

AGENDA
JEFFERSON COUNTY COMMISSION
THURSDAY, MAY 21, 2015
9:30 A.M.

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

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- April 30, 2015 Regular Meeting
- May 07, 2015 Regular Meeting

APPROVAL OF PURCHASE ORDERS

- May 21, 2015

APPROVAL OF ACCOUNTS PAYABLE

- May 14, 2015
- May 21, 2015

APPROVAL OF MANUAL CHECKS

- May 14, 2015
- May 21, 2015

PAYROLL APPROVAL

- May 14, 2015

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PUBLIC COMMENT

PRESENTATIONS

1. 9:45 a.m. Tim Stanton, Finance Director
 - EAP Review - Discussion/Action
 - Budget Revisions - Discussion/Action

- Review of April Financial Reports - Discussion/Action
- Request for new accounting fund - Discussion/Action

2. 10:15 a.m. Stephanie Grove, County Administrator
 - Discussion on removing Development Authority from Jefferson County Payroll
 - County Administrator Reports
 - Space Needs
3. 10:45 a.m. **BREAK**
4. 11:00 a.m. Public Hearing
 - Petition to Resign and Appointment of Alternate Administrator in the Estate of Victoria Stambaugh, deceased - Discussion/Action
5. 11:15 a.m. Martin Burke, Chair, Jefferson County Historic Landmarks Commission
 - Request for matching funds for WV Historic Preservation Development Grant to replace roof on Snow Hill/Poor Farm Kearneysville, WV - Discussion/Action

NEW BUSINESS

6. Ambulance Fee Exoneration - Request Waiver of Late Fees - Michael Carroll - Discussion/Action
7. Request for Appointment to the Partnership for Affordable Housing Board - Discussion/Action
8. **ADJOURN**

CORRESPONDENCE/INFORMATION

Notice of Intent to Appoint to the Jefferson County Development Authority Board of Directors.

Notice of Intent to Appoint to the Harpers Ferry/Bolivar Public Service District Board.

Impact Fee Status Report for April 2015.

Memorandum from the Department of Engineering Office of Impact Fees re: Transfer of Funds from Office of Impact Fees General Account to Sheriff's Law Enforcement Impact Fee Account.

Memorandum from the Department of Engineering Office of Impact Fees re: Transfer of Funds from Office of Impact Fees General Account to Sheriff's Parks and Recreation Impact Fee Account.

Memorandum from the Department of Engineering Office of Impact Fees re: Transfer of Funds from Office of Impact Fees General Account to Sheriff's Fire & EMS Impact Fee Account.

Memorandum from the Department of Engineering Office of Impact Fees re: Transfer of Funds from Office of Impact Fees General Account to Sheriff's Impact Fee Account.

Jefferson County Public Service District Regular Board Meeting Minutes from April 6, 2015.

Letter from the National Parks Service regarding the Invasive Plant Management Plan/Environmental Assessment for 15 parks within the National Capital Region.

Letter from Dr. James Gibson to Steve Stolipher, President of the Jefferson County Planning Commission, regarding the concerns of the Campground Committee.

WV Lottery Weekly Settlement for Charles Town - week ending May 2, 2015.

WV Lottery Weekly Settlement for Charles Town - week ending May 9, 2015.

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 30, 2015

A meeting of the Jefferson County Commission was held on Thursday, April 30, 2015 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 Eric Bell, Dale Manuel, Patsy Noland, Walter Pellish, and Jane Tabb. Also present were Stephanie Grove, County Administrator, Jessica Carroll, Executive Administrative Assistant and Jim Eddy, Bailiff. (An audio tape of the Thursday, April 30, 2015 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Pellish led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Ms. Noland to approve the April 16, 2015 Regular Meeting Minutes with noted correction. Motion seconded and unanimously approved.

Motion by Mr. Manuel to approve the April 21, 2015 Special Session Minutes. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Ms. Noland to approve the Regular Payroll for April 23, 2015 in the amount of \$226,962.52. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
074192	PAYROLL	AMERICAN FAMILY LIFE ICU		\$ -	\$ 4,315.32	\$ 4,315.32
074193	412	COMCAST		\$ -	\$ 103.63	\$ 103.63
074193	425	COMCAST		\$ -	\$ 619.84	\$ 619.84
074194	413	APPLE VALLEY OFF.PRODUCT		\$ -	\$ 218.64	\$ 218.64
074195	424	BOLAND SERVICES	52629	\$ 270.00	\$ -	\$ 270.00
074195	425	BOLAND SERVICES	52654	\$ 1,325.00	\$ -	\$ 1,325.00
074196	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
074197	PAYROLL	BUREAU F/CHILD SPVRT ENF		\$ -	\$ 212.31	\$ 212.31
074198	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
074199	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
074200	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 530.77	\$ 530.77
074201	402	CSSI-COMplete SYSTEM SPR		\$ -	\$ 1,629.00	\$ 1,629.00
074202	PAYROLL	CHILD SUPPORT ENFORCE AG		\$ -	\$ 27.69	\$ 27.69
074203	PAYROLL	COLONIAL LIFE		\$ -	\$ 516.18	\$ 516.18
074204	425	COVENANT BUILDING MAINT		\$ -	\$ 6,478.58	\$ 6,478.58
074205	425	DAYCON		\$ -	\$ 2,188.75	\$ 2,188.75
074206	PAYROLL	DIVERSIFIED COLLECTION		\$ -	\$ 154.83	\$ 154.83
074207	424	J.C.EHRLICH		\$ -	\$ 30.00	\$ 30.00
074207	425	J.C.EHRLICH		\$ -	\$ 603.00	\$ 603.00
074208	451	STEPHEN V GROH		\$ -	\$ 659.17	\$ 659.17
074209	PAYROLL	VOYA FINANCIAL		\$ -	\$ 3,040.00	\$ 3,040.00
074210	425	JEFF CO PUBLIC SER DEPT		\$ -	\$ 188.43	\$ 188.43
074211	402	JEFFERSON PUBLISH CO INC		\$ -	\$ 142.92	\$ 142.92
074211	711	JEFFERSON PUBLISH CO INC		\$ -	\$ 44.86	\$ 44.86
074212	712	ROBERT E. JONES III		\$ -	\$ 1,000.00	\$ 1,000.00
074213	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,720.00	\$ 5,720.00
074214	424	KONE INC.		\$ -	\$ 370.50	\$ 370.50
074214	425	KONE INC.		\$ -	\$ 1,111.50	\$ 1,111.50
074215	712	LANGUAGE LINE SERVICES		\$ -	\$ 199.45	\$ 199.45
074216	412	SHAY MCNEIL		\$ -	\$ 119.48	\$ 119.48
074217	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
074218	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
074219	402	PIFER OFFICE SUPPLY, INC		\$ -	\$ 31.78	\$ 31.78
074220	424	WILLIAM POLK		\$ -	\$ 58.03	\$ 58.03
074221	401	RICOH USA, INC./GA		\$ -	\$ 252.73	\$ 252.73
074221	403	RICOH USA, INC./GA		\$ -	\$ 287.58	\$ 287.58
074221	404	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
074221	405	RICOH USA, INC./GA		\$ -	\$ 423.90	\$ 423.90
074221	406	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90

074221	425	RICOH USA, INC./GA		\$ -	\$ 48.10	\$ 48.10
074221	433	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
074221	440	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
074221	700	RICOH USA, INC./GA		\$ -	\$ 295.90	\$ 295.90
074221	712	RICOH USA, INC./GA		\$ -	\$ 267.08	\$ 267.08
074222	717	RICE TIRES CO		\$ -	\$ 903.04	\$ 903.04
074223	704	ST/WV REGIONAL JAIL &		\$ -	\$ 95,679.75	\$ 95,679.75
074224	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 41,715.98	\$ 41,715.98
074224	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 5.02	\$ 5.02
074224	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 1.18	\$ 1.18
074224	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 9,756.12	\$ 9,756.12
074224	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 38,883.90	\$ 38,883.90
074224	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 3.55	\$ 3.55
074225	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 1.87	\$ 1.87
074225	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 29,648.53	\$ 29,648.53
074226	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 10,020.74	\$ 10,020.74
074226	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 14,736.37	\$ 14,736.37
074227	717	NAPA AUTO PARTS		\$ -	\$ 148.60	\$ 148.60
074228	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 1.84	\$ 1.84
074228	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 5.71	\$ 5.71
074228	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 77,141.35	\$ 77,141.35
074228	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 24,795.53	\$ 24,795.53
074229	PAYROLL	WV CPRB/LOAN DIVISION		\$ -	\$ 166.50	\$ 166.50
074230	717	WILLIAMS AUTO PARTS		\$ -	\$ 186.59	\$ 186.59
074231	439	XEROX CORPORATION	52329	\$ 570.70	\$ -	\$ 570.70
TOTAL						\$ 380,030.37
TOTAL				\$ 2,165.70	\$ 377,864.67	\$ 380,030.37

Motion by Mr. Bell to approve the Accounts Payable for April 23, 2015 in the amount of \$380,030.37. Motion seconded and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
074233	700	AUTOZONE		\$ -	\$ 131.47	\$ 131.47
074233	717	AUTOZONE		\$ -	\$ 309.06	\$ 309.06
074234	403	BANK OF CHARLES TOWN		\$ -	\$ 53.86	\$ 53.86
074235	406	ANGELA L BANKS		\$ -	\$ 137.00	\$ 137.00
074236	406	ANGELA L BANKS		\$ -	\$ 59.80	\$ 59.80
074237	405	MYOSHIA BRIGHT		\$ -	\$ 40.25	\$ 40.25

074238	425	B-K OFFICE SUPPLY INC		\$ -	\$ 1,048.50	\$ 1,048.50
074239	406	ELIZABETH JUNE BOWERS		\$ -	\$ 91.00	\$ 91.00
074240	401	201 N. GEORGE ST LLC		\$ -	\$ 9,638.92	\$ 9,638.92
074241	712	FRONTIER WV, INC		\$ -	\$ 380.00	\$ 380.00
074242	402	CSSI-COMplete SYSTEM SPR		\$ -	\$ 115.00	\$ 115.00
074243	405	MARCIA LYNN CHANDLER		\$ -	\$ 520.00	\$ 520.00
074244	405	LAUREN CROWTHER		\$ -	\$ 26.16	\$ 26.16
074245	PAYROLL	DELTA DENTAL OF WV		\$ -	\$ 5,982.84	\$ 5,982.84
074246	405	FEDEX		\$ -	\$ 69.18	\$ 69.18
074247	406	RHONDA FIELDS		\$ -	\$ 137.00	\$ 137.00
074248	PAYROLL	GUARDIAN		\$ -	\$ 1,948.84	\$ 1,948.84
074248	PAYROLL	GUARDIAN		\$ -	\$ 1,725.60	\$ 1,725.60
074249	717	GUTTMAN OIL CO		\$ -	\$ 10,965.95	\$ 10,965.95
074250	401	RICOH USA, INC		\$ -	\$ 29.06	\$ 29.06
074250	403	RICOH USA, INC		\$ -	\$ 58.14	\$ 58.14
074250	404	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
074250	405	RICOH USA, INC		\$ -	\$ 87.21	\$ 87.21
074250	406	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
074250	425	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
074250	433	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
074250	440	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
074250	700	RICOH USA, INC		\$ -	\$ 58.14	\$ 58.14
074250	712	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
074251	401	JEFFERSON PUBLISH CO INC		\$ -	\$ 49.98	\$ 49.98
074252	PAYROLL	HIGHMARK WV		\$ -	\$ 170,604.09	\$ 170,604.09
074253	406	VANDA NELSON		\$ -	\$ 91.00	\$ 91.00
074254	402	PIFER OFFICE SUPPLY, INC		\$ -	\$ 576.50	\$ 576.50
074254	404	PIFER OFFICE SUPPLY, INC		\$ -	\$ 33.32	\$ 33.32
074255	405	PAMELA PATTERSON		\$ -	\$ 189.00	\$ 189.00
074256	405	LECTOR DENISE RIDEOUTT		\$ -	\$ 40.25	\$ 40.25
074257	425	RCS SECURITY		\$ -	\$ 134.70	\$ 134.70
074257	425	RCS SECURITY		\$ -	\$ 1,382.45	\$ 1,382.45
074258	413	SECRETARY OF STATE'S OFF		\$ -	\$ 420.00	\$ 420.00
074259	425	TML COPIERS & DIGITAL	52630	\$ 313.75	\$ -	\$ 313.75
074260	405	THOMSON REUTER - WEST	52685	\$ 766.50	\$ -	\$ 766.50
074261	403	WALZ GROUP, LLC		\$ -	\$ 872.26	\$ 872.26
TOTAL						\$ 209,261.20
TOTAL				\$ 1,080.25	\$ 208,180.95	\$ 209,261.20

Motion by Mr. Manuel to approve the Accounts Payable for April 30, 2015 in the amount of \$209,261.20. Motion seconded and unanimously approved.

APPROVAL OF MANUAL CHECKS

Motion by Ms. Noland to approve the Manual Checks for April 23, 2015 in the amount of \$2,416.00. Motion seconded and unanimously approved.

PUBLIC COMMENT:

Rose Ann Glover, resident – urged the Commission not to sponsor or endorse the All Good Festival for the purpose of obtaining an alcohol permit as she believes the County does not have enough resources to deal with the drug and traffic issues potentially created by the festival goers.

Doug Rockwell, resident – also spoke against the Commission sponsoring or endorsing the All Good Festival due to the liability concerns.

Brian Smith, resident – spoke about his concerns regarding the All Good, calling it a “potential for disaster,” and stated the Commission has an obligation to protect the citizens of the County.

David Tabb, resident – provided the audience with an update on his numerous grievances against the County Commission.

Bob Aitcheson, resident – stated the Commission would be condoning “illegal conduct” such as drug trafficking and public intoxication should they chose to endorse the All Good Music Festival.

PRESENTATIONS

1. Jennifer Myers, Director of Jefferson County Parks and Recreation – requested a monetary match to construct a walking trail at James Hite Park as part of Phase I Development.
 - **Motion by Mr. Manuel to support the construction of the perimeter trail at James Hite Park and provide the \$20,000 match for the project. Motion seconded and passes on a vote of 4-1 with Mr. Bell opposing.**
2. Interviews and Appointments to the Jefferson County Development Authority Board of Directors – one unexpired term ending April 5, 2017.
 - **Motion by Mr. Manuel to appoint David Manthos to the Jefferson County Development Authority Board of Directors for one unexpired term ending April 5, 2017. Motion seconded and unanimously approved.**
3. Christopher Stroech and Robert Martin, counsel for the All Good Music Festival and Campout – requested a letter of endorsement from the County Commission for the WVABCA permit for the All Good Music Festival.

- **Motion by Mr. Manuel to postpone action on the endorsement/sponsorship until the plans drafted by the Health Department, Sheriff's Office, and Department of Transportation in relation to the All Good Festival have been submitted to the County Commission for review. Motion seconded and fails on a vote of 1-4 with Mr. Bell, Ms. Tabb, Ms. Noland, and Mr. Pellish opposing.**
 - **Motion by Mr. Pellish to endorse the issuance of a WVABCA permit for the All Good Music Festival and Campout to be held July 9-11, 2015 and to request the oversight and presence of the WVABCA at the event. Motion seconded and passes on a vote of 4-1 with Mr. Manuel opposing.**
4. Roger Goodwin, Chief County Engineer – requested the authorization for the Engineering Staff to take the necessary action to hire a part-time/full-time building inspector.
- **Motion by Mr. Manuel to authorize the Engineering Staff to advertise for a temporary part-time/full-time building inspector at the cost of of \$30,000 while a building inspector is on medical leave. Motion seconded and unanimously approved.**
5. The Commission recessed for break at 10:45 am.
The Commission reconvened at 11:00 am.
6. Lynn Fields, Deputy Probate Clerk – requested the scheduling of a hearing for the Petition to Resign/Appointment of Alternate Administrator in the Estate of Victoria Stambaugh.
- It was the consensus of the Commission to schedule a hearing for the Petition to Resign/Appointment of Alternate Administrator in the Estate of Victoria Stambaugh during the May 21, 2015 Regular County Commission Meeting.
7. John Reisenweber, Director, Jefferson County Development Authority – requested permission to fill the Program Manager position vacancy.
- **Motion by Mr. Pellish to approve the advertisement of the Program Manager vacancy at the Jefferson County Development Authority. Motion seconded and unanimously approved.**
8. Tim Stanton, Finance Director

Review of Highmark Medical Insurance Renewal Options and Selection of Plan for FY16

- **Motion by Mr. Pellish to adopt Option #6 for the Highmark Medical Insurance Renewal for FY16, effective July 1, 2016. Motion seconded and unanimously approved.**

Review of Delta Dental Renewal for FY16

- **Motion by Mr. Manuel to renew the County dental insurance with Delta Dental for FY16. Motion seconded and unanimously approved.**

Review of Vision Insurance Renewal Options and Selection of Plan for FY16

- **Motion by Ms. Noland to adopt Plan #2 with the National Vision Administrators for FY16. Motion seconded and unanimously approved.**

Approval of Budget Revision

- **Motion by Ms. Noland to approve State Budget Revision #11 as presented by Mr. Stanton. Motion seconded and unanimously approved.**

NEW BUSINESS

9. Draft Mass Gathering Ordinance Update

- It was the consensus of the Commission to schedule a work session on the Mass Gathering Ordinance during a regularly scheduled County Commission meeting.

10. Appointment to the Partnership for Affordable Housing Board of Directors as a County Commission representative.

- It was the consensus of the Commission to request staff to research whether the appointment to the Partnership for Affordable Housing Board of Directors had to be advertised or if they could simply appoint the PAH's designee.

