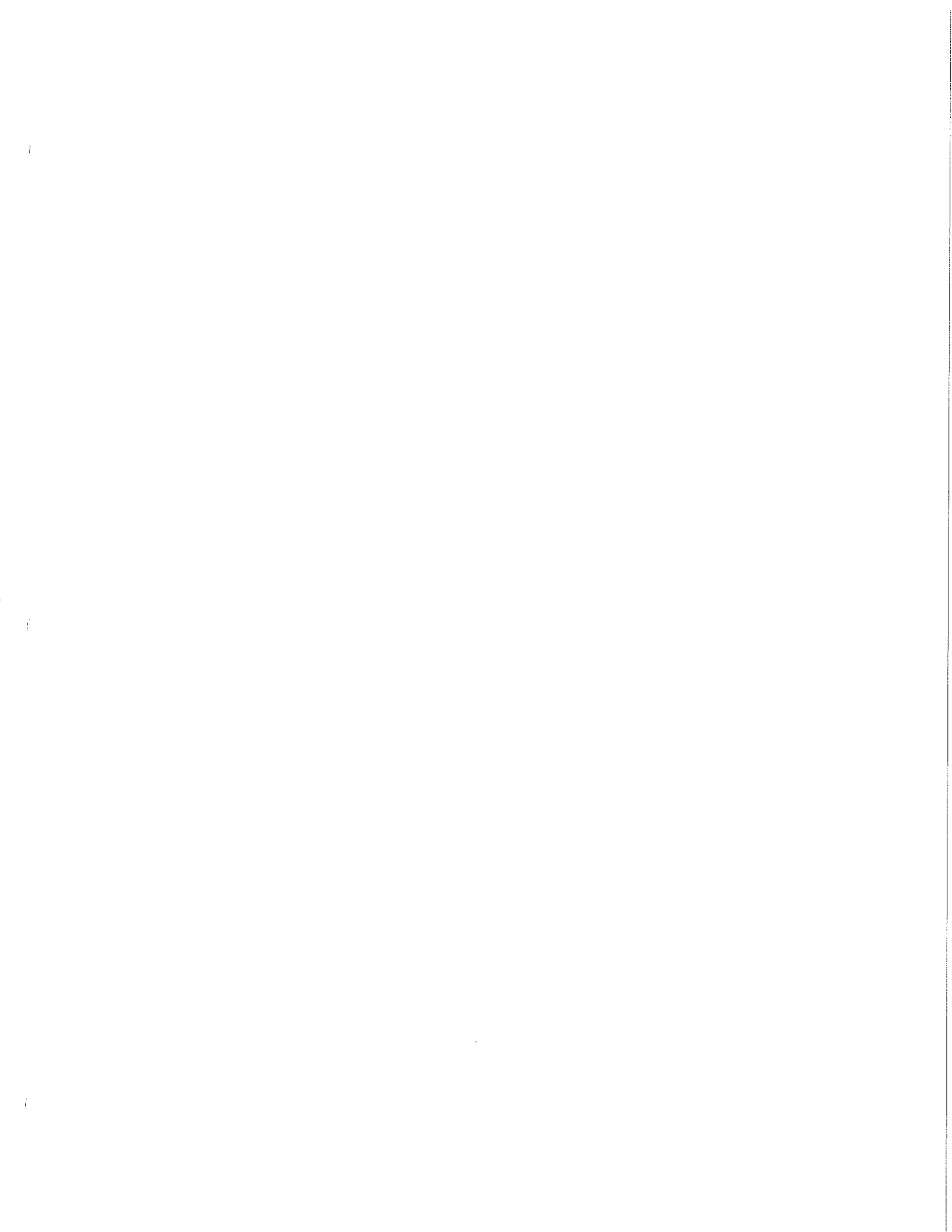
$$\$85,360 \times 50\% \text{ discount} = \$42,680$$

$$40\% \text{ discount} = 30,144$$

$$30\% \text{ discount} = 25,608$$

$$20\% \text{ discount} = 17,072.$$

2010 Census - Number of people below poverty level = 11.1%



AGENDA REQUEST FORM  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: **Lyn Widmyer**

Department or Organization: Click here to enter text.

Estimation of amount of time needed for appointment: 15 minutes.

Date Requested – 1<sup>st</sup> Choice: **May 1, 2014**

If a specific date is needed, please provide reason for specific date: Click here to enter text.

Date Requested – 2<sup>nd</sup> Choice: Click here to enter text.

Subject (*Wording to be placed on agenda*): **Code of Ethics to be signed by all applicants for County Commission appointed Boards and commissions**

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

Those who seek appointment to county boards and commissions and those who serve on boards and commissions should be held to high standards of integrity to maintain public respect and trust.

SEE ATTACHED

Is this a funding request? Y/N Click here to enter text.  
If so, how much? \$Click here to enter text.

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*): **Move to require that all applicants for county appointed boards and commissions agree to the Code of Ethics by signing it**

Attach supporting documents for request, or request may be denied.  
If not attached, explain: Click here to enter text.

Is equipment needed? Projector Y/N Click here to enter text. Internet/Wi Fi Y/N Click here to enter text.  
Telephone for conference call Y/N Click here to enter text.

Contact information:  
Email address: Click here to enter text. Phone Number: Click here to enter text.

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

## CODE OF ETHICS

(submitted by Cmr. Lyn Widmyer for consideration at 5/1/14 Commission meeting)

I, agree to adhere to the following ethical principles as an appointee to a county board and/or commission:

I agree to:

Exercise fair, honest and independent judgment

Make public disclosure of all "personal interests" I have regarding any decision to be made on the board/commission

Define "personal interest" broadly to include any actual or potential benefits or advantages that I, a spouse, family member or person living in my household might directly or indirectly obtain from a decision the board/commission might make

Abstain completely from direct or indirect participation as an advisor or decision maker in any matter in which I have a personal interest, and leave any chamber in which such a matter is under deliberation unless I have made my personal interest a matter of public record;

Seek no gifts or favors

Not participate as an advisor or decision maker or advocate on any plan or project in which I have previously participated as an advocate unless my role as advocate is authorized by state ethics rules.