COUNTY ADMINISTRATOR REPORTS

Update on Implementation of \$500.00 pay raise for next fiscal year

- **Motion by Ms. Noland to provide a \$500.00 pay raise in FY16 to current employees who have worked for the county longer than three months as of July 1, 2015.**

Review of Job Description of Finance Director

- **Motion by Ms. Tabb to approve the updated job description for the Finance Director as presented by Ms. Grove. Motion seconded and unanimously approved.**

Review of Job Description of Deputy County Administrator

- It was the consensus of the Commission to request Ms. Grove clarify the role of the Deputy County Administrator in relation to the IT department and provide the Commissioners with the revised job description at the next regular meeting.

Discussion of Road Summit and Legislative Summit – Save the Date - Ms. Grove requested the Commission review their availability for a Road Summit this summer and a Legislative Summit in early fall. Mr. Manuel suggested staff contact Paul Mattox, Commissioner of Highways, and select a few dates when he'd be available for a tour of the problematic Jefferson County roads. Ms. Tabb also suggested the possibility of lunch during the legislative summit in the fall.

Open Enrollment – Ms. Grove stated open enrollment would take place on May 20, 2015 and would be mandatory for all employees.

Space Needs

- **Motion by Mr. Bell to go into Executive Session to discuss Space Needs. Motion seconded and unanimously approved.**
- **Motion by Ms. Noland to come out of Executive Session. Motion seconded and unanimously approved.**

COUNTY COMMISSION REPORTS

Patsy Noland

- Attended the WVACO Regional Wrap-Up.
- Participated in a NACO telephone conference call.
- Participated in a conference call regarding Courthouse Facilities.
- Attended a Drug Abuse Summit in Martinsburg with Senator Capito.
- Attended the Quarterly Partnership Luncheon.

Jane Tabb

- Attended a Park Service Survey.
- Attended a Recognition Program at her grandson's 1st grade class.

Dale Manuel

- Attended the WVACO Regional Wrap Up.

- Attended the Lay of the Levy for FY16.
- Attended a Community Corrections board meeting.
- Attended a Drug Abuse Summit in Martinsburg with Senator Capito.
- Attended a Planning Commission Stakeholders meeting.
- Attended the Keep Jefferson Beautiful/Adopt-a-Highway meeting.

Eric Bell

- Attended the WVACO Regional Wrap Up.
- Attended an EPTA board meeting.
- Attended a meeting with Tom Trumble, President of the Board of Health.
- Attended the Lay of the Levy for FY16.
- Attended a Community Corrections board meeting.

Walt Pellish

- Attended a Development Authority meeting.
- Attended the Keep Jefferson Beautiful/Adopt – a – Highway meeting.
- Began round 10 of chemotherapy.

11. The Commission meeting adjourned at 2:03 pm on a motion by Mr. Manuel. Motion was seconded and unanimously approved.

JANE M. TABB, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant



Minutes

Jefferson County Commission

Thursday, May 7, 2015

A meeting of the Jefferson County Commission was held on Thursday, May 7, 2015 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 Eric Bell, Dale Manuel, Patsy Noland, Walter Pellish, and Jane Tabb. Also present were Stephanie Grove, County Administrator, Jessica Carroll, Executive Administrative Assistant and Jim Eddy, Bailiff. (An audio tape of the Thursday, May 7, 2015 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Manuel led the Pledge of Allegiance.

APPROVAL OF PAYROLL

Motion by Noland to approve the Regular Payroll for May 7, 2015 in the amount of \$229,679.02. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
074268	425	COMCAST		\$ -	\$ 233.63	\$ 233.63
074268	425	COMCAST		\$ -	\$ 189.90	\$ 189.90
074269	712	AT&T/GA		\$ -	\$ 45.19	\$ 45.19
074270	ALLOC	AHA/ART&HUMANITIES ALLNC		\$ -	\$ 977.01	\$ 977.01
074271	GRANT	ANIXTER, INC		\$ -	\$ 5,837.88	\$ 5,837.88
074272	403	BANK OF CHARLES TOWN		\$ -	\$ 204.59	\$ 204.59
074273	425	B-K OFFICE SUPPLY INC		\$ -	\$ 493.80	\$ 493.80
074274	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
074275	PAYROLL	BUREAU F/CHILD SPRT ENF		\$ -	\$ 212.31	\$ 212.31
074276	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
074277	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
074278	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 530.77	\$ 530.77

074279	425	BATTERY MART		\$ -	\$ 21.95	\$ 21.95
074280	402	CSSI-COMplete SYSTEM SPR		\$ -	\$ 170.00	\$ 170.00
074281	425	OLD CHARLES TOWN LIBRARY		\$ -	\$ 1,500.00	\$ 1,500.00
074282	PAYROLL	CHILD SUPPORT ENFORCE AG		\$ -	\$ 27.69	\$ 27.69
074283	PAYROLL	DIVERSIFIED COLLECTION		\$ -	\$ 154.83	\$ 154.83
074284	ALLOC	INDEPENDENT FIRE COMPANY		\$ -	\$ 43,375.00	\$ 43,375.00
074285	PAYROLL	VOYA FINANCIAL		\$ -	\$ 3,040.00	\$ 3,040.00
074286	ALLOC	JEFFERSON COUNTY HISTORI		\$ -	\$ 1,446.70	\$ 1,446.70
074287	GRANT	JEFFERSON RENTAL		\$ -	\$ 462.20	\$ 462.20
074288	GRANT	JEFFERSON DAY REPORT CNT		\$ -	\$ 6,521.01	\$ 6,521.01
074289	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,720.00	\$ 5,720.00
074290	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
074291	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
074292	412	OFFICEMAX		\$ -	\$ 145.13	\$ 145.13
074292	712	OFFICEMAX		\$ -	\$ 63.20	\$ 63.20
074293	ALLOC	JEFF CO PARKS &		\$ -	\$ 20,000.00	\$ 20,000.00
074293	ALLOC	JEFF CO PARKS &		\$ -	\$ 22,001.49	\$ 22,001.49
074294	402	PIFER OFFICE SUPPLY, INC		\$ -	\$ 120.62	\$ 120.62
074295	424	POTOMAC EDISON/OH		\$ -	\$ 1,592.87	\$ 1,592.87
074295	425	POTOMAC EDISON/OH		\$ -	\$ 3,013.29	\$ 3,013.29
074295	425	POTOMAC EDISON/OH		\$ -	\$ 16,757.80	\$ 16,757.80
074296	402	RECORD MANAGEMENT SOLUTN	52467	\$ 35.00	\$ -	\$ 35.00
074296	403	RECORD MANAGEMENT SOLUTN		\$ -	\$ 30.00	\$ 30.00
074297	405	HASSAN RASHEED		\$ -	\$ 184.57	\$ 184.57
074298	PAYROLL	RETIREE HLTH BENEFIT TRS		\$ -	\$ 7,181.00	\$ 7,181.00
074299	717	RICE TIRES CO		\$ -	\$ 412.28	\$ 412.28
074300	403	SOFTWARE SYSTEMS, INC		\$ -	\$ 383.04	\$ 383.04
074300	404	SOFTWARE SYSTEMS, INC		\$ -	\$ 500.00	\$ 500.00
074300	424	SOFTWARE SYSTEMS, INC		\$ -	\$ 491.96	\$ 491.96
074301	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 42,292.82	\$ 42,292.82
074301	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 9,891.00	\$ 9,891.00
074301	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 39,473.81	\$ 39,473.81
074302	717	S & S MOTOR PARTS		\$ -	\$ 519.09	\$ 519.09
074303	GRANT	THOMPSON GAS		\$ -	\$ 2,719.00	\$ 2,719.00
074304	PAYROLL	UNICARE EAP		\$ -	\$ 322.20	\$ 322.20
074305	ALLOC	JEFFERSON CO CONVENTION		\$ -	\$ 24,425.21	\$ 24,425.21
074306	425	VITAL SIGNS		\$ -	\$ 426.25	\$ 426.25
074307	425	WM OF WEST VIRGINIA, INC		\$ -	\$ 655.77	\$ 655.77
074308	402	XEROX CORPORATION	52468	\$ 1,394.93	\$ -	\$ 1,394.93

TOTAL						\$ 267,726.72
TOTAL				\$ 1,429.93	\$ 266,296.79	\$ 267,726.72

Motion by Mr. Manuel to approve the Accounts Payable for May 7, 2015 in the amount of \$267,726.72. Motion unanimously approved.

APPROVAL OF MANUAL CHECKS

Motion by Mr. Bell to approve the Manual Checks for May 7, 2015 in the amount of \$196,475.91. Motion seconded and unanimously approved.

PUBLIC COMMENT:

Jacqueline Milliron, resident – stated she hopes the Commission looks seriously into collecting impact fees for water and sewer services to accommodate for “responsible” growth of the County. Ms. Milliron also asked the Commission to consider what they believe to be “reasonable” rates for sewer and water services and stated she feels it’s discriminatory to charge higher sewer and water rates on those who cannot afford to live within the city limits of Charles Town or Ranson.

PRESENTATIONS

1. Angie Banks, Assessor – requested the signature of Certificates for the Real Estate and Personal Property Books.
2. Louise Kernan, Jefferson County Community Educational Outreach Services – requested the approval and signature of a Proclamation declaring May 17-23, 2015 as West Virginia Community Educational Outreach Service Week.
 - **Motion by Ms. Tabb to approve the Proclamation declaring May 17-23, 2015 as WV Community Educational Outreach Service Week. Motion seconded and unanimously approved.**
3. Nathan Cochran, Assistant Prosecuting Attorney – provided the Commission with an update on the following items: Jefferson County Emergency Services Agency Ordinance, review of the Memorandum of Understanding/lease agreement for the Board of Health Facility, Dog Tethering Ordinance, and Impact Fee research regarding Sewer/Water Impact Fees.
 - **Motion by Mr. Manuel to approve the amendments to the Ordinance to Dissolve and Reconstitute the Emergency Services Agency as presented by Mr. Cochran. Motion seconded and unanimously approved.**

- **Motion by Mr. Manuel to approve the lease agreement with the Jefferson County Board of Health. Motion seconded and unanimously approved.**
4. The Commission recessed for break at 10:45 am.
The Commission reconvened at 11:00 am.
 5. Work Session – Mass Gathering Ordinance
 - It was the consensus of the Commission to send the Mass Gathering Ordinance back to the Planning Commission for recommended revisions based on the input received at the public hearing on the most recent draft of the Mass Gathering Ordinance before taking any action on this item.

NEW BUSINESS

6. Ambulance Fee Exoneration Request – Sandy Tomalesky
 - **Motion by Ms. Noland to permanently approve the ambulance fee exoneration for Sandy Tomalesky until such time as her area of the county is serviced by Jefferson County EMS providers, as presented by Carol Swiger, Ambulance Fee Collector. Motion seconded and unanimously approved.**
7. Ambulance Fee Exoneration Request – Request for waiver of late fee for Jani Harper
 - **Motion by Mr. Manuel to approve the waiver of late fee for the ambulance service fee as presented by Carol Swiger, Ambulance Fee Collector. Motion seconded and unanimously approved.**

COUNTY ADMINISTRATOR REPORTS

- Review of Job Description of Deputy County Administrator
 - **Motion by Mr. Manuel to approve the changes to the Deputy County Administrator job description as presented by Ms. Grove. Motion seconded and unanimously approved.**
- Final Settlement Agreement, Thomas, et al. v. County Commission of Jefferson County, et al., Civil Action No. 3:13-CV-156 and Kilmer, et al. v. County Commission of Jefferson County, et al. Civil Action No. 3:13-CV-95.
 - **Motion by Mr. Pellish to enter into Executive Session to discuss pending litigation. Motion seconded and unanimously approved.**

- **Motion by Ms. Tabb to come out of Executive Session. Motion seconded and unanimously approved.**
- **Motion by Ms. Noland to accept the settlement agreements for the following cases as outlined by the documents attached as an addendum to these minutes: 3:13-CV-156 – Thomas, et al – in the amount of \$30,585.52 and 3:13-CV-95 – Kilmer, et al in the amount of \$53,362.48. Motion seconded and passes on a vote of 4-1 with Mr. Manuel opposing.**

➤ Review of Life Insurance

- **Motion by Mr. Bell to accept the Hartford Plan Life Insurance Policy at the \$50,000 level. Motion seconded and unanimously approved.**

COUNTY COMMISSION REPORTS

Patsy Noland

- Attended an Executive Committee meeting with the CVB.

Jane Tabb

- Attended an ESA Personnel Committee meeting.
- Attended a presentation at Blue Ridge CTC regarding a new “agri-business” degree.
- Attended a Farmland Protection Board easement meeting.
- Attended a Farmland Protection Board Strategic Plan meeting.
- Finalized plans for Farm Day.

Dale Manuel

- Attended a PSD meeting.
- Attended an Affordable Housing meeting.
- Attended the Sam Michael’s Preschool field trip to the Sheriff’s Office.

Eric Bell

- No Commission business to report this week.

Walt Pellish

- Attended a Keep Jefferson Beautiful meeting.
- Attended an Eastern Panhandle Business Association meeting with John Reisenweber, Director of the Jefferson County Development Authority.

8. The Commission meeting adjourned at 11:58 am on a motion by Ms. Noland. Motion was seconded and unanimously approved.

JANE M. TABB, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant

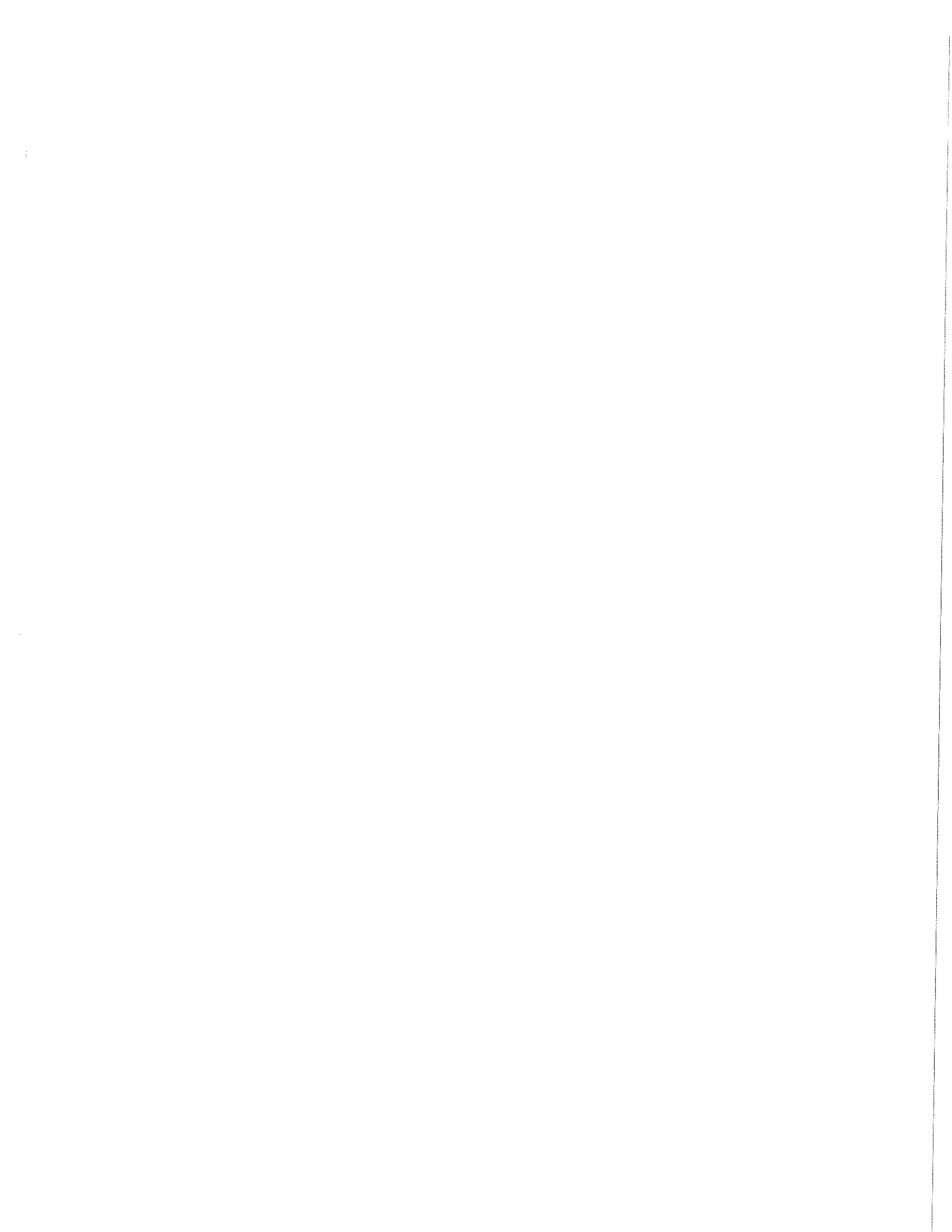
PURCHASE ORDERS TO BE APPROVED

May 21, 2015

DEPARTMENT	PURCHASE ORDER	AMOUNT	VENDOR	DESCRIPTION
CENTRAL GARAGE	52656	\$ 7,083.00	Fisher Auto Parts	Drive, Lift, and Accessories for Auto Shop
ENGINEERING	52585	\$ 9,974.00	Pittsnogle, LLC	Asbestos Abtmnt & Demo. of 169 Daisy Lane
OTHER BUIDLINGS	52657	\$ 5,795.00	Fidelity Power Systems	Generator Repairs at Sheriff's Building
GRAND TOTAL		\$ 22,852.00		



DESCRIPTION	Fund 001 CO.	Fund 003 Dog	Total
Gross Wages	\$ 27,909.00		\$ 27,909.00
6.2% Tax Payable OASDI	\$ 1,730.35		\$ 1,730.35
1.45% Tax Payable HI	\$ 404.68		\$ 404.68
Fed Withholding	\$ 6,434.21		\$ 6,434.21
WV State Withholding	\$ 1,565.95		\$ 1,565.95
PERS Retirement Deduct	\$ 225.09		\$ 225.09
Hosp. Pre-Tax	\$ -		\$ -
Cancer/ICU Pre-Taxed	\$ -		\$ -
Cancer/ICU Not Pre-Taxed	\$ -		\$ -
Optional Life Not Pre-Taxed	\$ -		\$ -
Christmas Club	\$ -		\$ -
Wage Attach #1	\$ -		\$ -
Wage Attach #2	\$ -		\$ -
Wage Attach #3	\$ -		\$ -
Wage Attach #4	\$ -		\$ -
DSRS Retirement Deduct 8.5%	\$ 1,947.10		\$ 1,947.10
457 - Nationwide	\$ -		\$ -
457I - ING	\$ -		\$ -
MD State Tax	\$ -		\$ -
D/VF	\$ -		\$ -
VA. State Tax	\$ -		\$ -
COLONIAL(PLUS)	\$ -		\$ -
Total Deductions	\$ 12,307.38	\$ -	\$ 12,307.38
Net Wages Total	\$ 15,601.62	\$ -	\$ 15,601.62
Payroll Dated	14-May-2015		



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Tim Stanton, Finance Director

Department or Organization: County Commission

Estimation of amount of time needed for appointment: 30 minutes

Date Requested – 1st Choice: May 21, 2015

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

Date Requested – 2nd Choice: Click here to enter text.

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

- ✦ Approval of Internal Budget Revision
- ✦ Review of Employee Assistance Program
- ✦ Review of April Financials
- ✦ Request for new accounting fund

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

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*):

- Motion to accept Internal Budget Revision number 14 of General Fund
- Motion to accept proposal of Employee Assistance Program from Mazzitti & Sullivan for all Full-time and Part-time employees.
- Motion to establish new restricted fund titled Animal Welfare Donations

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

Cost of Employee Assistance Program from Unicare is \$1.79 per employee per month. Cost from Mazzitti & Sullivan is \$1.50 per employee per month.

UniCare
Employee Assistance Program



EMPLOYEE ASSISTANCE PROGRAM

Have questions about home, work or family?

Maybe you're a few months behind on bills and want to get back on track. Or you're new to town and looking for a daycare center. Whatever your concern, a call to the Employee Assistance Program (EAP) can help you through it.

What is EAP, anyway?

You may have heard about EAP but aren't sure what it is. EAP is a service available to you and members of your household at no extra cost. It's designed to help you with everyday problems and questions, big or small. No need to fill out paperwork or make an appointment to speak with an EAP staff member. Just call 800-865-1044 or visit www.unicare.com/youreap. You'll be connected in an instant, and we're here 24 hours a day, every day, to help you.

How we can help

When you or a household member contacts us, we'll work with you to figure out the next steps. If you need counseling, we can arrange several free visits with a licensed professional. If you have money or legal questions, we can put you in touch with a financial advisor or a lawyer.

If online help is more your style, visit www.unicare.com/youreap. You'll find articles, checklists, quizzes and other helpful tools. You can browse resources, attend a webinar or take an online class right at

your own desk. Here are just some of the topics covered:

- Workplace safety
- Grief and loss
- Addiction and recovery
- Child and elder care resources
- Family health
- Dealing with identity theft
- Tobacco cessation
- Home improvement

Remember, EAP is here for you 24/7, so you can call at the time and place that are right for you. Your privacy is important to us. No one will know you've called EAP unless you give them permission in writing.*

Have there been a few bumps in the road?

EAP can help smooth it out. Call 800-865-1044 or go to www.unicare.com/youreap and enter Jefferson Coun

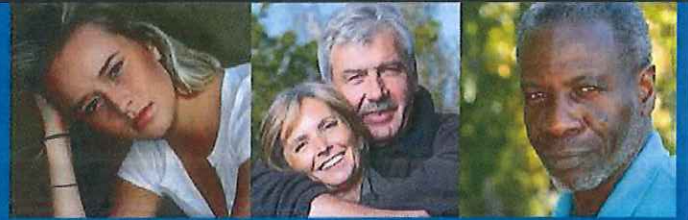


Unicare is a WellPoint Company

Mazzitti & Sullivan
Employee Assistance Program



We listen.



Proposal for Employee Assistance Program Services

For

Jefferson County



April 30, 2015

Presented by

MAZZITTI & SULLIVAN

Employee Assistance Program

3207 North Front Street | Harrisburg, PA 17110 | Phone: 800-543-5080 | Fax: 717-901-5659 | www.mseap.com

We help.

INTRODUCTION

Mazzitti & Sullivan recognizes that an employee benefit is only as good as the services it delivers. While Employee Assistance Programs are generally directed at the employees and their families, we know that the goals of reducing errors, improving performance, and increasing efficiency are major considerations for the employer. Staff members who are able to resolve their personal issues and commit to personal and professional growth are better able to assist the community which they serve. Mazzitti & Sullivan EAP Services has years of experience with county government. We have provided EAP services to the County Commissioners Association of Pennsylvania for 16 years. We service 50 of the 67 counties in Pennsylvania.

Because our goal is to form a partnership with our clients, we focus on service delivery, not marketing. Our account management staff works directly with employers as well as their employees, with a primary focus on problem resolution -- for this reason, Mazzitti & Sullivan EAP gets the best results when compared to other EAP providers. We can also offer the following insights about what makes us different from other EAPs:

- An annual renewal rate of 98% for all contracts
- An average client satisfaction rate of more than 98%
- Direct services delivered to dependents at twice the rate of our competitors
- Demonstrated savings regarding insurance costs
- Award-winning training staff with experience nationally
- CISM and traumatic stress experts recognized as the best in the region
- A full spectrum of available services -- from pre-hire to retirement

While the services presented in this proposal represent those most often selected by employers, our goal for this benefit will be to design a program that includes all of the services that Jefferson County sees as important for optimum results.

By having a solid understanding of the issues and goals of Jefferson County, we will be able to ensure that services are provided as smoothly as possible and that information is transmitted in a timely and efficient manner. By working closely as a true partner in the provision of these services, we believe we can enhance the reputation and growth of both Jefferson County and Mazzitti & Sullivan EAP Services. Our approach to customer service by building solid working relationships has been the basis for our success and growth over the past 30 years, and we are committed to continuing this as a priority in the future.

COMPREHENSIVE EMPLOYEE ASSISTANCE PROGRAM SERVICES

Description of Approach and Systems

The Employee Assistance Program (EAP) service model that we provide incorporates a comprehensive, broad-brush approach. This allows employees and their family members to access the EAP for help in resolving a wide range of personal, mental health, and chemical dependency problems. By establishing strong working relationships with the Human Resources Department and other management/administrative staff, we can assist the county in addressing personnel issues that impact overall worksite performance. Further, by integrating the EAP with human resource functions, we can help the county successfully address and solve the problems presenting themselves at work. The issues for which HR/management staff most often request our help are: drug free workplace, federal Department of Transportation (DOT) driver testing compliance, stress management, cultural diversity, conflict resolution, team building, Family and Medical Leave Act (FMLA), Americans with Disabilities Act (ADA), critical incident stress debriefing, and worksite wellness programs. It is the goal of the Employee Assistance Program to help identify and solve worksite problems by building strong working relationships with employers and their employees. To accomplish this, Mazzitti & Sullivan offers the following range of services to Jefferson County

Direct Services

➤ **Crisis Intervention**

Crisis intervention will be provided for employees and eligible dependents presenting mental health or chemical dependency *emergencies* to the EAP. These services are available 24 hours a day, 7 days a week through our account managers and answering service. *Emergencies* are handled immediately, with linkage for services occurring within the hour. This includes on-site services for life threatening situations and management consultation when a crisis situation has developed at the workplace. We maintain a nationwide listing of crisis intervention services that includes medical, police, and other emergency response agencies.

➤ **Problem Assessment and Triage**

Assessments will be provided for employees and eligible dependents at locations near the worksite or their homes. These will take place within 72 hours unless the employee chooses an evaluation date outside of these parameters. Our account management staff conducts the initial intake over the telephone; however, all evaluations are done face-to-face. After the account manager has discussed the employee/family members' needs for services and has explained the EAP process, they will collect personal and demographic information for our computer database. The next step is for the account manager to connect the employee/family member with a qualified clinician near their worksite or home. The account manager relays the information to the clinician and the employee/family member contacts the evaluator to set up the appointment. We require

that the evaluator contact the client within 24 hours if a message is left for the evaluator. The evaluator then relays confirmation of the appointment time and date to the account manager as part of the account management process.

➤ **Short-Term Counseling**

Short-term counseling will be provided for employees and covered dependents. Based upon the program design selected by Jefferson County, those who use the EAP are entitled to visit the EAP therapist for the contracted number of counseling sessions per person, per problem situation.

Referred Services

Should resolution of the employee's/family member's presenting problems require more extensive treatment than can be offered through the evaluation and short-term counseling segment of the program, employees/family members will be referred to qualified specialists offering the following services:

- Individual Therapy
- Marriage Counseling
- Group Counseling
- Chemical Dependency Treatment
- Family Therapy
- Financial Counseling
- Vocational Counseling
- Stress Management
- Other services as considered on a case-by-case basis

Problems Addressed by the EAP

Each person covered by the Employee Assistance Program is entitled to an evaluation, short-term counseling, and/or referral services for any of the following problems:

- Substance Abuse
- Emotional/Personal
- Health-Related
- Family/Marital
- Financial Referrals
- Vocational
- Other problems as considered on a case-by-case basis

EAP System Components:

- EAP Policy and Procedure Development
- 24-Hour Access to Services
- Toll-Free Telephone Number
- Internet-Based Services (www.mseap.com)
- Assessment and Referral System
- Short-Term Counseling Option (3, 4, or 5 Sessions)
- Expansive Benefit – Covers All Full-Time Employees, All Part-Time Employees, and All Household Members, plus children living outside of the home (up to age 26)
- Credentialed Evaluation and Treatment Staff
- Confidentiality-Based Operation
- Integrated Follow-up System
- Community Treatment Resource Network
- Telephonic Services: Elder Care Management and Direction, Financial Fitness Services
- Account Management Component
- Close Working Relationship with Human Resources/Benefits
- HR/Supervisor/Management Consultation
- Annual On-Site Trainings for Administrative Staff, Principals/Vice Principals, Supervisors, and Labor Representatives on Referring Employees to and Using the EAP
- Annual Employee Orientation Sessions On Site, plus CD-ROM/DVD
- Quarterly and Annual Statistical Reports
- Program Publicity and Promotion (Monthly EAP Newsletters for Employees as well as Supervisors; Brochures; Wallet Cards; Posters; Other Mailings)
- Quarterly Breakfast Meetings (Hosted in Harrisburg and Lancaster)
- Flexible to Meet Changing Labor/Management Needs
- Adequate Professional Liability Insurance (\$1,000,000/\$3,000,000)
- Coordination with DOT-Approved Substance Abuse Professionals (for CDL Drivers)
- Procedures for Handling Emergencies - On-Site Critical Incident Stress Management Services*
- On-Site Counseling/Mediation/Conflict Resolution*
- Exit Interview Services*
- Job Matching Services*
- Pre-Employment Screening*
- Succession Planning Services*
- Employee/Management Coaching*
- Workshops/Seminars/Training Programs*

* - Additional fee

ACCOUNT MANAGEMENT

An integral component of EAP programs is the account management function. An overview of the account management process of managing individual clients includes initial contact by the caller, a general assessment of the caller's problem, and triage of the caller to a counselor that has clinical expertise in the identified problem area. It is the account manager's job to make sure the counselor is geographically accessible.

The two major responsibilities for account management are to "screen" and "direct." Account managers facilitate by giving support and linking the caller with the service. Account managers screen callers for crisis, identify their needs, and direct them to appropriate help. The account manager is responsible for monitoring each caller's progress from initial contact through completion of treatment and follow-up. The account manager will work closely with the caller, counselor, and other persons relevant to the case, to assist in securing suitable treatment, determining insurance benefits or coverage, and coordinating follow-up to determine effectiveness of service delivery.

Upon receiving a telephone referral from an account manager, the caller can contact the counselor to arrange an appointment for the assessment. If the caller is having difficulty contacting the counselor, the account manager should be promptly notified. An appointment for a face-to-face evaluation with the caller is requested to be set within three business days of the initial contact, unless the caller requests otherwise.

If the caller is presented as an urgent referral, the counselor is to schedule an appointment within 24 hours. If the caller cannot contact the counselor, or schedule the appointment, the account manager should be notified immediately.

The counselor will contact the account manager to confirm the date and time of the scheduled evaluation. To confirm appointments, re-scheduling, no-shows or cancellations during off hours, an answering service is available for counselors to leave messages of a routine nature. The counselor will immediately notify the account manager if the caller cancels, reschedules, or does not keep the scheduled evaluation.

Upon completion of the evaluation, the counselor will provide the client with at least two recommendations/referrals. In presenting the options to the client, the counselor considers the client's ability to pay. The referral option could include the counselor or the agency where the counselor is employed. If the evaluation indicates that the client has an alcohol, drug, or mental health problem, the counselor uses the EAP placement criteria to determine the most appropriate level of treatment. The counselor will assist the client in contacting and arranging an appointment with the treatment provider to which the client is referred. The counselor agrees not to contact, verbally or in writing, an employer/supervisor without consulting and receiving approval from the Mazzitti & Sullivan account manager.

If the client is covered by an indemnity plan, the counselor utilizes the plan's provider network to select a treatment provider and explains to the client the two referral recommendations.

Consents are obtained, where necessary. Referrals for treatment will be directed to our system providers unless none are appropriate or listed with the health plan's provider network.

If the client is covered by an HMO, the counselor refers the client to his/her HMO Gatekeeper or Primary Care Physician and advocates for the recommended type and level of care for the client. The client will then confirm the outcome of the HMO evaluation process with the EAP counselor.

If uninsured, the counselor will utilize the local county drug and alcohol or community mental health systems. Again, the counselor will provide at least two options for continued treatment and explain the benefits and costs of each option. The exception to this would be locations where fewer than two affordable referral options exist.

➤ *Emergencies vs. Non-Emergencies*

A client's involvement in a crisis situation is something to which an account manager must be sensitive. If the client is clearly in crisis, the account manager will attempt to get the identifying information that is necessary to complete the referral process. The account manager then asks specific questions as outlined in the EAP client crisis protocol.

Emergency calls are connected with crisis intervention immediately, and if the caller is an immediate danger to him/herself or others, the staff member will contact 911 and have someone intervene. If the caller is not an immediate danger to him/herself, but has an urgent need to see a counselor, the account manager will contact a local counselor to see the person as quickly as possible and/or do a phone screen.

When the client's situation is not a crisis, the contact is handled as a non-emergency call and managed as a regular referral.

➤ *Follow-Up*

Mazzitti & Sullivan has a system for client follow-up that ensures that the client is receiving satisfactory services and collects data for our quality assurance process. The client is contacted by phone within three months after the initial visit. The follow-up staff person will make four attempts to contact each client. As with the other account management functions, confidentiality considerations will be strictly observed. Information will not be shared with anyone without the client's consent. If it is found through follow-up that a client is experiencing problems in accessing proper treatment services, the account manager will work with the client to solve the problems.

Follow-up is performed by staff to ensure the appropriateness and quality of service as well as measure program success. Follow-up monitoring also ensures that there is not a conflict of interest in the type and level of service recommended by the therapist and the

type and level of service that appears appropriate based upon available clinical information.

➤ *Performance Standards and Guarantees*

Telephone calls are answered within three rings 95% of the time, and our abandonment rate is less than 1%. Initial responses to e-mails are sent within two business days, frequently within an hour of receipt during regular business hours.

Every effort is made to maintain accuracy in recordkeeping, especially in the spelling of names and in telephone numbers. Our initial evaluation report form allows us to catch any errors which may occur. Any inconsistencies are immediately rectified after confirming what is correct.

EXTENSIVE CLINICAL NETWORK

In order to provide Jefferson County employees with a comprehensive service delivery system that affords choices of therapists specializing in many different areas of expertise, Mazzitti & Sullivan maintains a network of approximately three thousand clinicians that are credentialed across the United States. To illustrate what this will mean to the county's employees, we offer this view: while other EAP vendors may have only one or two locations that employees and their family members must go to for services, our system allows employees and their families numerous clinics near their workplace or home from which to choose. Having choices allows our account management staff to more closely match the client's presenting problem with the therapist that has expertise in that particular area. It also allows our account management staff to facilitate requests for male or female therapists, minority therapists, and therapists with different clinical specialties.

Credentialing/Re-credentialing Process for Clinicians

➤ *Credentialing*

The credentialing process for clinicians included in our network requires that they have a minimum of a master's degree in counseling, psychology or social work and are either licensed by the state in which they practice or are supervised by a licensed psychologist. We also require proof of licensure and/or supervision, information on specialties, and evidence of professional liability insurance in amounts ranging from \$1,000,000 to \$3,000,000. Those clinicians providing assessment for drug and alcohol problems must be working for a state licensed facility and provide (upon request) written proof of state certification or licensure in the identification and treatment of substance abuse problems.

All clinical work provided by our network clinicians is evaluated by our account management staff using information collected from our individual as well as corporate clients. Any problems reported to the EAP by a patient are addressed within 48 hours with the clinician. Recurring, justified complaints (more than two) are cause for removal from the network. All network providers are audited and re-credentialed every two years to ensure that they continue to meet our standards.

➤ *Criteria*

Written credentialing policies include minimum criteria for credentialing practitioners as well as the circumstances under which exceptions, if any, can be made to these criteria. Minimum Mazzitti & Sullivan credentialing criteria by practitioner type are as follows:

- Clinicians functioning as directors or managers: must be fully licensed masters level mental health/chemical dependency (MH/CD) professionals with degrees in psychology, social work, or nursing.

- Psychotherapists performing patient evaluation: must be fully licensed or certified master's level Mental Health professional, or master's prepared Certified Addictions Counselor (CAC).
- Psychotherapists: must be masters level MH/CD professionals, and, if not licensed, must be supervised by a licensed MH/CD professional or CAC.

➤ *Accountability and Oversight*

Each agency must maintain their own policies that designate the person(s) responsible for conducting credentialing activities and for presenting clinical personnel for approval by Credentialing or Quality Assessment Committee; establish a Credentialing or Quality Assessment Committee responsible for credentialing decisions; define time frames and procedures for re-credentialing; and require the review of the credentialing policies by the provider's governing body at predetermined intervals.