Not misrepresent facts or distort information for the purpose of achieving a desired outcome.

Not participate in any matter unless adequately prepared and sufficiently able to render thorough and diligent service

Not use confidential information acquired in the course of my duties to further a personal interest.

Respect the rights of all persons and not improperly discriminate against or harass others based on characteristics which are protected under civil rights laws and regulations.

Signature and Date

**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Roger Goodwin

Department or Organization: Office of Impact Fees

Estimation of amount of time needed for appointment: 15 minutes or less

Date Requested – 1<sup>st</sup> Choice: April 17, 2014

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

Date Requested – 2<sup>nd</sup> Choice: May 1, 2012.

Subject (*Wording to be placed on agenda*): Draft letter for Commission's review to ask Board of Education to consider sharing the annual cost of the administration of the impact fee program.

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

Is this a funding request?    Y/N No .  
If so, how much?                \$    N/A

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

Motion to approve the draft letter, with any edits, to the Board of Education.

Attach supporting documents for request, or request may be denied.  
If not attached, explain: See attached draft letter.

Is equipment needed?        Projector    Y/N NO    Internet/Wi Fi    Y/N NO    Telephone for conference call    Y/N NO

Contact information:  
Email address: [engineering@jeffersoncountywv.org](mailto:engineering@jeffersoncountywv.org) Phone Number: 304-728-3257

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS**

**Potential savings to the County of \$47,068**

**Note: Put on County Commission Letterhead**

May 1 , 2014

Jefferson County Board of Education  
110 Mordington Avenue  
Charles Town, WV 25414

Attn: Mr. Gary Kable, President

Dear Mr. Kable,

This letter is in regard to the School Impact Fee Ordinance adopted by the Jefferson County Commission in 2003, in order to assist the board of education with funding for capital improvements necessary for new growth; and the county's ongoing administration of the ordinance and the collection and disbursement of impact fees on behalf of the Board of Education.

The Jefferson County Commission faced some difficult challenges and decisions this year in balancing our FY 2015 budget. In the process it became necessary to make significant funding cuts to both staff and operating expenses throughout all county departments, including elected officials, county boards and agencies. During our budget deliberations, the county commission unanimously agreed to seek assistance from the board of education on sharing the cost of the administration of the impact fee ordinances.

More than \$22,236,356.00 in School Impact Fees has been collected since the inception of impact fees, which amounts to 86.5% of all the impact fees collected. The Fire/EMS, Law Enforcement and the Parks & Recreation impact fees combined make up the remaining 13.5%. We also have observed that the majority of the Impact Fees Program Specialist's time is spent on processing applications and the collection and disbursement of impact fees on behalf of the school board. Other duties also include the monthly accounting and reconciliation of the impact fee bank accounts, preparing the Impact Fee Annual Report and preparing the annual Impact Fees Capital Improvement Plan (both of which are required under state code). The personnel and operating expenses for the Impact Fees Program Specialist this year alone amount to \$55,050.00. This does not include the managerial oversight and the time spent by the Chief

Letter to Mr. Gary Kable, BOE President  
May 1, 2014  
Page 2

County Engineer in overseeing the daily administration of the impact fees program, the drafting and review of the annual reports/capital improvement plans, and the capital cost and ongoing maintenance of the computer hardware and software necessary to run the impact fees program.

Therefore, the county commission is requesting that the Board of Education consider sharing in the annual cost of the administration of the impact fees program. We believe that 86.5% of the personnel cost (excluding all other overhead costs) at \$47,068.00 for FY 2015 is a fair share and we respectfully request your consideration. If you wish to meet to discuss this matter, please feel free to contact Debbie Keyser, County Administrator, to arrange an appointment at your earliest convenience. We look forward to your response.

Sincerely,

Walt Pellish, President  
Jefferson County Commission

C: Ms. Susan Wall, Superintendent  
Dale Manuel, County Commission  
Patsy Noland, County Commission  
Jane Tabb, County Commission  
Lynn Widmyer, County Commission  
Debbie Keyser, County Administrator  
Roger Goodwin, P.E., Chief County Engineer



Director of Finance Summary  
May 1, 2014

As of April 24, 2014 the cash balance in the General Fund is \$3,603,785 and Capital Outlay is unchanged at \$4,895,942. The cash balance in the General Fund is consistent with cash flow projections.

Currently the FY14 budget reflects a budget deficit of \$892,682. This budget deficit is the difference between the fund balance rolled forward of \$3,114,613 and the contingency reserve of \$2,221,931 ( $\$3,114,613 - \$2,221,931 = \$892,682$ ). It is important for cash flow purposes that this deficit be closed prior to June 30, 2014. The attached report shows revenue and expenditures at the object code level or by subject matter for the General Fund with all the departments being consolidated into one report. The report shows the FY14 budget; actual YTD revenue and expenditures as of March 31, 2014; the variance of actual receipts and expenditures YTD as compared to the budget; the percentage received or expended of the budget; projections or forecast as of June 30, 2014; and the variance of the projections as compared to the FY14 budget.

The above referenced report reflects that if the trend over the first three quarters continues over the remaining quarter that overall revenue will come in as budgeted (report reflects \$5,751 difference) and the expenditure side of the budget will have a \$1,219,428 favorable variance. When taking into consideration the \$819,682 deficit it is expected that based on actual projected results that the County could have a budget situation where expenditures do not exceed revenue if the expenditures are controlled over the last quarter of this year. When the same report was compiled with data as of April 22, 2014 similar figures were obtain which showed a revenue forecast of \$111,000 lower than expected but with favorable expenditure variances of \$1,205,597. When you take into consideration the budget deficit of \$892,682 the forecast provided for a situation where expenditures in FY14 did not exceed the revenue.

To confirm that over spending does not occur in the remaining nine weeks of the fiscal year the forecast model will be updated weekly. If the model reflects an increased level of spending over the remaining 9 weeks as compared to the first 43 weeks of the fiscal year then the County should take additional corrective action in the form of cost controls.