➤ *Provider Credential Files*

Providers are required to maintain and update their own credentialing files with respect to each practitioner, and provide that information to Mazzitti & Sullivan EAP upon request. The following information must be current in each file:

- Degree and field of degree.
- Current licenses and type, number and expiration date. Copies must be present.
- Current certifications (e.g. CAC) and expiration date. Copies must be present.
- Proof of malpractice coverage, including the amount, and the expiration date of the policy.
- Documentation of specialties (e.g. addictions, eating disorders).
- Status as either employed or contracted by providing agency.
- Work location(s).
- Taxpayer ID#.
- Physician board certification status, if applicable.
- Signed application.
- Professional, educational and work history, including schools, internships, and residencies with all relevant dates.
- Current DEA number and expiration date. Copies must be present.
- Physician board certification status, if applicable.
- Hospital affiliations and privileges, if applicable.

Positive responses to malpractice suit inquiry or loss of hospital privileges must be reviewed by the provider's Medical Director.

➤ *Primary Source Verification*

For all clinical personnel, providers are required to verify the following credentials from the primary source: license or certification; medical school/graduate school or undergraduate school (highest level of education); and claims history. For physicians, providers are required to verify the following credentials: hospital privileges; board certification; and residency completion. Credentialing files must contain evidence that verification, either in written or verbal form, has been obtained from the primary source.

➤ *Re-credentialing*

All participating providers must have written policies with respect to the scope and frequency of re-credentialing activities. Time frames and procedures for re-credentialing must be defined. Credentialing files must, at a minimum, document the following re-credentialing activities:

- Licensing, DEA, and certifications should be kept current.
- National Practitioners Data Bank query results (every two years).
- Primary source re-verification on two year intervals, with the exception of school and residency.

Positive responses to malpractice suit inquiry or loss of hospital privileges must be reviewed by provider's Medical Director.

➤ *Provider Reporting*

Provider must report to Mazzitti & Sullivan any limitation or change of an individual clinician's participation in provider organization within thirty days of the imposition of the limitation. Provider shall report any sanction against an individual by Medicare/Medicaid immediately upon notification to provider of such sanction.

Network providers are required to notify Mazzitti & Sullivan regarding practitioners who are newly credentialed to treat Mazzitti & Sullivan members, or recently terminated practitioners. Additionally, updates in credentialing (e.g., therapist has acquired CAC designation or CISM training) are also required as needed.

➤ *Mazzitti & Sullivan Oversight*

Credentialing decisions are subject to review and oversight by Mazzitti & Sullivan, who shall have final authority over credentialing activities. Mazzitti & Sullivan retains the right to approve new practitioners and sites, and to terminate or suspend individual practitioners. Mazzitti & Sullivan shall have access to provider's credentialing files and credentialing committee minutes upon reasonable request.

National Network Saturation

Account Managers at Mazzitti & Sullivan EAP are all trained in assisting clinicians with credentialing and other questions, and one is designated as the Provider Network Coordinator. This Provider Network Coordinator is the primary individual responsible for assimilating new therapists/agencies into our integrated EAP database, acquiring necessary paperwork and forms to complete each provider's file, and conducting routine network auditing to make sure that our information is current and accurate.

Because each employer has different needs for clinicians based upon locations and concentrations of employees or family members, our provider network coordinator will work with Jefferson County to ensure that our national network is tailored to fit the employees' needs. This ability to customize our system ensures that every employee, as well as their household members, have access to the full range of clinical and community based services, regardless of their geographical location.

Mazzitti & Sullivan EAP is inclusive rather than exclusive with its clinical network; we are frequently adding new providers across the country to our database through active recruitment in areas where more clinicians are needed as well as via specific client requests. It is our goal to offer our individual clients several options within a 30-minute drive of their home or work. Through our many years of work with both private and public employers, we have found that no single clinician is a "perfect fit" with everyone – there are countless variables in everyone's lives that affect their preferences. Since working with a therapist is a very personal event, it is imperative that there be a rapport between the individual and the therapist; without this rapport, progress is difficult at best. To ensure that the EAP is as effective as possible to our individual clients, we work with them at the initial intake to find a provider who is compatible with their needs; **in the event that the therapist is not a good "fit" with the client, we offer a complimentary re-referral to a different clinician.** Many times it is clear after the first session if that therapist is not going to be compatible with the client. If this happens for any reason, (such as emotional compatibility) the individual client is always welcome to contact us for an alternate referral. So that the caller has the full EAP benefit to use with a provider who can assist him/her/them, **we return the first session back to the client.** For example, if someone is authorized for 3 EAP sessions, and has been to one session with a provider that he or she is dissatisfied with for any reason, we will offer them 3 EAP sessions with a different provider. There is no limit to how many times an individual client may change providers; however, we find that in most cases the second referral is a better fit than the first and the client is satisfied.

COMMUNITY RESOURCE REFERRALS

The Employee Assistance Program is *more* than just counseling. It has become clear to us over the past thirty years that there is no single service that will help every employee in a given organization, and in response to the changing needs of our client base, we have expanded our services in order to assist more people. Not everyone wants – or needs – one-on-one, face-to-face counseling; however, many people are unaware of the vast community resources that are available to them for any given issue.

Part of what makes the EAP “comprehensive” is our ability to offer additional resources to callers who are looking for assistance either in addition to, or in lieu of, counseling. We maintain a collection of resources nationwide on a variety of topics and concerns, including but not limited to the following areas:

- Adoption Information
- Child Care
- College Scholarships
- Domestic Violence Assistance and Shelters
- Drug/Alcohol Treatment Program Options
- Elder Care
- Financial
- Gambling
- Halfway Houses
- Health-Related (Cancer, Multiple Sclerosis, other physical issues)
- Homeless Shelters
- Housing and Utility Assistance
- Immigration Information
- Legal
- Mental Health Support Groups
- Pregnancy Services
- Substance Abuse Support Groups
- Suicide Hotlines
- Teenagers
- Veteran Services
- Victim/Witness Services

Resource referrals are part of the EAP services and can be requested unlimited times. Many of these resources are free of charge, or have a nominal fee, to use. If we are aware of a fee, we will let the caller know ahead of time. Our staff is also skilled in conducting the necessary research to find information in areas not listed above, upon request. We provide telephone numbers, addresses, and (where applicable) websites to the caller so that he or she may follow up with the resources and determine which option(s) will be most beneficial. Some programs are need-based or have specific criteria for which a person must qualify; we leave it up to the individual to follow through directly with the resource.

Telephonic Elder Care Management and Direction

Studies show that as many as 35% of all employees are dealing with elder care issues. These problems result in absenteeism, workday interruptions, emergencies, replacement costs for caregivers leaving the workforce, and decreased productivity as a result of stress, depression, illness, and exhaustion.

Through our partnership with Senior Management Services, we offer the option for callers to utilize their EAP sessions as 30-45 minute telephone consultations to discuss caregiving issues and to explore available resources for themselves and older relatives. This benefit – which is included with the EAP contract at no extra charge – permits those employees with adult caregiving responsibilities to focus on their jobs by providing them with the proper resources to move forward and continue working when their aging relations are in need of care.

Senior Management Services can also help employees who are getting ready to retire, by assisting them with the various issues that occur just before, during, and after retirement.

The elder care component includes:

- Access for elder care support and information for each employee through a nationwide toll-free hotline.
- A customized caregiver resource packet designed to assist employees in locating services, even if the aging person does not live locally.
- Total confidentiality.

Telephonic Financial Fitness Services

The BALANCE Financial Fitness Program has long been utilized by credit unions as a way to help their members to be “fiscally fit” – and we have also contracted with them to provide their telephonic services to our clients as well.

BALANCE can provide confidential money management and debt counseling and information, as well as Housing Counseling (buyer education, affordable housing, early delinquency intervention, default and foreclosure, reverse mortgages, and tenant rights). They will also send free printed materials to callers to help them with money management, housing issues, or bankruptcy prevention, and have a variety of materials available on their website.

BALANCE can also provide direct services with debt consolidation for a low additional fee, as well as offer current credit reports (with scores) and a Credit Report Review for a reasonable fee, with no additional obligation and the security of knowing that one’s Social Security Number is not going to be compromised.

Note: *The BALANCE Financial Fitness Program does not endorse or sell any specific financial products or services which would create a conflict of interest.*

SUBSTANCE ABUSE PROFESSIONAL SERVICES

If Jefferson County has any CDL drivers on staff, such as truck drivers, who test positive during, before, or after conducting any safety-sensitive responsibilities, that employee will require an evaluation from a DOT-certified Substance Abuse Professional (SAP). Mazzitti and Sullivan will coordinate SAP evaluation services as defined in 49 CFR Part 382 US DOT regulations. The SAP will meet the criteria specified in the US DOT regulation and are certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission. The SAP will evaluate all employee drug or alcohol referrals when the employee has violated DOT regulations 49 CFR Part 40. The SAP will communicate the results of the evaluation and any recommendations for treatment to the employer's designated representative. It will be the responsibility of the SAP to provide case management services for these patients while they are actively participating in any recommended treatment program. With appropriate releases of information, the SAP will communicate with treatment and aftercare providers to ascertain the patient's treatment progress, status and compliance. The SAP will determine the patient's ability to return to work in a CDL or safety sensitive job position. The SAP will also recommend a follow-up drug testing schedule for the patient, which conforms to US DOT guidelines. The SAP will communicate completion/ termination of treatment, results of the return to work evaluation and the recommended follow-up testing schedule to the designated representative. Case management services provided by the SAP are in addition to regular case management services provided by Mazzitti & Sullivan EAP staff.

Mazzitti & Sullivan EAP Services will provide coordinated services and disseminate information referred as a Condition of Continued Employment (COCE). This formal referral is a process that we have a great deal of experience in administering. In addition to providing the appropriate paperwork, we will also train supervisors in the procedure for a COCE referral. Necessary consents are obtained from the employee so that the account manager can provide ongoing updates about attendance in treatment and referral recommendations to the contact person listed on the release form.

The cost for Department of Transportation evaluations by a qualified Substance Abuse SAP is not included in the standard contract price; fees for SAP services are usually paid by the affected employee.

EAP PROGRAM DESIGN OPTIONS

A major contributor to our success over the years has been our ability to listen to our clients and design Employee Assistance Programs that meet their goals and objectives. This flexibility has led to the development of numerous program designs.

Three Session Model - This is the most popular EAP design selected by employers that are implementing a program for the first time, and most of the contracts that we have consist of three session models. The three-session model allows the counselor to perform a more in-depth assessment of the client's problems or to do some brief solution-focused therapy with the client if the problem is not severe. Since the goal of the Employee Assistance Program is early intervention, the prospect of success for brief therapy increases dramatically. It is our experience that **90.35% of the clients utilizing the three-session model EAP do not require referrals beyond the EAP for additional treatment.** Part of the reason for this high number may be that we have designed our EAP to provide the contracted number of sessions for *each* family member. Many other EAPs only allow the contracted number of sessions for the entire family. **For example, a family of four that comes for family counseling through our EAP would be entitled to up to 12 sessions.** Under many other EAPs, a family of four would be entitled to only three sessions. In the three-session model the average number of sessions used by each client is 2.38.

Again, the three session program design is the one most often requested by employers, but we can administer programs that offer any requested number of sessions that best meets the needs and goals of our clients.

PROGRAM SET UP/POLICY DEVELOPMENT

Mazzitti & Sullivan EAP Services staff will provide expertise in setting up all aspects of the Employee Assistance Program for Jefferson County. Our staff would meet with designated county representatives to establish the Employee Assistance Program goals and objectives and develop a timeline for implementation. We would review the county's personnel policies on mental health and chemical dependency issues, as well as policies on sexual harassment, fitness for duty and time/leave. Mazzitti & Sullivan's staff will provide technical assistance in developing EAP policy and policy in any other personnel area as requested.

We will establish EAP supervisory training programs and employee orientations as described in this proposal and a schedule for their delivery. All training presentations and employee orientation programs will be coordinated with county staff, taking into consideration staffing availability and 24 hour work schedules. We will develop selected promotional materials that have been approved by county representatives and oversee their production and distribution.

PROGRAM PUBLICITY AND PROMOTION

For an EAP to be successful, it must be understood and accepted by those it is intended to serve. Mazzitti & Sullivan will work with designated county personnel to develop a program of publicity and promotion utilizing a variety of materials and approaches that may include, but are not limited to the following:

- Brochures
- EAP Wallet Cards
- Posters
- Website Access
- Initial Mailing to Employees' homes
- Monthly Newsletters (via e-mail)
- Orientation Video on DVD/CD

We believe that program promotion is most effective when it is carried out on a regularly scheduled basis. We would recommend that initial program promotion include a letter and brochure that is mailed directly to the employees' homes so that covered dependents are aware of the services. Worksite posters should be prominently displayed on an ongoing basis. We also distribute an EAP newsletter (via e-mail) that addresses personal problem issues and also serves to remind employees and their family members about the EAP and how to access it. All promotional materials are included with the contract costs, and may be re-ordered as needed. Should utilization fall below 3%, Mazzitti & Sullivan will discuss strategies for training and/or promotional activities to enhance utilization. **In 2013, the average annual utilization for all of the Employee Assistance Programs that we administered was 9.13%.**

EAP MANAGEMENT/SUPERVISORY TRAINING

All relevant research, data and experience have demonstrated that Employee Assistance Program efforts require that key worksite personnel all be trained to ensure expedient and efficient program operation. The staff of Mazzitti & Sullivan will be available to be involved on any level in the training of county supervisors and managers. Mazzitti & Sullivan staff that would participate in this effort have strong backgrounds in developing and presenting EAP training packages that are 1) easy to understand and 2) educational on program objectives, procedures and benefits. Training packages would be developed in concert with county personnel to ensure that all program goals are met. Drawing on our experience in this area, we would help develop training packages that are designed to accomplish the following objectives:

- To have the training participants examine their attitudes toward alcoholism and other chemical dependency issues as well as mental health and personal problems.
- To impress upon the training participants the need for such a program and the benefits of the program to the employer and the employees.
- To impress upon the training participants the need to remain objective when dealing with employees with substance abuse and other related problems.
- To provide the training participants with an understanding of the concept of employee assistance and the types of problems the program can address.
- To educate the training participants in the role of documentation and the need for this in effectively dealing with deteriorating job performance.
- To educate the training participants in the area of addiction and recovery.
- To educate the training participants for the necessity of a team approach when dealing with the troubled employee, particularly the substance abuser.
- To define the role of the key people in the intervention process.
- To impress upon the training participants the need to focus on “job performance” when confronting a troubled employee.
- To enable the training participants, in a non-threatening environment, to practice confronting the troubled employee.

Training Presentation

The training program will utilize the following things to accomplish its goals:

- Lectures
- Experiential Exercises (role play)
- Written Materials Designed to Reinforce Learning Process
- Questions/Comments

Training will be conducted as needed and determined by the Business Manager.

Employee Orientation

Mazzitti & Sullivan will provide on-site employee orientation sessions as well as provide an orientation video on DVD and CD-ROM. These orientation sessions have several goals.

- To explain the operation and benefit of the Employee Assistance Program for the workers and their families.
- To address concerns about cost for services through the Employee Assistance Program.
- To explain the range of services and types of problems covered by the Employee Assistance Program.
- To address concerns about the confidentiality of the Employee Assistance Program.
- To explain program access and service availability near their worksite or home.

Note: *All training designed to orient employees, supervisors and managers to the EAP benefit is included in the annual price per covered employee.*

HUMAN RESOURCE / SUPERVISOR CONSULTATION

The Employee Assistance Program provides a valuable benefit to “middle management” employees of the county. These supervisors and managers are responsible for the safety and performance of the employees whom they supervise. They are often faced with personnel and worksite issues that impact on job performance but are rooted in personal problems that their employees are experiencing. While middle managers and county administration may be well trained in supervising performance and safety issues, they are not equipped to handle mental health and chemical dependency issues. Through training, the Employee Assistance Program works with managers and supervisors to build a truly functional working relationship. Management employees learn about the services the EAP can offer to them in dealing with problem employees. Once educated, these employees come to view the EAP as another tool that they can use in managing the workplace and their employees.

Mazzitti & Sullivan account management and clinical staff will be responsible for providing individual consultation to supervisors, managers, and administration staff regarding day-to-day management of employees with problems and proper procedure for referral to the EAP. Our staff can also handle calls about traumatic events at the work site and coordinate with the county to plan appropriate responses.

Another consideration is that major changes in the workplace, such as restructuring and downsizing, often result in employee stress. When problems develop because of this, the Employee Assistance Program can provide either transitional or outplacement counseling. Access to information regarding these services is available 24 hours a day through our account management staff. We view the development of strong working relationships with our corporate clients as a key to EAP success. To demonstrate our commitment to this, we have established a **separate 800 number** that is available to **supervisors and managers** for the purpose of consultation. This phone number is **1-800-241-5740**.

OUTCOMES / REPORTS

Mazzitti & Sullivan will provide quarterly utilization and program performance reports to Jefferson County. Mazzitti & Sullivan account management staff collects the data from our clients, evaluators, treatment facilities, supervisors, and managers that make up the basis of our reports. We have a fully integrated, networked computer system that allows us to easily collect and enter data. The database that we use to store information and generate reports is custom developed by *Herbert & Lewis* in Washington, developed specifically for our agency and the tracking and reporting needs of our EAP system. We have the ability to track clients through the system, from contact to assessment to treatment and aftercare. We can log the type, level, and length of each client's treatment experiences, and track actual costs per client. The database allows us to measure treatment success and failure over time. We can chart treatment outcomes and measure them against other EAP systems and national data. In addition to treatment information, we track utilization and employer-by-employer demographic information. When incorporated into the EAP quarterly reports, this information should give Jefferson County a snapshot of their workforce and the type of issues that their employees are dealing with during any given reporting period. A sample Annual Report is attached at the end of this proposal for your reference.