Respectfully Submitted



Tim A. Stanton

FY14 Revenue and Expenditure Projections  
 Compiled April 22, 2014

	FY14 budget	FY14 actual as of 3/31/14	Variance (unfavorable)	% Rec'd/Exp	Projection 6/30/2014	Possible Savings (unfavorable)
<b>Revenue</b>						
Fund Balance Roll Forward	3,114,613					
Taxes	11,737,159	10,590,380	(1,146,779)	90.23	11,653,159	(84,000)
Tax Penalties	306,500	248,627	(57,873)	81.12	305,035	(1,465)
Property Transfer	1,204,108	1,116,060	(88,048)	92.69	1,234,108	30,000
Gas/oil	20,000	5,294	(14,706)	26.47	38,000	18,000
Horse Racing	15,676	10,173	(5,503)	64.90	14,896	(780)
Wine Liquor	28,074	22,172	(5,902)	78.98	28,074	-
Hotel Occupancy	556,447	368,375	(188,072)	66.20	509,010	(47,437)
Decal fees	70	44	(26)	62.86	62	(8)
Bldg Permits	164,000	49,548	(114,452)	30.21	164,000	-
Misc Permits	112	102	(10)	91.07	1,121	1,009
Grants	146,196	160,474	14,278	109.77	160,474	14,278
Payment in lieu of taxes	9,949	9,949	-	100.00	9,949	-
Sheriff Service Process	18,000	11,600	(6,400)	64.44	16,175	(1,825)
Sheriff Earnings	29,593	17,302	(12,291)	58.47	24,157	(5,436)
Clerk Earnings	220,431	139,810	(80,621)	63.43	198,424	(22,007)
Circuit Clerk Earnings	72,754	47,947	(24,807)	65.90	66,137	(6,617)
Prosecuting Earnings	638	903	265	141.54	1,032	394
Accident reports	3,765	2,640	(1,125)	70.12	3,490	(275)
Map Sales	4,809	2,863	(1,946)	59.53	3,704	(1,105)
Rent	46,500	32,162	(14,338)	69.17	43,806	(2,694)
911 Fees	1,140,451	1,026,030	(114,421)	89.97	1,361,887	221,436
Franchise Agreements	396,641	300,200	(96,441)	75.69	396,641	-
IRP fees	10,744	6,513	(4,231)	60.62	9,699	(1,045)
Jail fees	100,594	85,651	(14,943)	85.15	85,651	(14,943)
Interest	17,052	11,802	(5,250)	69.21	15,281	(1,771)
Misc revenue	38	186	148	489.47	186	148
Sheriff Commission	11,915	11,738	(177)	98.51	11,738	(177)
Table Games	1,163,539	788,408	(375,131)	67.76	1,014,539	(149,000)
Video Lottery	3,303,301	2,657,064	(646,237)	80.44	3,318,301	15,000
Reimbursements	363,026	323,287	(39,739)	89.05	431,049	68,023
Trans from other funds	-	1,764	1,764	#DIV/0!	1,764	1,764
Concealed Weapons	-	1,625	1,625	#DIV/0!	1,625	1,625
General School Reimbursements	291,000	167,912	(123,088)	57.70	254,157	(36,843)
Trns Assessor Val fund	495,858	-	(495,858)	-	495,858	-
<b>Total Revenue</b>	<b>24,993,553</b>	<b>18,218,605</b>	<b>(3,660,335)</b>		<b>21,873,189</b>	<b>(5,751)</b>
<b>Expenditures</b>						
Salaries	9,997,282	7,504,115	2,493,167	75.06	9,755,350	241,932
FICA	739,556	556,603	182,953	75.26	742,137	(2,581)
Health Insurance	2,064,691	1,548,193	516,498	74.98	2,064,257	434
Retirement	1,318,170	1,008,952	309,218	76.54	1,345,269	(27,099)
Telephone	378,425	260,036	118,389	68.72	346,715	31,710
Printing	31,425	7,323	24,102	23.30	9,764	21,661
Utilities	293,200	226,807	66,393	77.36	302,409	(9,209)
Travel	72,579	34,971	37,608	48.18	46,628	25,951
Bldg Repairs	125,000	28,825	96,175	23.06	38,433	86,567
Equip Repairs	194,718	95,064	99,654	48.82	126,752	67,966
Auto Repairs	8,000	3,512	4,488	43.90	4,683	3,317
Postage	122,970	50,148	72,822	40.78	66,864	56,106
Equipment Rent	142,900	114,224	28,676	79.93	152,299	(9,399)





<i>Jefferson County Policies &amp; Procedures</i>			
Policy Name:	Reduction in Force	Approved:	
Policy Number:		Author:	Keyser
Associated:			

The reduction in force procedure for employees assigned to departments controlled by the Jefferson County Commission provides equitable treatment for the layoff of full and part-time employees when reduction in force becomes necessary. A reduction in force decision will only be made after measures such as a hiring freeze on non-essential vacant positions, limits on travel and purchasing, and other alternatives have been considered. A reduction in force or layoff might become necessary because of lack of work, departmental reorganization, lack of funds, abolition of a position, or other material change in duties or organization. A reduction in force is not a short term adjustment and must be considered permanent in nature. These procedures do not apply to employees whose compensation is paid from budgets under the direct control of Elected Officials (Sheriff, County Clerk, Circuit Clerk, Assessor or Prosecuting Attorney).

Employees will be given as much advance notice as possible when it has been determined by the County Commission that a reduction in the workforce is necessary. A reduction in force decision requires a thorough evaluation of the need for particular positions and the relative value of specific employees so that the County Commission can provide the highest level of service possible with reduced work force. Determining the retention or separation of a particular employee should include an evaluation of the relative skills, knowledge, and productivity of the employee in comparison to necessary services. Length of service (seniority) and other factors will also be considered but may receive less weight in the determination process.

**Compensation, Severance Pay and Benefits:**

Employees affected by lay-off will receive compensation up to their last actual day of work. Jefferson County does not provide a salary continuation plan beyond the last day of employment. Unless otherwise agreed upon, separated employees will not receive a severance package. In accordance with established policy, separated employees will receive payment for all accumulated personal (vacation) leave but no compensation for accumulated sick leave. Employee health related benefits (group life, health, vision and dental coverage) will be continued as defined in each benefit plan, which is no later than the last day of the month in which the employee was separated. Continuation of benefits beyond that point will be in accordance with applicable State and Federal guidelines.

### **Recall and Reinstatement Rights:**

An employee affected by a reduction in force has recall and reinstatement rights to a position in County government for one year after the effective date of the reduction in force. At the time of recall or reinstatement, the County will reinstate all employee benefits, including the employee's accumulated sick leave, and will provide the employee the option of buying back all, some, or none of his/her annual leave at the rate it was paid out at the time of the separation.

1) An employee that has been affected by a reduction in force will be given ~~special- (WP)~~ consideration for one year after the effective date of the reduction, for job opportunities which arise for the County Commission, for which they apply and are qualified. 2) **The Reduction In Force employee will be given first chance on all positions which he/she is qualified for provided he/she has a satisfactory current evaluation, possesses all the necessary skills for the available position and applies. (Dale Manuel)**

### **At-Will Nature of Employment:**

The provisions of this policy neither alter, amend, or modify the at-will nature of employment of all County employees nor in any way restrict the County's right to terminate any employee at any time for any reason, with or without cause as stated in the County's rules and regulations. The County also reserves the right to change the terms and conditions of employment at its sole discretion for any reason or no reason.

Employees have the right to end the employment relationship at any time for any reason, with or without cause.

<i>Jefferson County Policies &amp; Procedures</i>			
Policy Name:	Contracts		Approved:
Policy Number:		Author:	Keyser
Associated:	Bidding Policy;		

All contracts, for any monetary amount, for Department Heads and Elected Officials (managers) are to be reviewed by Jefferson County’s Legal Counsel prior to being submitted to the County Commission for approval. It is the responsibility of all managers to ensure they provide at least 3 weeks of review to Legal Counsel to allow adequate time for their opinion and to meet your agenda timing needs.

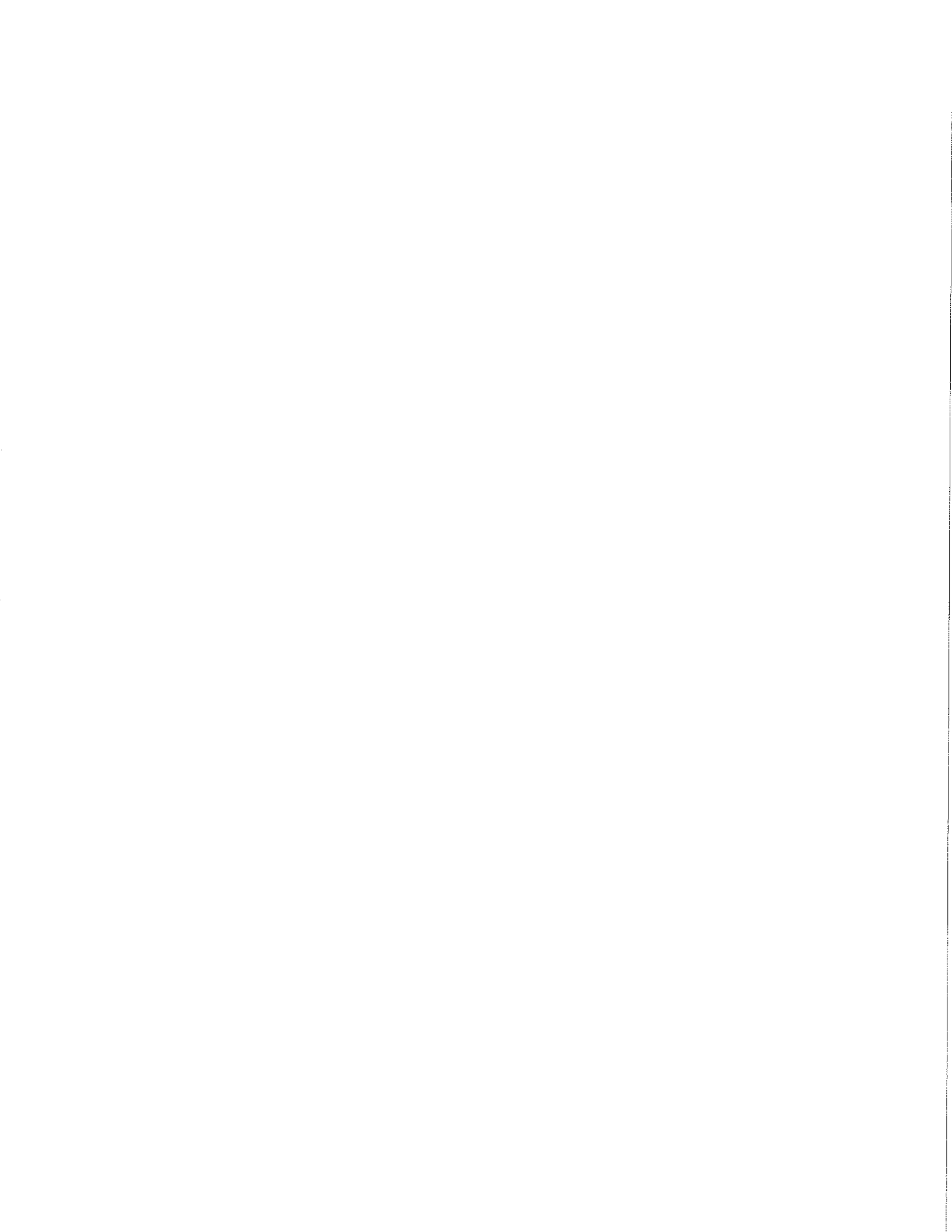
Legal Counsel’s responsibility is to review the wording of the contract to ensure the contract protects your department and the County’s interest (not to determine its necessity for elected officials). Legal Counsel is to send a copy of the original with their recommended changes to the originator and a copy to the County Commission staff to hold until the final negotiated contract is submitted to the Commission for their consideration.

The Bidding Policy should be utilized to determine when it is appropriate to bid the contract.