Provisions for our annual report which recap utilization and compare performance with normative statistics are as follows: Program utilization, program statistical analysis, and summary of observations and recommendations.

Annual reports include data that explains how the EAP is performing for each corporate client. The annual report demonstrates how well the Employee Assistance Program for the county is operating in comparison with other educational entities. The annual report shows the utilization rate for each quarter of the year and compares annual utilization with the normative national statistics. For example, the utilization rate for a program in its first year of operation is usually highest due to implementation of the program and general questions about the service. We expect that usage will "mature" after a few years of operation and eventually stabilize at between 6-10%. The annual report will show if the utilization rate for a certain entity exceeds or falls below the normal range we expect for a program.

In addition to the utilization rate data, the annual report also explains the types of problems handled by the EAP, the breakdown in percentages according to category, and any outstanding or unusual trends or areas where there seem to be problems beyond those we see in the normal course of operations. The employers are able to see how most clients are referred to the EAP and who is most involved in that process.

The annual report also indicates client satisfaction in regards to the EAP as a whole system. It states what percentage of clients accepted treatment recommendations and the percentage of situations or problems that were improved or resolved. The report also offers recommendations for changes that may further better the program for the employers.

Referral Procedure

The process used in making a referral to the EAP Program will come in several forms:

- Human Resources Referral - Referral made by human resources personnel who have knowledge of the availability of the EAP and encourage the employees to utilize this benefit.
- Supervisory Referral - Referral made by a trained supervisor who has been oriented to the program process and has a superior working knowledge of the program process and procedure.
- Self-Referral - Employees who have personal problems that affect everyday life and need help who voluntarily seek help.
- Family Referral - Family members may access the program at any time for help with personal problems.

Mazzitti & Sullivan EAP Services will provide a toll-free national (800) telephone number for employees and their families to use **24 hours a day, 365 days per year**.

During normal business hours (Monday through Friday, 7:30 a.m. to 5:00 p.m.), the phones will be answered by an EAP account manager. The account managers are all college-educated and fully trained in our system's policies and procedures, with a minimum of five years' experience in the EAP and/or psychology fields. Initial response to a call after normal business hours will be through our live answering service. The answering service is staffed by Master's level therapists who will assist an employee in the referral process and can also provide immediate telephonic support to employees in a crisis situation. This clinician will have the ability to handle emergency requests and work out immediate resolution through our emergency services network, provide telephone support for distressed clients, take messages of a routine nature, and provide information about the EAP's operation and services. Any issues that require attention prior to the next business day are routed to our on-call Account Manager for immediate resolution.

INTERNET BASED SERVICES

At www.mseap.com, you will find a user friendly, interactive website with information for employees and their family members, supervisors, current and future corporate clients, and our network providers. If you have a QR reader installed on your smartphone/tablet, you may scan this code to directly access our website; the QR code is also included on our brochures and posters to facilitate access to the website.



Employees can access the employee orientation video, review frequently asked questions, and e-mail questions to account managers. Companies and supervisors can download manager mandate paperwork, review available training lists, request supplies to promote the EAP, and e-mail their dedicated account manager.

You will also have access to the **Mazzitti & Sullivan Work / Life Services** section of our website. This service is password protected to ensure only your employees and their family members will have access to this information. **Work / Life Services** was developed to assist your employees in gaining a balance between their work and home life so they can be as productive and secure as possible in their day to day life. Overwhelming responsibilities at home and work can create poor health, inefficiency, and a culture of stress. Mazzitti & Sullivan EAP Services has developed a comprehensive database of information, links, and articles on many life management topics.

We also maintain a Facebook page (<http://www.facebook.com/mseap>) as well as a Twitter account ([@mseap](https://twitter.com/mseap)) so that our regular blog posts and website updates are automatically cross-posted to these social media platforms for those who use them. Additionally, we maintain a presence on LinkedIn (www.linkedin.com/pub/mazzitti-sullivan-eap-services/91/411/a18) where we host a members-only group.

Usage of the website (including the Work/Life Section) and QR code are considered confidential. We do not track individual usage, what sites are visited, or what items are downloaded; we only check the total number of logins under each employer's unique username. Individuals may access the Facebook and Twitter without "Liking" or "Following" if they choose. We **never** sell, rent, lend, or give anyone's personal information to anyone for any reason outside of normal EAP operations.

CONFIDENTIALITY OF RECORDS

All activities conducted by Mazzitti & Sullivan EAP Services follow the strictest confidentiality standards as designated by state and federal laws. This includes Public Law 92.255 implemented by Federal Regulation 40FR27802, July 1, 1985 and by s/s 4 and s/s 8 of 222263 (P.L. 221) 71PS1690.101, as well as the federally mandated HIPAA regulations. No information will be released to any source without the completion of a signed release of information form. We maintain all EAP records for a minimum of seven years.

The Employee Assistance Program operates from a base of confidentiality. This confidentiality is fundamental to the success of the Employee Assistance Program because without it the employees and their family members would be very reluctant to utilize its services. While the issue of confidentiality is crucial to the success of the Employee Assistance Program, employers do have some legitimate right to information from the program to justify the program's expense. For these reasons, issues regarding confidentiality and information sharing need to be clearly established at the inception of the program.

Client confidentiality regulations, as established by state and federal law, protect the employee and family members from having any information released which deals with the clinical nature and subsequent treatment of their problems. Laws affecting specific areas of confidentiality vary from state to state, but in Pennsylvania there are very specific laws that govern the right to disclose information gathered in a clinical setting. The rights of clients coming to the Employee Assistance Program are well protected from disclosure in cases of mental health and substance abuse treatment. Exceptions to this would be cases of extreme medical emergency, instances where there is a report of child abuse or where there is potential for serious harm or threat to the life of the client or someone else.

Issues regarding transmission of clinical information must follow confidentiality guidelines, in that information will not be released without the appropriate written consent of the person whose information is being released. The information consent must be very specific in terms of to whom the information can be released, what specific information is being released, and the purpose for the release of information. There also needs to be a time constraint as to the amount of time that is allowable for information to be shared by the EAP about a particular client's involvement with services.

Employee Assistance Programs generally see their role as one of protecting client privacy and abiding by client confidentiality. However, Employee Assistance Programs need to recognize their responsibility to the employer as a client with whom they are contracting for this service. Employers have a legitimate right to know about information that may lead to the destruction of their property or that may result in harm to their employees, clients, or customers, depending on the type of business in which they are engaged. In general, employers have a legitimate right to information that puts them, their employees, or the public at risk.

The Employee Assistance Program and employer must establish what information will be shared with the employer in written policy before the onset of the program. The parties may agree that

the Employee Assistance Program will communicate information to the employer about dangers to the work site, property, and the public. Exceptions to client confidentiality need to be clearly stated. Once the policy on communication has been established, employees and family members need to be informed of this prior to their entering into services with the Employee Assistance Program.

Aside from dealing with client/clinical issues and threats to the employer's operation, personnel, and property, the EAP may communicate with the employer about other issues and trends. As clients bring problems affecting their lives to the Employee Assistance Program, recurrent work related themes may develop that impact on the work environment or the employees' lives. These can be communicated to the employer by the Employee Assistance Program without there being a breach of client confidentiality. For example, the Employee Assistance Program may see an unusually large number of people for job related stress issues and the Employee Assistance Program may want the employer to be aware that they may have some issues that need to be addressed in this area. There may be an unusually high incidence of work place conflict, sexual harassment, or cultural diversity issues. With help from the EAP, identified problem areas at work can be successfully addressed.

TRAINING AND ORGANIZATIONAL DEVELOPMENT

As issues impact upon the work site, county administration and/or Union Leaders turn to the Employee Assistance Program for expertise and guidance. The changing face of the workforce has presented challenges for employers that were non-existent 25 years ago. In addition to the EAP supervisor training and employee orientation that Mazzitti & Sullivan offers to employers with whom we contract, Mazzitti & Sullivan has developed an entire training portfolio of programs, seminars, workshops and presentations that would be available to Jefferson County at a discounted rate. This portfolio currently contains more than 100 different topics with new ones being constantly developed. The most common requests are for trainings on the following topics: **stress management, drug and alcohol abuse issues, conflict resolution, team building, and dealing with difficult people.** A listing of our current training and workshop portfolio is available at our website at: <http://www.mseap.com/management/training-programs>.

Costs for training and organizational development are separate from the contract costs unless requested otherwise. For our EAP clients, typical rates for our customized, on-site, in-person training sessions are as follows:

\$350.00 per hour (1-2 hours)
\$1,000.00 for 3 contiguous hours

Training rates include travel, preparation, and materials (excluding assessment tools, such as TriMetrix DNA or EQ) and are for any number of participants.

In addition to these trainings, we also offer comprehensive **Job Matching and Pre-Employment Assessment Services.** If you have any high-turnover positions within the county, we have the capability to measure the needs of the job and provide online assessments so that you can match the best candidate for that position. Some of the assessments may be added to a training (for an extra fee), or otherwise used with existing employees. Our partnership with TTI has offered us the opportunity to conduct these statistically valid and reliable assessments to assist employers who are struggling with finding the “right fit” for a specific job, as well as help with departmental discord, communication issues, and employee/management coaching.

We have also found these assessments useful in assisting employers with **Succession Planning** – this process includes identifying staff who model leadership capabilities, as well as providing them with the appropriate assessment, de-briefing, and a **Personal/Professional Development Plan** that is designed specifically for them and contains specific time frames, goals, methods, and measurable outcomes of development.

There is an additional charge for each of these services; please contact us for details. Although we can provide the assessments to non-EAP clients, those who have contracted with us for our EAP receive a discount on this service.

CRITICAL INCIDENT STRESS MANAGEMENT

An effective Critical Incident Stress Management (CISM) program should be comprehensive and integrate prevention, early intervention, and follow-up strategies. CISM strategies and written policies should be developed and implemented by a designated Critical Incident team comprised of a range of workplace professionals representing upper-level staff, Safety Departments, and union representatives. It has proven to be effective when a Critical Incident Debriefing Coordinator from the Employee Assistance Program provides leadership and guidance for this team. Also, peer debriefers within the organization should be trained to respond to events designated as Critical Incidents.

In addition, it is recommended that prevention strategies be utilized, particularly for those employees who are most at risk for cumulative stress. Strategies may include stress reduction/management programs and psycho-educational programs relative to compassion, fatigue, self-care, and family stressors for employees. In addition, supervisors should be trained in the utilization of fitness for duty and observable behavior guidelines in order to refer individuals to the EAP for threat assessments relative to danger to self and others.

Critical Incident Debriefings or Defusings may be utilized in high-risk areas where individuals are at risk for cumulative or traumatic stress responses. In most cases, it is important to provide debriefings in a timely fashion. Through a network of credentialed mental health Critical Incident Debriefers located throughout Pennsylvania and nationwide, debriefers can respond to an incident within hours and sometimes minutes. All debriefers (including Mazzitti & Sullivan EAP Account Management staff) are experienced and credentialed and are certified by the International Critical Incident Stress Foundation. Following debriefings, key individuals receive a report with recommendations for any additional follow-up, including post trauma counseling.

Debriefings must be scheduled at times convenient for the employer in order to minimize disruptions in work schedules and related costs. Based on the location and specific requirements of the CISD request, either a staff or consultant debriefer will be selected to perform the debriefing.

Nationwide Debriefing Network

All of our EAP Account Managers are ICISF certified in conducting CISM Defusings and Debriefings, so that we may provide assistance to most areas that we service within four hours. Through our nationwide EAP Provider Network, we have also identified those EAP providers who are certified in providing CISM as well as those providers who specialize in trauma, grief, and loss issues.

It is important that the CISM process, including debriefings, be managed and monitored for quality and consistency relative to intake, delivery of services, and follow-up reports and response. The CISM Coordinator will ensure that debriefings will be delivered in a timely and responsive fashion.

Program Components

Preventative pre-incident education and training programs which may include but are not limited to:

- * Violence in the workplace (including domestic violence in the workplace).
- * Stress reduction and management techniques.
- * Dealing with difficult people.
- * Conflict resolution.
- * Mediation and intervention techniques for supervisors.
- * Compassion fatigue (burnout) and boredom.
- * Family and significant other education and support services.
- * Policy and protocol development relative to violence in the workplace and fitness for duty.
- * One-on-one crisis intervention such as threat assessments (threat to self or others).
- * Critical Incident Debriefings and Defusings.
- * On-site clinical consulting services.

Policies and Procedures for Debriefers

In order to ensure an appropriate, successful and consistent response to critical incidents, the following protocols have been established by Mazzitti & Sullivan EAP.

When a CISM request is received by Mazzitti & Sullivan, a staff member will discuss the situation with the client, determine the services that will be provided, and fill out a Critical Incident Intake Form. At this time, authorization will be obtained from the county for billing the services and expenses, or using pre-paid contracted hours.

Debriefings and/or defusings must be scheduled at times convenient for the county in order to minimize disruptions in work schedules and related costs. Based on the location and specific requirements of the CISM request, either a staff member or consultant debriefer will be selected to perform the service.

Before the Debriefing - Consultant Debriefers' Responsibilities

- * Each clinician is responsible for keeping us updated with any changes of address, telephone, experience or availability.
- * When we have had a request for a debriefing that we would like the consultant debriefer to conduct for us; we will call the clinician to determine his/her availability.
- * The EAP Account Manager will be in touch with the county to advise which consultant debriefer will be responsible for conducting the on-site service. The consultant debriefer will be asked to contact the client directly to introduce him/herself and confirm the date, time, and location and obtain directions. At this time, the debriefer will also be informed of any special circumstances or requests by the client (i.e. foreign language, hearing impairment) and any additional benefits available for participants needing further assistance.
- * If any given provider is unavailable at the time requested by the county, Mazzitti & Sullivan will find you another debriefer to fulfill the request.
- * If, after accepting the assignment, the clinician is unable to provide the debriefing, they should immediately contact Mazzitti & Sullivan. We will then take responsibility for finding another debriefer. **Under no circumstances should the clinician select a replacement or pass on the request to an associate.** However, we will accept any recommendations for an experienced debriefer who may be available. We are always interested in provider recommendations and referrals of qualified debriefers to add to our panel.

During the Debriefing - Consultant Debriefers' Responsibilities

- * During the CISM process, the consultant debriefers provide education and support rather than clinical services.
- * Consultant debriefers should stress confidentiality of all discussions, debriefings, and consultations. In order to maintain the role of impartial facilitator, it is Mazzitti & Sullivan's policy to avoid taking sides or writing reports that support or harm employees, management or the county.
- * Consultants will be acting as representatives of Mazzitti & Sullivan and as such should not distribute their own handouts or materials to either employees or management. Mazzitti & Sullivan will supply a set of handouts that can be photocopied and distributed to participants.
- * Managers are frequently unprepared to deal with critical incidents or are concerned about how to handle the aftermath. A brief consultation before the debriefing can help management understand the CISM process and how to best implement it in the

current situation. When arriving on-site, it is important to assess the situation and offer a consultation if it appears warranted.

- * If participants request additional assistance beyond the debriefing, the consultant should follow the procedures for referrals as directed by Mazzitti & Sullivan or the county contact. If Mazzitti & Sullivan is the mental health or EAP provider, participants can call 1-800-543-5080 for assistance. If no specific information has been provided, participants can be apprised of local community resources and/or referred to their Employee Benefits department for information about their individual benefits. The consultant should not expect to add clients to a private practice as the result of contacts made during a debriefing.
- * Occasionally, in the course of a debriefing, participants identify a workplace issue, problem or concern that could serve as useful feedback to the client company. If appropriate, first ask the group if they want this information brought to the attention of Human Resources or other appropriate county staff. It should be emphasized that no names or specific comments will be shared, only the general problem or issue that was raised.
 - If the group reaches a consensus that the problem can be brought to management, you should then **discuss the information with Mazzitti & Sullivan, not the county.** Mazzitti & Sullivan will assume the responsibility for bringing the matter to the attention of the appropriate individual(s).
 - If a consensus is not reached, let the group know that without their permission, the problem will not be brought to the attention of anyone in the county. However, since you are acting as our representative, it is not a breach of confidence to share these issues with us and we would appreciate your including them in your report back to us. We will then hold this feedback in strict confidence.

After the Debriefing - Consultant Debriefers' Responsibilities

- * Follow-up with Mazzitti & Sullivan:
 - If there were any problems with the debriefing, or difficulties with management or employees, contact Mazzitti & Sullivan, not the county.
 - Upon the completion of the debriefing services, please phone Mazzitti & Sullivan at 1-800-543-5080 with a brief report of how things went and any concerns or requests that may need additional follow-up.

* Follow-up with the county:

- Consultant debriefers should only follow-up with the county under the direction of Mazzitti & Sullivan. **Consultants will not be reimbursed for services provided without prior approval by Mazzitti & Sullivan.**
- If the county contacts the provider directly and requests additional on-site services, we recommend that the provider either refer the county back to Mazzitti & Sullivan or call us directly with the request. We will then contact the county to obtain authorization for billing or using their contracted hours for the additional services.
- If we have requested that the clinician follow-up with the group, questions should include: how people are functioning, whether the workplace has returned to normal, what needs the county has now, whether there are any particular employees that management is concerned about, and what other resources could be utilized (i.e. training or consulting).

CISD services are priced at \$300.00 per hour. There is a two-hour minimum for each response.

Corporate Background

Mazzitti & Sullivan EAP Services is an organizationally separate division of Mazzitti & Sullivan Counseling Services, Inc. The EAP division has its own dedicated staff, phone and computer systems, operating policies, and procedures and data management systems and forms. Our main office is located at:

Mazzitti & Sullivan EAP Services
3207 North Front Street
Harrisburg, PA 17110

Telephone: 800-543-5080
Dedicated management line: 800-241-5740
Fax: 717-901-5659

Chief Financial Officer: Charles R. Mazzitti
Chief Executive Officer: Andrew T. Sullivan
Medical Director: Stefan Kruszewski, MD
Supervising Psychologist: Debra Good, MA

Mazzitti & Sullivan Counseling Services was founded in 1983 by Chuck Mazzitti and Andy Sullivan out of a common desire to help people. In 1984, they created Mazzitti & Sullivan EAP Services in response to a growing need for Employee Assistance Programs in Central Pennsylvania, and incorporated the business in 1990. Both founders still maintain an active presence and participate with daily activities of the business.