Once the Commission has approved the contract:

- 1) Only the Commission, (the County Administrator or Deputy County Administrator in the absence of a County Commissioner) can sign the contract. Therefore, it is best to have the revised, completed contract (including Legal’s recommended changes) to present to the Commission the day of the approval.
- 2) The County Commission staff is responsible for keeping a copy of the contract, with the original being sent to the County Clerk as the county record keeper.

**Any contract that is currently in effect but has no documented approval by the County Commission, has not been subject to legal review and/or is more than three years old will be presented for review and action by the County Commission within 90 days of the effective date of this policy. (LW)**



Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

## AGENDA REQUEST FORM

Name: Jennifer Brockman

Department or Entity: Department of Planning

Estimation of amount of time needed for appointment: 30 minutes

Date Requested – 1<sup>st</sup> Choice: 5/1/14 1:30 pm

Date Requested – 2<sup>nd</sup> Choice: \_\_\_\_\_

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

Subject: **Public Hearing for the Corporation of Shepherdstown's proposed Growth Management Boundary under WV Code Section 8-6-4a**

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

On April 17, 2014, the Corporation of Shepherdstown presented their requested Growth Management Boundary, under the provision of WV Code §8-6-4a "Annexation without election for municipalities in counties that have an adopted countywide zoning ordinance which includes urban growth boundaries", to the County Commission. WV Code §8-6-4a specifies that an "urban growth boundary" (UGB) means a "site-specific line, delineated on a zoning map or a written description in a zoning ordinance identifying an area around and outside the corporate limits of a municipality within which there is a sufficient supply of developable land within the boundary for at least a prospective twenty-year period of municipal growth based on demographic forecasts and the time reasonably required to effectively provide municipal services to the identified area." It further states that the UGB may be called by any name chosen by the county commission, as long as the word "boundary" is used in the name. Shepherdstown is requesting that their boundary be referred to as a Growth Management Boundary.

A boundary as defined above is required to be established by the County Commission in agreement with each individual municipality regarding that municipality's boundary. Once a County has adopted such a boundary by its designation on an adopted county zoning map, the gross area inside the boundary may not be reduced without written consent of the municipality. The County Commission is also required to review each UGB at a period not to exceed ten years or upon request of the individual municipality.

Because the designation of the Growth Management Boundary on the County Zoning Map is an amendment to the Zoning Map, the County Commission has scheduled a Public Hearing to receive comments on the proposed boundary. Attached are Shepherdstown's discussion of the boundary and a graphic depiction of the proposed line.

It should be noted that the language of WV Code Chapter 8 which created the UGB process also created an alternative process for annexation if a UGB exists. Essentially, the process of adopting the UGB serves as the only public hearing required by the County Commission for those lands that may, at some point, request annexation. The state law does not enable a city to annex them against their will or does not provide that inclusion in an UGB on a County Zoning Map would allow the city to have authority over a development

**proposal in the County. Although the County has informally discussed the concept of entering into a Memorandum of Understanding with the municipalities to refer development proposals to each other to allow for interagency review and cooperation, the final decision regarding all development proposals in the unincorporated areas of the County will remain with the County.**

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

**I move to (close/keep open for written comments) the Public Hearing regarding Shepherdstown's requested Growth Management Boundary.**

Attachments:

- 1) Shepherdstown's presentation on the proposed Growth Management Boundary**
- 2) Graphic depiction of Proposed Growth Management Boundary**

**NOTICE OF PUBLIC HEARING  
COUNTY COMMISSION OF JEFFERSON COUNTY  
Thursday, May 1, 2014 at 1:30 PM**

**AMEND THE COUNTY ZONING MAP TO CONSIDER URBAN GROWTH  
BOUNDARIES FOR THE CORPORATION OF SHEPHERDSTOWN**

The Jefferson County Commission has scheduled a Public Hearing on Thursday, May 1, 2014 at 1:30 p.m. in the County Commission meeting located at the Old Charles Town Library - 200 E. Washington Street, Charles Town, WV 25414.

The purpose of the hearing is to receive public input to consider the proposed Urban Growth Boundaries for the Corporation of Shepherdstown and determine whether to amend the County Zoning Map to include the changes in accordance with WV Code Section 8-6-4a.

Anyone wishing to provide written or oral comment may do so at this meeting. In addition, you may provide written comments to [info@jeffersoncountywv.org](mailto:info@jeffersoncountywv.org) or mail to P.O. Box 250, Charles Town, WV 25414.

Copies of the Growth Management Boundary proposed to be placed on the County Zoning Map are available on the County's website for review. Questions related to the proposed Growth Management Boundary may be directed to the office of the Departments of Planning and Zoning at 304-728-3228 or [zoning@jeffersoncountywv.org](mailto:zoning@jeffersoncountywv.org).

No decisions will be made at this hearing.

By Order of the County Commission of Jefferson County  
Walt Pellish, President



## Growth Management Boundary

- Goals:**
- 1. To provide a manageable area for the future growth of the Town within the framework of existing infrastructure necessary for the transition from rural to urban land use.**
  - 2. To preserve and maintain agricultural and forested areas of importance for Town planning and development.**
  - 3. To facilitate County objectives for coordination with Town planning.**

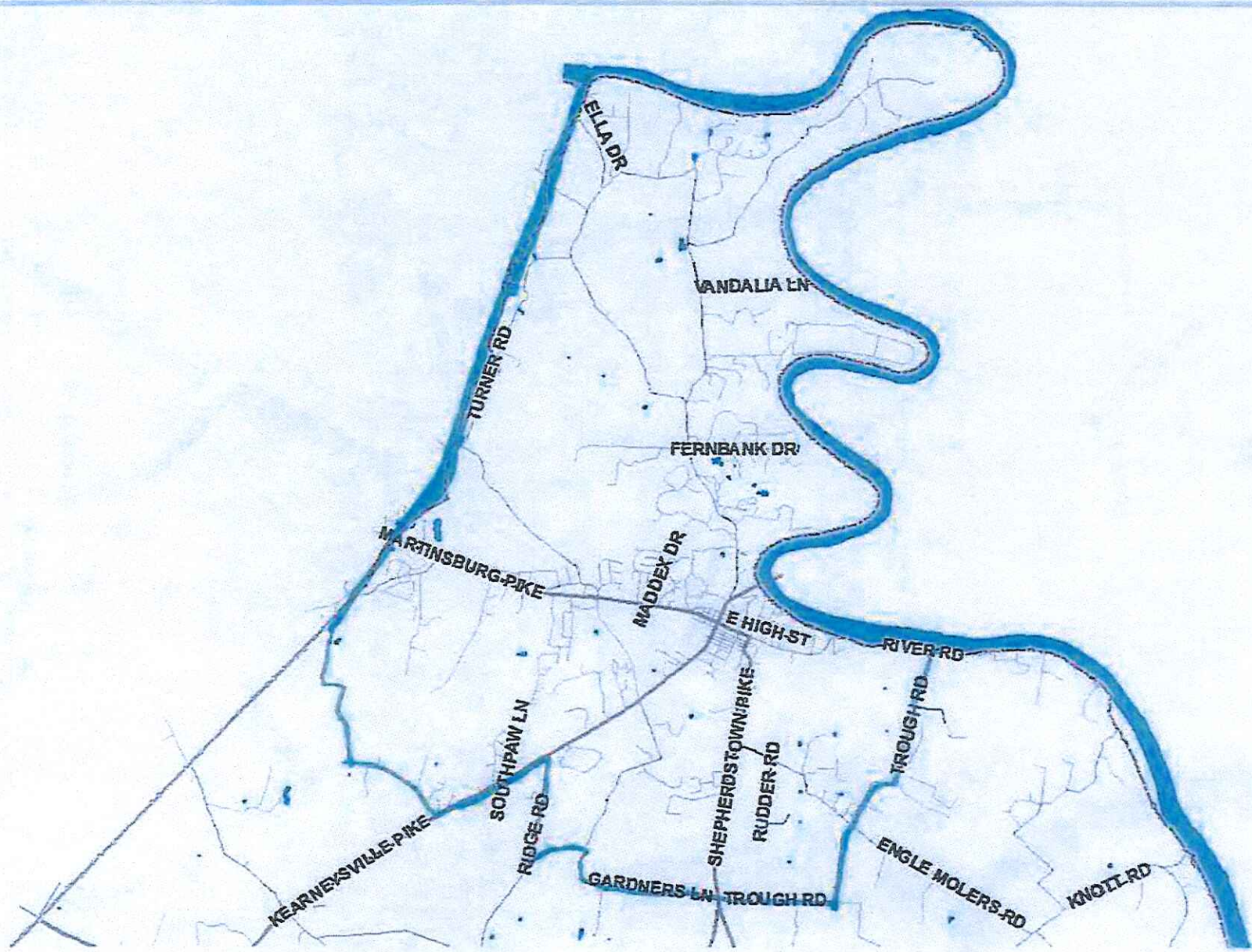
As Jefferson County continues to grow, Shepherdstown faces increasing challenges of managing urban growth in the areas surrounding the Town. The Corporation of Shepherdstown needs to create a Growth Management Boundary (GMB) to manage urbanization in a fashion complementary to the character of the Town.

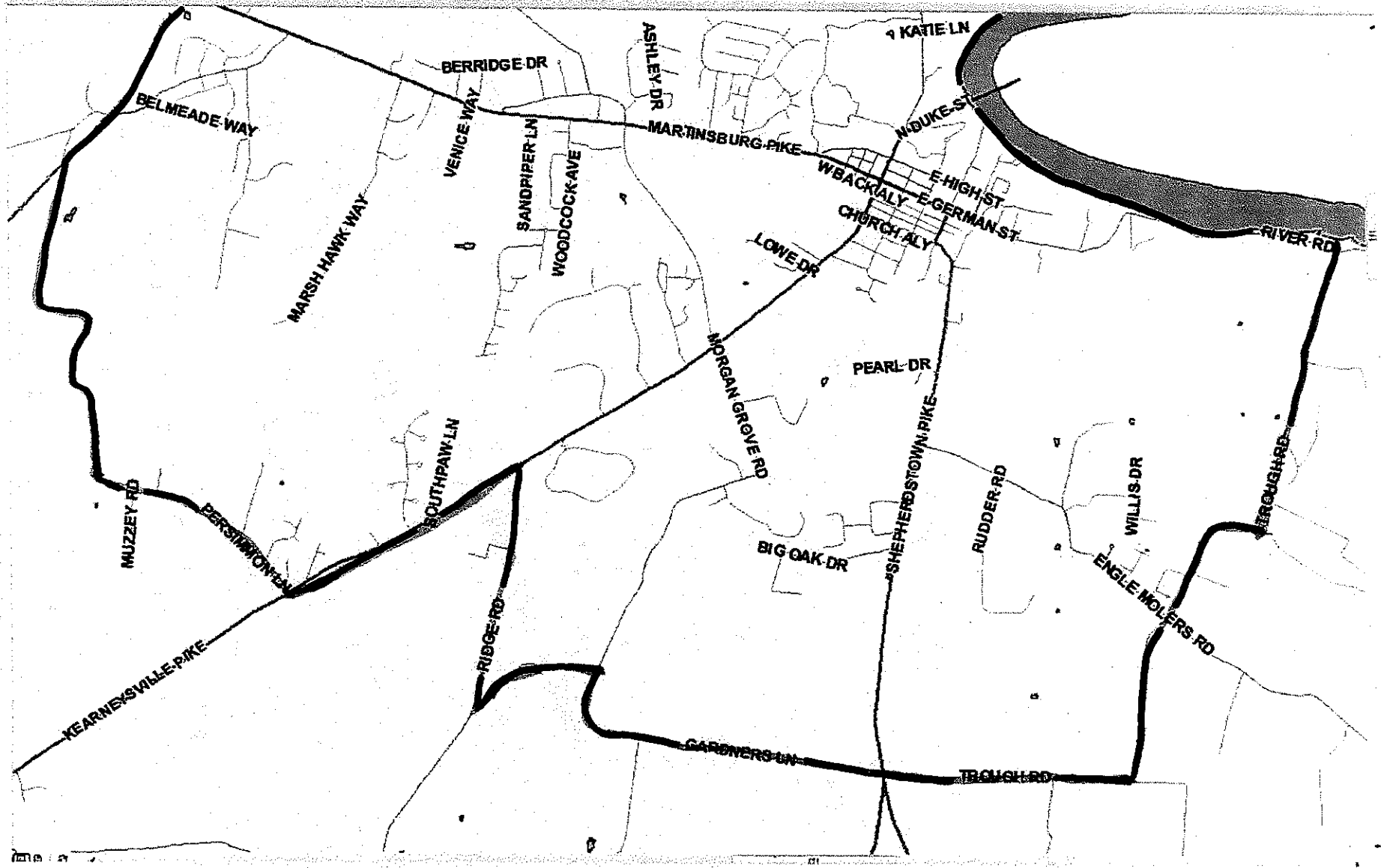
The proposed GMB encompasses an area around the Town where the potential for future water and sewer services exist, and the residents already consider themselves to be members of the Shepherdstown community. This GMB will establish an area of balance between growth and development and the need to preserve open space and critical environmental and natural resources. It will also provide a forum for dialogue between the County and Town in support of County and Town planning objectives.