Our history is rooted in outpatient clinical services and clinical professionals lead our operations rather than business school graduates. In other words, we know how the counseling and EAP fields work through our personal experiences rather than theoretical knowledge. As a result, our priorities center on individual client care, service delivery, and successful outcomes. We have found that by concentrating on these areas, our business has grown, our reputation has grown, and we encounter an increasing number of opportunities for success. We believe that client care and a commitment to customer service will produce the results long sought by the managed care arm of the health insurance industry. Our commitment to individual care has led us to develop numerous Employee Assistance Program models for our corporate clients as well as expand our other services to include Pre-Employment Assessments, Job Matching, Succession Planning, Employee/Management Coaching, Exit Interview Services, and increase the different ancillary services that we include with every EAP contract. On the counseling side, intensive outpatient programs, student assistance services, and wrap-around counseling for children and adolescents all grew out of our commitment to address the needs of our patient population.

In the area of employee assistance, we have experienced steady growth over the years, and today our agency manages contracts that include more than 300 employers and provides services to approximately 500,000 covered lives at more than 600 work sites nationwide.

Mazzitti & Sullivan EAP Services has at its disposal:

- An extensive network of nearly 3,000 mental health and substance abuse clinicians that allow us to offer comprehensive Employee Assistance Program services to our clients nationwide.
- Since our expertise in the area of drug and alcohol treatment was the foundation of our business since its inception in 1983, our network in this area is extensive and comprehensive. This ensures that we will be able to provide any related service to help the Jefferson County comply with Drug-free Workplace and Federal DOT testing and treatment requirements.
- Expertise in providing assessment and referral services as exhibited by our work with federal, state, and county government agencies; businesses and industries; school districts; hospitals; insurance companies and other organizations. Mazzitti & Sullivan referred over 9,700 individuals to counseling in 2013, which represents more than 40,000 sessions with evaluators in our network; we have also conducted over 500 on-site services in the past year, including EAP orientations/reorientations, trainings, other presentations, meetings with Human Resources, department managers and/or corporate liaisons, and provided an on-site presence at health/wellness/benefit fairs.
- The availability of comprehensive EAP and other training materials and extensive experience in providing training services to supervisors, union stewards, employees and other interested groups. Supervisory training programs that we have presented over the past few years range from two-hour overviews to forty hour, week-long intensive programs for the Commonwealth of Pennsylvania.
- **More than 30 years'** experience in EAP Program development, implementation, and administration including the following:
 - Program design for joint management/union EAP programs, managed behavioral healthcare programs, and traumatic stress management programs
 - Development and administration of EAP programs for both public and private employers
 - Development of EAP policy and procedure materials
 - Design, development, and printing of EAP educational, promotional and publicity materials

- Set up patient files and perform account management and quality assurance activities
- Quality Assurance activities with evaluated and referred patients
- Generation of reports on administrative, fiscal, and programmatic aspects of EAP operations
- Development and administration of EAP operations, including fiscal management, reporting, record keeping, and Management Information Systems through our custom designed database
- A multi-disciplinary clinical team with experience in all aspects of mental health and chemical dependency treatment; this experience influences the management and operation of our business providing emphasis on treatment and delivery of care
- Technological advances that have allowed us to keep our overall costs consistent, so that with continuous growth **we have maintained the same pricing structure for the past 20 years**
- A staff of fifty doctors, psychologists, EAP account managers, training specialists, organizational development and human resource specialists, with full time administrative support



Our corporate headquarters in Harrisburg, PA

MAZZITTI & SULLIVAN EAP SERVICES' PHILOSOPHY

We believe that everyone deserves to have a happy and productive life and that for the most part; people are able to strive for these goals on their own. However, when chemical dependency and/or mental illness create unmanageable and uncontrollable distress in our lives, therapeutic intervention is necessary and desirable. In many cases, the speed and consistency with which services are delivered can mean the difference between a successful treatment opportunity and failure. The value of accurate assessment and diagnosis is essential to this process, and quality treatment services ensure success. We are dedicated to this process and have built our systems accordingly. We believe that cost-driven, treatment-denial based approaches waste money and time, and create problems for the individual, the provider, the employer, and the insurer.

Our emphasis is that assessment and triage services are **client-driven rather than cost-driven**. By determining the appropriate type and level of treatment, employers as well as insurers can realize genuine long-term health care savings. We believe that the goals of quality care and cost savings can both be attained through a coordinated approach to service delivery.

Mazzitti & Sullivan EAP Services has built its reputation and business upon delivering high quality services in a very timely manner. The principle of customer satisfaction (both individual and corporate) is a central tenet of our business. We have learned from the mistakes of cost-driven managed care. As a result, we develop systems that integrate insurer/provider/individual relationships rather than strain them. Since we have our own counseling agency, we know what our affiliate providers experience on a daily basis – as a result, we try to make our processes and procedures easy to understand, efficient, and mutually beneficial for all involved parties.

Mazzitti & Sullivan EAP Services is dedicated to providing exceptional customer service to our clients, both corporate and individual. The pursuit of this is the engine that drives our business. We consider our contracts to be our performance guarantees, because *we do what we say we do*. Our guarantee to you is that we have a willingness to not only work *for* you, but also *with* you – and provide personalized services every step of the way through our account managers. We put a face to the name and won't abandon you after the contract is signed: even our smallest contracts are managed the same way.

We get higher utilization of services than our competitors when comparing apples to apples, because our account managers continuously work with our clients – by building strong working relationships with their corporate counterparts – to help them to meet program goals. By keeping up to date on the needs of our clients as well as any current events that may be affecting them, we are always adapting our service delivery system to meet the changes in corporate demands for access and service, whether in regard to technology, reporting, or customer care. Our staff members become an invaluable resource for management, HR, employees, and their family members in solving problems that affect their abilities to function at their best.

EAP PRICE PROPOSAL FOR JEFFERSON COUNTY

The following are the discounted prices for Employee Assistance Program services that Mazzitti & Sullivan can offer to Jefferson County. While these prices are for the 3-session, we can design a program with any number of sessions. We also have the ability to manage behavioral health care benefits through the EAP. These prices include all of the EAP services described in this proposal unless otherwise noted above.

EAP Services for all covered Employees and Family Members

3 Counseling Sessions Model

\$ 18.00 per employee,
per year

These rates are guaranteed from July 1, 2015 through June 30, 2017 upon receipt of signed contract.

Kevin Mazzitti
Signature

April 30, 2015
Date



ABC Company

Employee Assistance Program

Annual Report
&
Summary

Presented by



ABC COMPANY
YEAR END REPORT AND SUMMARY
APRIL 1, 2013 – MARCH 31, 2014

PROGRAM OPERATION AND ACTIVITY

This report marks the end of the seventh year of operation of the Employee Assistance Program for the employees of **ABC Company**. The past year saw a slight decrease in activity of program services, with a steady stream of referrals and management consults.

The Employee Assistance Program is administered by Mazzitti & Sullivan EAP Services through a contractual agreement with ABC Company.

As the Employee Assistance Program for ABC Company matures, we continue to work together to build a solid foundation for the program. In looking at the present data, we feel that the monthly electronic newsletter, posters, and additional presentations or workshops will continue to help maintain the visibility of the program.

The goal of this program is to help those using it to identify specific problems in their lives and develop the most effective plan for resolving these problems so the individual can continue to live and work in the healthiest manner possible.

In looking at the program activity for 2013-2014, program utilization based upon an estimated employee population of 1,843 is **12.32%**. After a great First Quarter start, there was a slight decrease in program activity during the remaining quarters. We will continue to monitor this activity to be sure that it is not a downward trend for the EAP usage and, if necessary, take appropriate steps to address it.

The success of the program may be a direct result of the employees and family members of **ABC Company** perceiving the program as a benefit. These achievements can establish trust and credibility with the employees believing in the confidentiality of the program. It is also evident that the support of the supervisory staff and human resources department has made a significant factor in helping to establish confidence and credibility for the program.

PROGRAM STATISTICAL REPORT

As a company, we are continuously striving to improve our data collection and reporting. The statistical data received from these reports help us look for areas that need our attention or should be changed to improve effectiveness. Overall, the statistics show that this program is functioning as designed.

Type of Contact

The “Type of Contact” section of the annual report is designed to show you how individuals are using the system. The “Therapist Referrals” category of the report shows how many individuals actually set up an appointment to discuss their problem face to face with a counselor. The “Telephonic Services” category includes individuals who call regarding a service that we do not directly provide, as well as individuals who have called our service but have decided not to follow through with setting up an appointment. This year ABC Company had 192 individuals access the system via these two methods, which shows that the employees are accessing the system on a consistent basis and are comfortable using it when situations do arise.

“Management Consults” reflect the number of supervisors calling the EAP with questions on how to handle a situation with an employee or regarding a disciplinary action involving an employee. There was one management consult this year. This number shows a level of managerial understanding of the EAP. Certainly supervisors and HR is welcome to contact us at any time with any questions or concerns about the EAP.

“On Site Services” refers to any services that took place physically at ABC Company. This year our account manager was on site with the company for two visits in the fourth quarter to drop off the third quarter report and promotional supplies. We encourage you to keep in mind our availability for any benefit fairs or company meetings so that we can help promote the EAP whenever appropriate.

Finally, “Work/Life Services Utilization” is where we report on the number of logins to the Work/Life section of our website, www.mseap.com. There were 32 logins to our website this year. We are very pleased to see this many logins, and hope this number grows as awareness of the website increases.

Referral Source

Under the referral source category, the number of referrals made to the EAP by the Human Resources Department was higher than last year at **2.16%**. However, supervisor referrals increased from 5.61% to **8.11%**. This increase does not

necessarily represent an increase in disciplinary problems. Instead, it appears to reflect the supervisors' concern for the well being of their employees. It also shows that the supervisors' trust to use the system for assistance with employee performance concerns. Self-referrals were down about 2% in 2013-2014, composing **59.46%** of all referrals. In return, there was a decrease in referrals done by/for family members of employees, decreasing from 27.10% to **22.16%** in 2013-2014. The percentage of referrals from other resources (i.e. co-workers, doctors, friends, clergy, etc) increased significantly going from 3.27% in 2013-2014 to **8.11%** during this contract year.

We are constantly working to improve our statistical reports each year to accurately reflect all program activity. However, it is difficult to assess the accuracy of reported referrals from HR and supervisors. Clients are historically hesitant to report referrals made by supervisors and personnel from the Human Resources Department.

Recommendations Accepted Beyond EAP

Once again, the percentages remained consistent with those of the 2013-2014 contract year. **91.35%** of all EAP clients did not go beyond their EAP sessions. And **4.32%** continued with Outpatient Therapy. The remaining categories followed as such: Inpatient treatment was **0.00%**; Self Help Groups increased to **1.62%** from **.93%** in 2013-2014; Financial/Legal Counseling was down to **.54%** from **.93%** in 2013-2014; and Community Resources increased from **0.00%** to **2.16%** during this contract year.

Assessed Problem

The types of problems handled by the Employee Assistance Program in 2013-2014 appear to follow the same trends from the previous year (2012-2013). However, there was a substantial increase in the Vocational area of Assessed Problems. This may be a result of the growing pains within the company. The remaining types of problems and their percentages are as follows: Family/Marital problems accounted for **44.27%** of all referrals in 2013-2014; Emotional/Psychological difficulties were reported at **36.46%** in 2013-2014, and **35.91%** in 2012-2013; Substance abuse referrals increased from **2.27%** in 2012-2013 to **5.21%** during this contract year; Financial and Legal referrals combined for a total **3.64%** in 2013-2014. Health Related and Other Miscellaneous Problems were also down from last year's combined **3.63%** to **1.04%** in 2013-2014.

As previously stated, the Assessed Problem classified as Vocational increased significantly this year compared to 2012-2013 contract year. This year the

percentage almost doubled by going from 5.00% in 2012-2013 to **9.38%** by the end of the contract year. The pattern for client contacts in 2013-2014 mirrors that of last year with the highest number of reported vocational difficulties being between the second and third quarters.

Client Background

Through the 2013-2014 contract year we saw similar patterns within the reported clients' backgrounds when compared to 2012-2013 reported client information. All percentages remained close to those of the 2012-2013 year. More females than males accessed the system; this is consistent with our other corporate clients, either because there are more females in the workplace or because women are usually more willing to discuss their problems with others.

The average age of the clients also remained consistent with last year's 31 years of age.

Follow-Up

91% of the clients contacted after their EAP sessions reported that their problems were either resolved or improved. This is an **8.00%** increase from the 2012-2013 reported follow-ups. The increase in reporting an improved situation over last year's numbers affected those clients that reported the situations did not change. Last year **11.09%** reported that their situation did not get either better or worse. However, during 2013-2014 only 8% reported that their situation did not change.

SUMMARY

In looking back over the past year, it appears that the Employee Assistance Program has been successful in working toward the goals and objectives established for it by the **ABC Company**. The program is useful in helping employees and their family members solve problems that adversely affect their lives. The program was well utilized; we feel that this is a reflection of the support and trust demonstrated by **ABC Company** and its employees for its operation.


We believe that the program is providing a useful service to the employees of **ABC Company**, and based on this past year's experience, the program appears to be a vital benefit. In order to continue this excellent program usage, we are constantly attempting to find effective ways of promoting the EAP. Throughout the coming year, we hope to provide employees with promotional materials as needed and hope

that the company takes advantage of the training video (on DVD or CD-ROM) to re-acquaint employees with our program. There is also our website, www.mseap.com, where employees and their family members can access interesting articles and helpful links in the Work/Life section. To enter, you will need the following:

Login: ABC
Password: EAP

Also, trainings and workshops can be used to resolve specific areas of concern for individual regions. We have an extended list of possible trainings to choose from and can create workshops developed for any topics that we have not already developed. In addition, our monthly newsletters continue to give the employees articles that may assist them with typical life concerns.

We welcome your comments and suggestions on how we can help your company increase their knowledge and awareness of the program and therefore become more effective in our goal of benefiting employees and their families. We strongly urge the company to take advantage of the numerous on-site services we have available to your employees and welcome the opportunity to discuss your system and needs face to face. We will continue to work closely with **ABC Company** and its employees, and look forward to continued success.



ABC Company
Employee Assistance
Program

Statistical Charts
&
Graphs

Presented by



ABC Company

Employee Assistance Program Annual Activity Report

April 1, 2013 - March 31, 2014

TYPE OF CONTACT	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	ANNUAL TOTALS	ANNUAL %
Therapist Referrals	56	46	44	39	185	81.50%
Telephonic Services	3	1	1	2	7	3.08%
Management Consults	0	1	0	0	1	0.44%
On Site Services	0	0	0	2	2	0.88%
Work/Life Services Utilization	5	8	7	12	32	14.10%
TOTAL CONTACTS:	64	56	52	55	227	100.00%
TRAINING HOURS:	0	0	0	0	0	
WEBSITE HITS	45	89	74	102	310	
REFERRAL SOURCE						
* based on therapist referrals						
H R Department	0	0	1	3	4	2.16%
Supervisor	2	7	4	2	15	8.11%
Self	36	25	25	24	110	59.46%
Family	15	10	10	6	41	22.16%
Other	3	4	5	3	15	8.11%
TOTAL	56	46	45	38	185	100.00%
RECOMMENDATIONS						
ACCEPTED BEYOND EAP						
*based on therapist referrals						
Inpatient/Hospital	0	0	0	0	0	0.00%
Outpatient Therapy	4	0	1	3	8	4.32%
Self Help Group	0	0	3	0	3	1.62%
Financial/Legal Counseling	0	0	1	0	1	0.54%
Community Resources	2	1	1	0	4	2.16%
EAP Services Only	50	45	38	36	169	91.35%
TOTAL	56	46	44	39	185	100.00%

ASSESSED PROBLEM	<u>1ST QUARTER</u>	<u>2ND QUARTER</u>	<u>3RD QUARTER</u>	<u>4TH QUARTER</u>	<u>ANNUAL TOTALS</u>	<u>ANNUAL %</u>
* based on therapist referrals						
Family / Marital	28	24	17	16	85	44.27%
Emotional / Psychological	20	12	17	21	70	36.46%
Substance Abuse Related	3	4	3	0	10	5.21%
Financial	2	1	0	2	5	2.60%
Legal	1	0	1	0	2	1.04%
Vocational	4	6	6	2	18	9.38%
Health Related	1	0	1	0	2	1.04%
Other	0	0	0	0	0	0.00%
TOTAL	59	47	45	41	192	100.00%

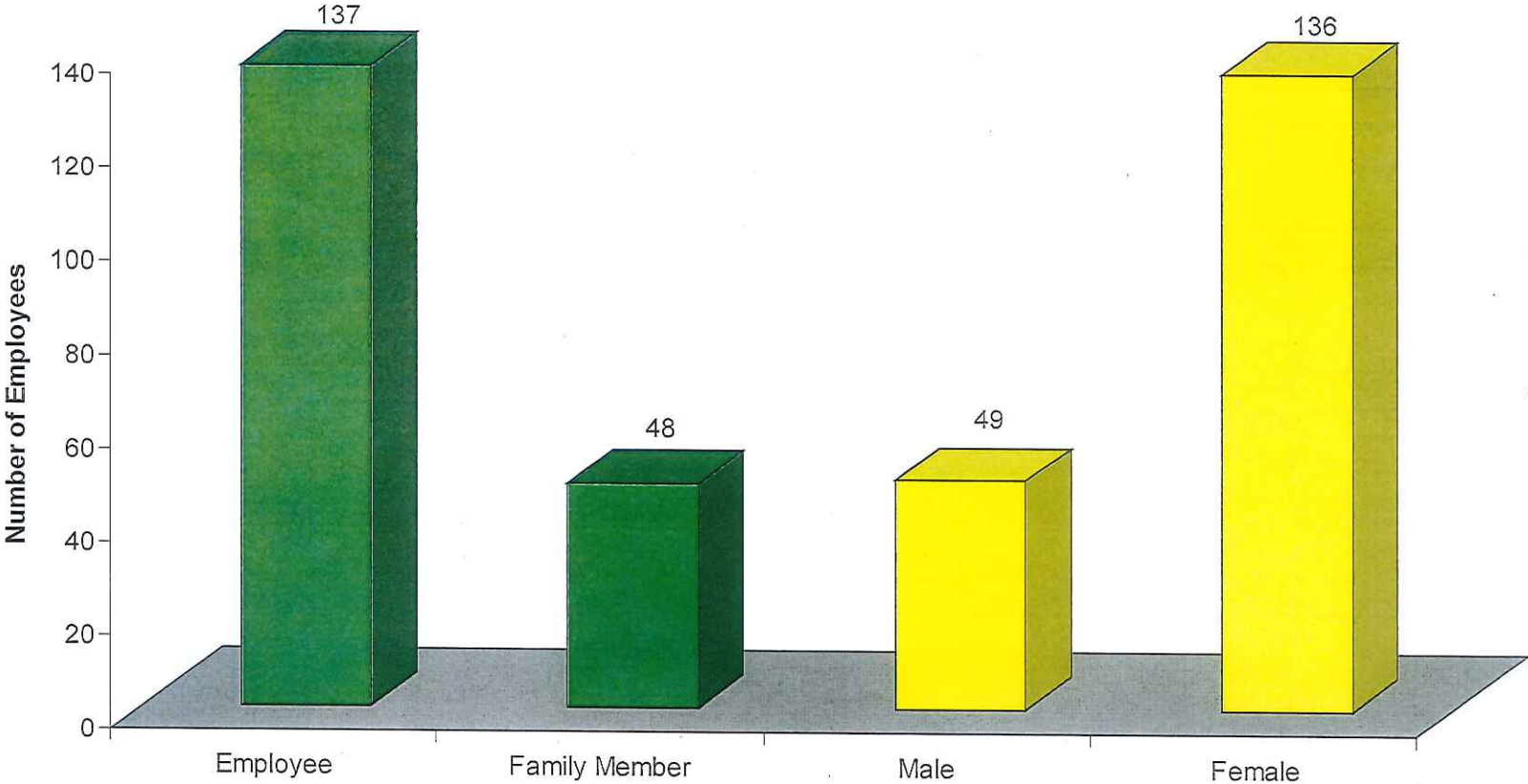
CLIENT BACKGROUND						
* based on therapist referrals						
Employee	40	34	35	28	137	74.05%
Family Member	16	12	10	10	48	25.95%
TOTAL	56	46	45	38	185	100.00%
Male	14	11	13	11	49	26.49%
Female	42	35	32	27	136	73.51%
TOTAL	56	46	45	38	185	100.00%

AVERAGE AGE	32	33	27	32	31	
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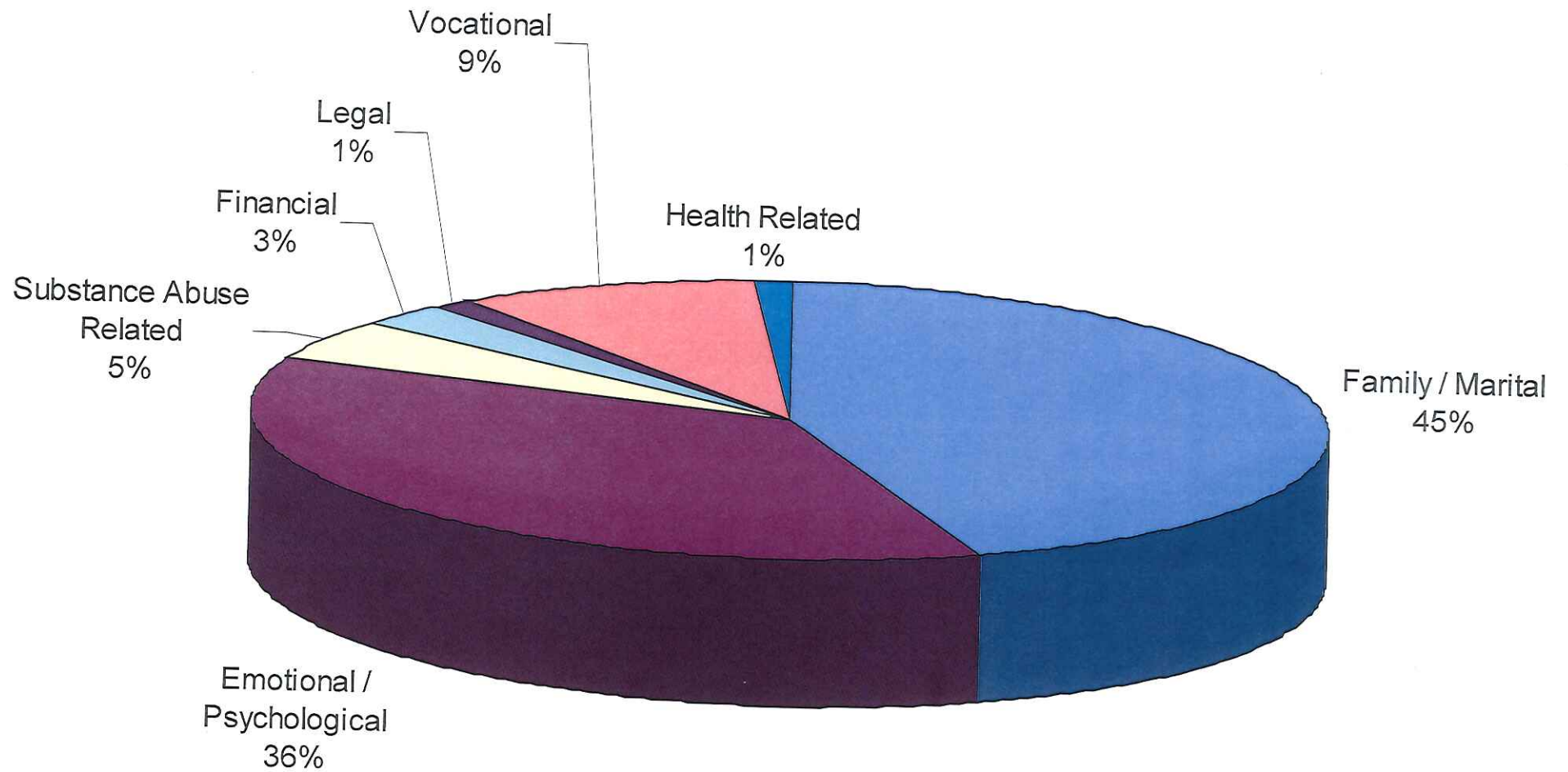
ACTIVITY RATE						
* based on total contacts						
# Eligible Employees	1843	1843	1843	1843	1843	
#Consults/Clients	64	56	52	55	227	
Activity Rate	3.47%	3.04%	2.82%	2.98%	12.32%	

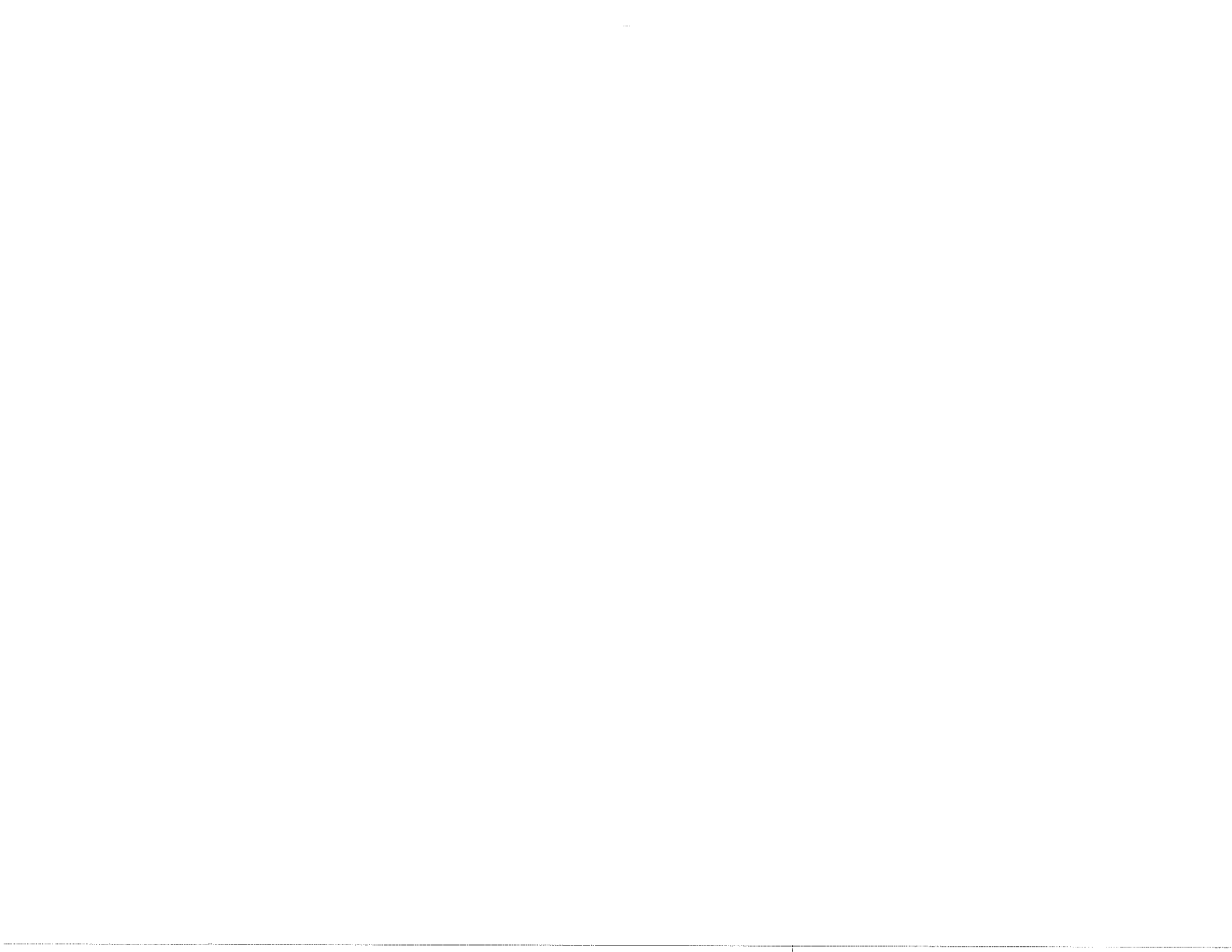
FOLLOW-UP					
Situation Improved	80%	98%	88%	97%	91%
Situation Stayed Same	15%	2%	12%	3%	8%
Situation Declined	5%	0%	0%	0%	1%

Employee Demographics



Assessed Problem - Annual





AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Stephanie Grove

Department or Organization: Jefferson County Commission

Estimation of amount of time needed for appointment: 30 minutes

Date Requested – 1st Choice: May 21, 2015

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

Date Requested – 2nd Choice:

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

- Discussion on removing Development Authority from Jefferson County Payroll
- County Administrator Reports
- Space Needs

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



AGENDA REQUEST FORM

www.jeffersoncountywv.org

NAME: Lynn Fields

DEPARTMENT OR ORGANIZATION: Probate Office

ESTIMATION OF TIME NEEDED FOR APPT.: 5-10 minutes

DATE REQUESTED: 1ST CHOICE ~~April 23rd, 2015~~ April 30, 2015

IF A SPECIFIC DATE IS NEEDED, PLEASE PROVIDE REASON FOR SPECIFIC DATE:

* Public Hearing Scheduled during May 21, 2015 Regular Mtg.

SUBJECT: To Schedule a hearing for the PETITION TO RESIGN AND FOR APPOINTMENT OF ALTERNATE ADMINISTRATOR

PLEASE PROVIDE THE CO. COMM. WITH A DESCRIPTION OF YOUR REQUEST OR PRESENTATION, INCLUDING ANY BACKGROUND INFORMATION:

Current administrator of the estate of Victoria Stambaugh, deceased, wishes to resign her position and allow for the appointment of her father, Kevin Lyle. They are represented by Robin Skinner-Prinz.

RECOMMENDED MOTION: We see no reason why Ms. Lyle's resignation and Mr. Lyle's appointment should not be approved by the commission at the actual hearing of the petition.

ARE DOCUMENTS ATTACHED: Yes.

IS A PROJECTOR NEEDED?: NO

lfields@jeffersoncountywv.org (304) 728-3210

**IN THE COUNTY COMMISSION OF
JEFFERSON COUNTY, WEST VIRGINIA**

IN RE: THE ESTATE OF VICTORIA STAMBAUGH

**PETITION TO RESIGN AND
FOR APPOINTMENT OF ADMINISTRATOR**

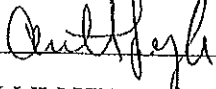
COMES NOW Arielle Lyle, duly appointed Administratrix of the Estate of Victoria Stambaugh, and asks leave to be permitted to resign from her duties as Administratrix of the estate and for the appointment of Kevin Lyle, her natural father, as Administrator and in support thereof states as follows:

1. Arielle Lyle is the natural daughter of the decedent, Victoria Stambaugh, and Kevin Lyle.
2. Arielle Lyle recently reached the age of majority.
3. Kiersten Lyle, a minor, is the only other legal heir of Victoria Stambaugh.
4. Arielle Lyle and Kiersten Lyle reside with their natural father, Kevin Lyle and his wife, and had lived with Kevin Lyle fifty per cent (50%) of the time prior to their mother's death.
5. Victoria Stambaugh was brutally murdered by her husband, Harold David Stambaugh, Jr. to whom she had been married for approximately ten (10) years.

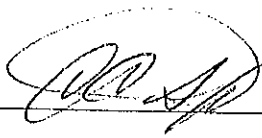
6. Because Victoria Stambaugh was murdered and West Virginia's "slayer statute" prohibits the slayer from profiting from his bad act, there are numerous complex issues involved in the administration of this estate.
7. Arielle Lyle finds the responsibilities of serving as Administrator of the estate to be an extreme burden and requests that she be allowed to resign.
8. Kevin Lyle is a competent and qualified individual who can ably represent the interests of his children in the administration of the estate.
9. Kevin Lyle, as the natural father of the heirs of Victoria Stambaugh, should be appointed as Administrator of the Estate of Victoria Stambaugh.

WHEREFORE, Arielle Lyle requests that she be permitted to resign from her duties as Administratrix of the Estate of Victoria Stambaugh, and that Kevin Lyle be appointed in her stead.

Respectfully submitted,

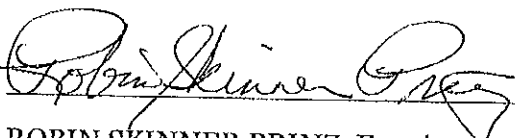


ARIELLE LYLE, Administratrix



KEVIN LYLE, Proposed Administrator

Prepared by:



ROBIN SKINNER PRINZ, Esquire

W. Va. Bar No. 10190

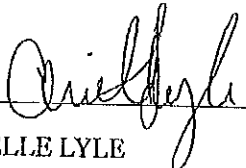
Counsel for the Estate of Victoria Stambaugh

VERIFICATION

STATE OF WEST VIRGINIA

COUNTY OF JEFFERSON, TO-WIT:

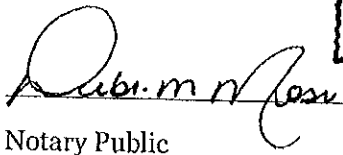
Arielle Lyle, Administratrix of the Estate of Victoria Stambaugh, named in the foregoing and annexed *Petition to Resign*, being first duly sworn, deposes and says that the facts and allegations therein contained are true and correct, except insofar as they are therein stated to be upon information and belief, and insofar as they are therein stated to be upon information and belief, I believe them to be true.



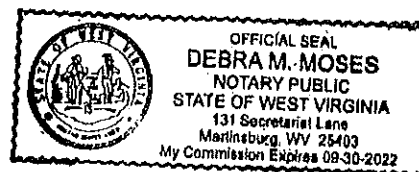
ARIELLE LYLE

Taken, subscribed and sworn to before the undersigned authority this 2nd day of

April, 2015.



Notary Public



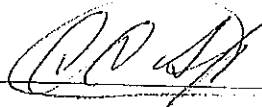
My commission expires 9/30/22.

VERIFICATION

STATE OF WEST VIRGINIA

COUNTY OF JEFFERSON, TO-WIT:

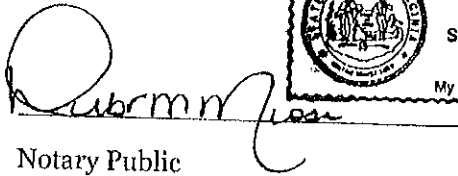
Kevin Lyle, proposed Administrator of the Estate of Victoria Stambaugh, named in the foregoing and annexed *Petition to Resign*, being first duly sworn, deposes and says that the facts and allegations therein contained are true and correct, except insofar as they are therein stated to be upon information and belief, and insofar as they are therein stated to be upon information and belief, I believe them to be true.



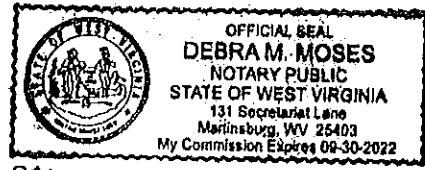
KEVIN LYLE

Taken, subscribed and sworn to before the undersigned authority this 2nd -th day of

April, 2015.