The quality of life in Shepherdstown is enhanced by its proximity to the Potomac River and its multitude of tributaries in the region. During recent public surveys associated with the drafting of the Town's Comprehensive Plan update, the primary concern regarding the river was protecting water quality. Several watersheds and springs are located within the proposed GMB including Rocky Marsh Run, Town Run, Rattlesnake Run, Elks Run, Elmwood Spring, Rock Spring, Falling Spring, and Halverson Spring.

For these reasons, we request that the County support the proposed GMB for the Shepherdstown area. This proposal is consistent with comprehensive planning objectives for the Town and the County and would provide a forum for dialogue as we continue to grow and develop.

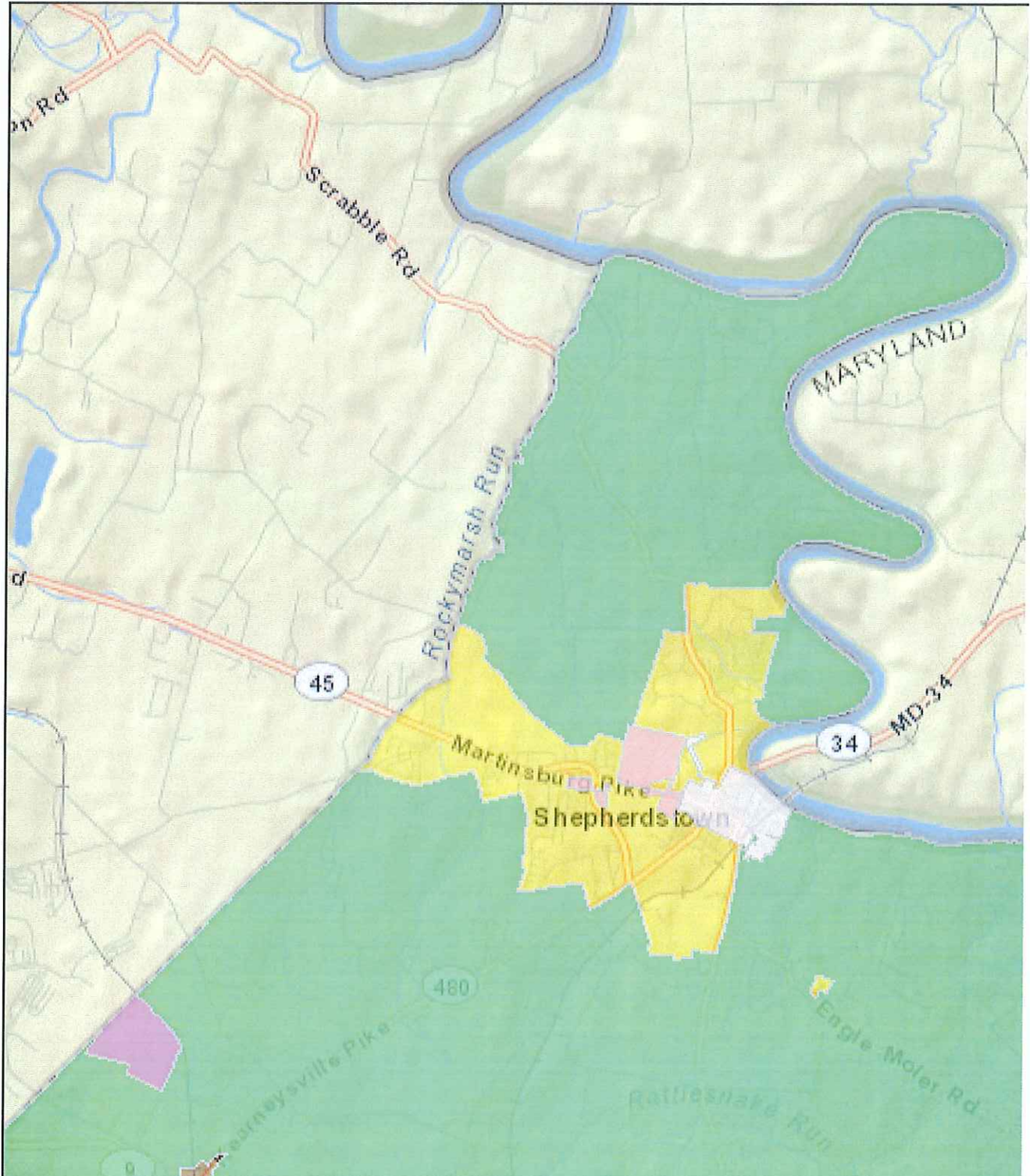
Thank you for considering our request.





# Jefferson County Zoning Districts

You may click on any district to see more information. If you search by a zip code. Click "More Details" below for address accuracy information.





**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: **Jennifer Brockman**

Department or Organization: **Planning and Zoning**

Estimation of amount of time needed for appointment: **15 minutes**

Date Requested – 1<sup>st</sup> Choice: **May 1, 2013**  
*If a specific date is needed, please provide reason for specific date:* Click here to enter text.

Date Requested – 2<sup>nd</sup> Choice: Click here to enter text.

Subject (*Wording to be placed on agenda*): Subject: **Approval to promote internally to fill the vacant budgeted position of Project/Office Manager (possible Executive Session) and advertise resulting vacated Planning Clerk position**

Please provide the County Commission with a description of your request or presentation, including any background information: **The previous Project/Office Manager resigned effective April 4, 2014. This position is budgeted for the balance of this year and is in the FY 15 budget for the Department of Planning. The County Commission approved the filling of this position at the April 3, 2014 meeting. It has been determined that an existing staff member is qualified to fill this position and this request is to permit promoting Alex Beaulieu to the position of Project/Office Manager.**

**Upon approval of this promotion, the Department is also requesting approval to advertise the resulting vacated Planning Clerk position. This position is budgeted for the balance of this year and is in the FY 15 budget for the Department of Planning. As noted previously, while there is currently a hiring freeze for County employees, the fact that both the Zoning Administrator and the Comprehensive Plan Planner positions have been cut out of the Departments of Zoning and Planning's budgets has left the Departments extremely short staffed, particularly in light of the on-going Comprehensive Plan effort. This request is to allow the vacated Planning Clerk position to be filled upon approval of an internal promotion.**

Is this a funding request? **Y/N The request relates to filling a position that is in the FY14 and FY15 budget**  
If so, how much? **\$Click here to enter text.**

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

- 1) I move to authorize the promotion Alex Beaulieu to the position of Project/Office Manager with a salary adjustment from Grade 3, Step E to Grade 4, Step D, in accordance with the approved budget.**

**AND**

- 2) I move to authorize the filling of the vacant budgeted position of Planning Clerk.**

Attach supporting documents for request, or request may be denied.  
If not attached, explain: Click here to enter text.

Is equipment needed? **Projector Y/N No Internet/Wi Fi Y/N No Telephone for conference call Y/N No**

Contact information:

Email address: **planning@jeffersoncountywv.org** Phone Number: **304-728-3228**

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.

**JEFFERSON COUNTY**

**Personnel Requisition**

Department Name Planning and Zoning Date 5/1/14 Date Needed ASAP

Job Title Project Mgr/Office Mgr Salary \$39,087.51 Criminal History Check Yes  No

Suggested Recruitment Source(s) none needed – internal promotion

Applicants Interviewed By: n/a -promotion Position Reports To: Director, Planning and Zoning

Minimum Education Required: Bachelor's degree in land use planning and/or a related field, with 1 – 3 years of prior experience or a combination of higher education, training and experience which provides the required knowledge, skills and abilities.

Minimum Experience Required: Essential skills include prior experience providing leadership in a complex environment; strong writing and editing skills; a fluent working knowledge of all Microsoft Office Professional Suite programs, including Access and Publisher; a working knowledge of the Internet and prior experience creating and updating web page and with other social media outlets; knowledge of and ability to apply basic finance, accounting and budgetary principles, as they pertain to project and grant management.

Job Duties: Serves as the primary administrative resource for the Director; monitor and guide workflow ensuring all deadlines are met; administratively manage special projects, including managing timelines, drafting and editing power point presentations and agendas, event and meeting planning tasks.; provide input to the Director concerning budgetary needs/goals as it relates to individual special projects and the office; design and implement office policies and procedures; compose, transcribe and serve as Department editor for all Department documents; process timesheets, leave requests and payroll for the Departments; deposit, balance and remit payment to Sheriff for all collected Department fees.

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**Budget Information**

Addition  Replacement  Explain or For Whom JT Redmon resigned effective 4/4/14

Position Budgeted  Yes  No Proposed Salary \$39,087.51 Date of Hire as soon as approved

Is Position: Full-Time  Regular Part-Time  On-Call Occasional

Safety/Security  Hours Per Week Exempt/Salaried Position generally 40 + hours/ week

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**Approvals**

Elected Official Approval \_\_\_\_\_ Date \_\_\_\_\_

Department Head Approval \_\_\_\_\_ Date \_\_\_\_\_

County Commission Approval \_\_\_\_\_ Date \_\_\_\_\_

Comments \_\_\_\_\_

**Jefferson County Commission  
Employee Action Form**

Employee Name:	<b>Alexandra Beaulieu</b>		
Department Number:	<b>439</b>	Work Location:	Mason Bldg
Birthdate:		Mail Address:	
Social Security:		Mail Address:	
Home Phone:		Cell Phone:	
Salary:	<b>\$34,946.63</b>	Salary:	<b>\$39,087.51</b>
Reason:			Promotion
			Temporary Assignment
			Annual Increase
Step:	<b>E</b>	Step:	<b>D</b>
Grade:	<b>III</b>	Grade:	<b>IV</b>
Min/Mid/Max		Min/Mid/Max	
From:	Candidate Non-Exempt Exempt <b>X</b> Full-Time Perm > 1820 hrs/annual Full-Time Perm 2080 hrs/annual Full-Time Temp < 6 mos Part-time Perm < 1040 hrs/annual Part-time Temp/Intern Contract Termination/Retirement	To:	Candidate Non-Exempt Exempt Full-Time Perm > 1820 hrs/annual Full-Time Perm 2080 hrs/annual Full-Time Temp < 6 mos Part-time Perm < 1040 hrs/annual Part-time Temp/Intern Contract Termination/Retirement
From:	FMLA Military Personal Unpaid Personal Paid Active Return to Work Workers Comp WC Code WC Rate:	To:	FMLA Military Personal Unpaid Personal Paid Active Return to Work Workers Comp WC Code WC Rate:
Additional Info: <b>promoted to Project/Office Manager</b>			
<b>Effective Date:</b>		<b>5/1/2014</b>	
Co Admin/Elected Official:		HR Approval	
Commission Approval		Hiring Mgr Appr	
Hiring Mgr Notified		Payroll Done	