Notary Public



My commission expires 9/30/22

**IN THE COUNTY COMMISSION OF
JEFFERSON COUNTY, WEST VIRGINIA
IN RE: THE ESTATE OF VICTORIA STAMBAUGH**

**ORDER GRANTING RESIGNATION AND ORDER OF
APPOINTMENT**

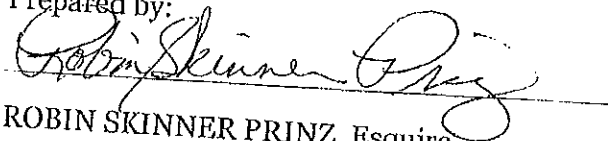
This matter came on for consideration this _____ day of _____, 2015, upon the Petition of the Administratrix, Arielle Lyle, to resign and for the appointment of Kevin Lyle as Administrator of the Estate of Victoria Stambaugh.

And there being good cause shown, it is hereby ORDERED that Arielle Lyle be removed as Administratrix of the Estate of Victoria Stambaugh, and that Kevin Lyle be appointed Administrator of the Estate of Victoria Stambaugh.

Entered this _____ day of _____, 2015.

PRESIDENT, JEFFERSON COUNTY COMMISSION

Prepared by:


ROBIN SKINNER PRINZ, Esquire

W. Va. Bar No. 10190

Counsel for the Estate of Victoria Stambaugh

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Martin Burke**

Department or Organization: **Jefferson County Historic Landmarks Commission**

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

Date Requested – 1st Choice: **May 21, 2015 in the afternoon.**
If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

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

Request for matching funds for WV Historic Preservation Development Grant to replace roof on Snow Hill/Poor Farm Kearneysville, WV

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

JCHLC acquired Snow Hill/Poor Farm in 2011 from the Solid Waste Authority. Maintenance and upgrades have focused on documenting and stabilizing the structure, correcting health and safety problems, and excluding pests all while attempting to find an occupant. The current request focuses on replacing the roof, repointing the chimneys, replacing the cornices.

Is this a funding request? Y/N YES
If so, how much? \$33,000
Provide exact financial impact/request:

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

Attach supporting documents for request, or request may be denied. **SEE ATTACHED grant application**

If not attached, explain:

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

Contact information:

Email address: martinburke@frontiernet.net

Phone Number: 304-876-3883

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

**WEST VIRGINIA HISTORIC PRESERVATION
DEVELOPMENT GRANT APPLICATION
FOR REPAIR OF SNOW HILL
(AKA THE COUNTY ALMS HOUSE)
KEARNEYSVILLE, WV
MARCH 30, 2015**



**SUBMITTED BY THE JEFFERSON COUNTY
HISTORIC LANDMARKS COMMISSION
MARCH 30, 2015**

APPLICATION

STATE DEVELOPMENT GRANT

For Office Use Only

Application Number _____

Date Received: _____

I. PROPERTY

Property Name _____ Jefferson County Alms House aka Snow Hill

Address _____ 162 Poor Farm Road

City _____ Kearneysville _____ County _____ Jefferson _____ State _____ WV _____ Zip _____ 25430

Historic Name as listed in the National Register or Name of Historic District:

_____ National Register Listed: Jefferson County Alms House (aka Snow Hill)

Does the property have any local Landmark Designation? _____ No

II. SPONSOR

Property Owner _____ Jefferson County Historic Landmarks Commission

Grant Sponsor _____ Martin Burke, Chair, JCHLC

Contact Person _____ Sara Lambert, Architect , WV 4219

Address _____ 114 East German Street Suite 201 mail: P.O. Box 622

City _____ Shepherdstown, _____ State _____ WV _____ Zip _____ 25443

Phone: _____ 707-326-6443 _____ Email: _____ sara@saralambert.com

Historic Preservation Office
1900 Kanawha Blvd., East
Charleston, WV 25305

PROJECT: Preservation of Snow Hill
LOCATION: Jefferson County, WV

III Please describe the level of support demonstrated by the community for preserving this resource. The property is owned by the JCHLC. As such, some funding is provided annually by the County Commissioners for the Landmark Commission's operations, which include maintenance and repair of Snow Hill. However, the Commission also owns the Peter Bur House, an 18th century frame structure, which also requires considerable upkeep. Both homes are valued for their historic importance to the county, and community support for this project is evidenced by several letters in Appendix 1.

VI. How does this resource fit into the history of the community?

Tucked away on Poor Farm Road, on the north side of the Old Leetown Pike between Ranson and Leetown and adjacent to an animal control facility, is a building of considerable architectural significance, one rich in associations for the community, and well worthy of recognition. It represents in a single structure the economic extremes of Jefferson County, and a past both honorable and ignoble. Architecturally, it is one of the finest houses in the county built within the first two decades of the 19th century. This is the Jefferson County Alms House, also known as Snow Hill, the Poor Farm, and later as the County Infirmary (cont'd on page 2-A)

Please provide at least three current letters of support. You may also provide additional materials (newspaper clippings) that show how the resource provides a benefit to the community.

Please See Appendix 1 for Letters of Support

V. Who will be responsible for administering the grant? What is their experience in management and financial record keeping?

The Jefferson County Historic Landmarks Commission will be responsible for administering the grant. Several commissioners have experience in historic restoration and management of grants and maintaining financial records of grants

VI. Please describe your (a) current maintenance plan and (b) future support plan for the upkeep of the property and how it is funded.

Refer to Page 2-B

(A) How do you currently maintain the building? What repairs have you completed in the last two years?

Refer to Page 2B

(B) What additional work, if any, is needed to maintain the property? How do you plan to fund this work?

Refer to Page 2-B

**VII. How long have you owned the building or been responsible for its care? (Please attach a copy of the deed to property).
letter from the owner indicating potential covenant.**

The building was acquired in two steps; the east half of the building was transferred to JCHLC by the Solid Waste Authority in about 2009, but the building was literally divided down the center, the other half being owned by the Rock Spring Church. The other half was acquired by a land swap/merger parcel negotiated with Rock Spring Church in about 2011. See Deed at Appendix 2

The main residence is a brick structure built in 1813 for John Hurst (1766-1850) and his family. The exterior walls of the house are laid in Flemish bond. The gable walls have burnt header bricks, giving the walls a checkerboard appearance. The building stands two-and-a-half stories, with five bays on the front elevation and three bays on the rear. The house originally had a paired door entry with a five-light transom.

The interior has excellent millwork for the period. The elegant stair has shallow risers with incised stair bracket ends and turned newel. The parlor (west room) has an overpaneled mantel wall with crown molding. The breakfront mantel rests on a punch-and-dentil band. The firebox surround has a two-field crossette casing. The doors in the house have six raised panels. The panels of these formal doors are molded and hung on large H&L hinges (that is, hinges shaped in the letters "H" and "L"). The dining room (east room) has a less ornate mantel with paneled frieze. This room also had a large built-in cupboard with paneled doors. This piece now sits on the rear porch. The second floor has more understated millwork. The original mantels have been removed or remodeled in the two large bedrooms. A small room at the top of the stairs includes an enclosed stair to the attic. This stair wall is built with beaded plank boards.

By 1857 Snow Hill Farm had passed into the hands of Dr. Minor Hurst, and was about to undergo a dramatic transformation. In that year the Overseers of the Poor of the County of Jefferson sought a farm for the county's indigent and contracted with Dr. Hurst to purchase 218 acres of Snow Hill, plus the house, for \$11,000. The following year the county added a large brick rear west wing, providing an additional eight bedrooms for the use of the new occupants (around 1880 a matching wooden east wing was also constructed, but it was destroyed by fire and is no longer present). The east elevation of the wing has a two-story porch with exterior stair to access the upper rooms. The windows of the house were changed from 9-over-9 sash to 2-over-2 during the county's ownership.

The idea of a farm for the poor became widely popular throughout the country in this period, the intention being that the inmates would grow their own food, thus decreasing the expense of their upkeep. Another method the county's Overseers of the Poor used to defray costs was to hire out boys and girls to labor. For example, the County Order Book for the December 1857 term shows that George Robinson, a free negro, age five, was bound to Jacob Fulk until the boy reached the age of 21. Robinson was to bring the Overseers \$65 at age 12, with an increase at regular intervals until he attained his majority, when he was to bring in \$75.

The federal census, taken every ten years, affords us periodic glimpses of the farm residents, recorded under the Middleway Magisterial District. In 1860 32-year-old native Virginian Thompson B. Robey was shown as Manager of the County Poor, living on the place with his 30-year-old wife Mildred A. and 11-year-old son James W., along with 13 "paupers," only two of whom (Letty Davis, age 80, and Nelson Green, age 87) were African American. Among the whites were two males born in Germany, and a woman age 40 described as "idiotic," one age 53 and deaf and dumb, and one age 73, "insane." The whites were notably younger than Davis and Green. The status of 43-year-old illiterate George H. Hartman, born in Germany, is unclear, as the word "pauper" does not appear beside his name.

The year following this census saw the country engulfed by civil war, and Jefferson County stood in the path of the armies. This is illustrated by county Confederate Veterans marker number ten, which stands on the Leetown Pike just past the county fairgrounds, and in close proximity to the Poor House. This small obelisk commemorates a sharp cavalry skirmish on August 21, 1864, during Gen. Philip H. Sheridan's Shenandoah Valley Campaign. That same month the Poor House was visited by a detachment of Col. Henry A. Cole's celebrated 1st Maryland (Union) Potomac Home Brigade Cavalry, which made off with superintendent George T. Watson's flea-bitten horse, an animal he valued at \$100, and for which he was never reimbursed. Superintendent Watson had voted for secession under pressure from family and friends, but his pro-Union sentiments led him to avoid conscription by decamping with like-minded neighbors to Maryland or Pennsylvania whenever Confederate forces were in the vicinity.

As memories of fratricidal strife receded, the 1880 census provided another snapshot of the Alms House residents. Charles White, age 59, was there listed as Keeper, along with his wife and three daughters. At that time there were 32 white inmates, ages 1 to 86, and eight black inmates ages 1 to 80. In this period also men such as John Gibson were paid to work the farm, receiving \$1.50 per day and 30 cents per mile travel time. When county surveyor S. Howell Brown compiled his map of 1883 the property had by then become designated the County Infirmary.

In 1910 the census informs us that Miss Cate Littleton was manager of the Infirmary. She was age 50, and lived there with her three sisters, one brother, and four other relatives, in addition to two black servants. There were 12 white inmates, including one born in Austria who spoke only German, and another born in Maine; all the others are shown as born in West Virginia. The number of black inmates had risen to 23.

Two decades later the local newspapers were viewing the County Infirmary, once a resplendent manor house, as a scandal. The Spirit of Jefferson excoriated its "almost unmentionable condition." It was denounced as a menace, with its residents reduced to an animal-like existence. In 1931 the County Commission acted to correct this deplorable state of affairs.

Mrs. Daisey Fritts was hired as supervisor that year, and in a remarkably short time the refuge for the indigent enjoyed a rebirth. In 1932 one paper enthused that "We had occasion to go to the Alms House a week or two ago and the transformation was so great it seemed impossible. Floors, ceilings and walls were clean, the quarters had been made more attractive....The Court is to be congratulated on having a woman there who is interested in her work and effective. She deserves the thanks of the people of Jefferson County...."

Mrs. Fritts stayed at the Infirmary for 28 years. When, at age 77, she looked back on her life, she thought of that period as the most satisfying of all. Her superintendency was a highpoint in the 102-year record of the Alms House. She was still in charge when it was closed in 1959 and the last nine inmates relocated, whereupon she retired, fondly regarded as the most caring person ever to have run the place. No doubt she would have subscribed to the famous sentiments of Thomas Gray's "Elegy" when she reflected on those whose lives she did so much to improve:

Let not Ambition mock their useful toil;
Their homely joys, and destiny obscure;
Nor Grandeur hear with a disdainful smile
The short and simple annals of the Poor.

Though the inmates were gone, the story of the Alms House continued. On May 26, 1994, the Jefferson County Commission deeded the property to the county's Solid Waste Authority, including not only the main building, but also outbuildings such as a spring/dairy house, summer kitchen/carriage house, and the ruins of various other structures. In a fitting appreciation of the importance of the site, on April 14, 1995, it was added to the National Register of Historic Places. In December 2009 it was acquired through the collaborative efforts and generous donations of the Solid Waste authority and Rock Spring Church by the Jefferson County Historic Landmarks Commission.

Section VI A. Since we took ownership a few years ago, we have been steadily been stabilizing and maintaining the site by:

- Repointing the northwest corner of the building and stabilizing masonry foundations, \$10,000
- Removing asbestos as part of the furnace removal, \$3,500
- Capping the chimneys, covering the windows and blocking doors, \$2,000
- Rebuilding four front windows, \$5,200
- Tree trimming to remove threat of storm damage, \$1,000,
- Removing rodents and ground hogs, \$2,000
- Capping two cisterns \$1,500 (project underway)

We have also supported preparation of an historic structures report & documentation of outbuildings, \$3,500

Section VI B. Going forward the JCHLC is following a dual strategy 1) mothballing the building by repairing the exterior building envelope to make it weather tight, and 2) identifying a suitable tenant/owner to adaptively renovate the structure. Funds from the annual JCHLC budget, \$4,000-5,000, and Jefferson County Capital improvement account will be used to repair and rehabilitate the most critical sections of the structure. The list of actions we will take include:

- repairing masonry & repointing exterior brick exterior
- installing a solar powered dehumidification system
- reconstructing rear porches & wood addition
- * repairing all wood windows
- * lead abatement
- * restoring & reinstalling original front doors

Section VIII, continued. Summary of Major Items

Item 1

Existing Condition

The existing roof is preformed metal panels overlaid on asphalt shingle. A metal panel is missing on the west end. Substantial areas of metal panels have corroded. Roofing system is no longer watertight.

Proposed Repair

Remove all existing roofing layers (asphalt shingles and existing overlay of rusted metal roof panels) and existing roof underlayment. Install new 30 lb roof underlayment, new 26 gauge mechanically scamed standing seam metal roofing panels, new sheet metal flashing and 6" half-round galvanized gutters.

Item 2

Existing Condition

The bricks on the existing chimneys are losing their mortar and are in danger of loosening and falling out.

Proposed Repair

Cut out the mortar and repoint the bricks on all four chimneys using Type N mortar that closely replicates the original mortar and use a flat brushed joint profile.

Item 3

Existing Condition

The wood cornices on the front and rear of the 1813 original house have deteriorated, some have disappeared, and the remaining ones have lost their protective painted finish. Further loss of the existing cornice detail will continue unless it is repaired.

Proposed Repair: The cornices will be repaired or replaced as necessary.



Photo #1: Addition roof, north side



Photo # 2: Southwest corner main house

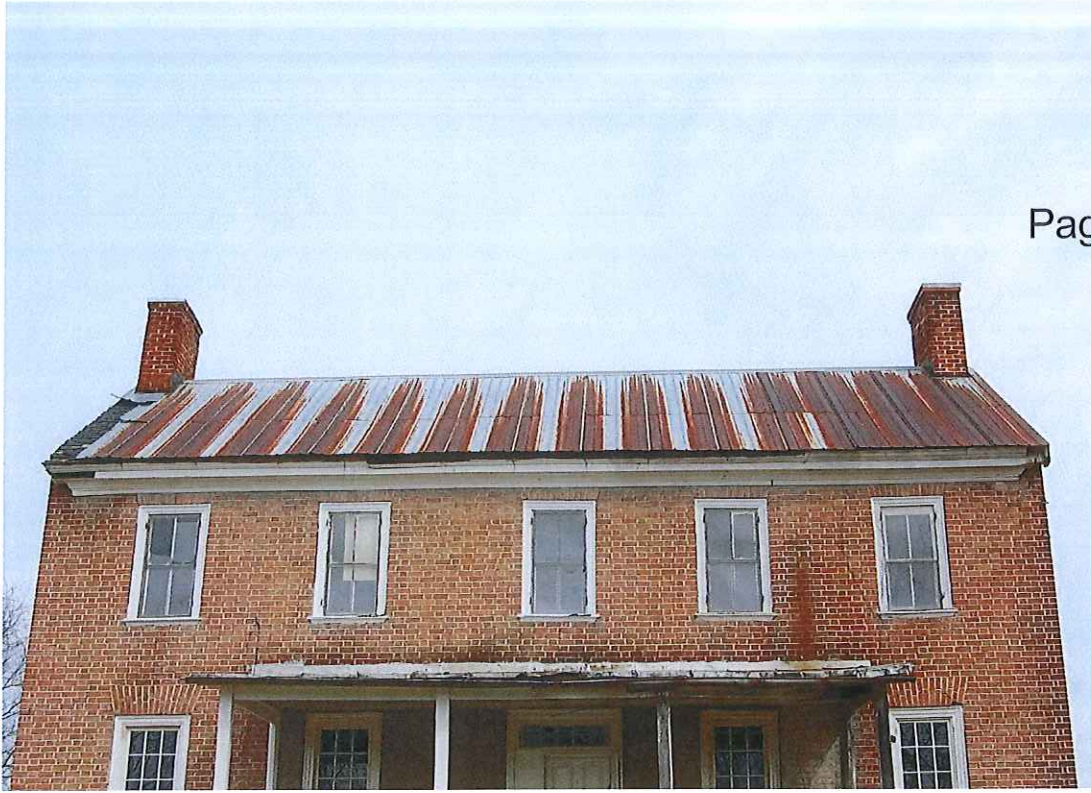


Photo #3: South Side front



Photo #4: West side chimney detail



Photo #5: Dormitory Section

Proposal
RUSSELL'S ROOFING CO.
2244 Papermill Road
Winchester, VA 22601
(540)667-4965 Office
(540)722-2166 Fax

Proposal No.

Sheet No. 1

Date: 03-27-15

Page 3D-1

Proposal Submitted To

Work To Be Performed At

Name Martin Burke
Street P.O. Box 23
City Charles Town
State WV 25414
Telephone Number 304-876-3883

Street 162 Poor Farm Road
City Kearneysville, WV
Date of Plans _____
Architect _____
Email _____

We hereby propose to furnish all the materials and perform all the labor necessary for the completion of To install an Englert 26 gauge standing seam metal roof over 30 lb felt on the front roof, rear roof and the smaller roof in the rear. Will install drip edge, wall flashing, chimney flashing, all fasteners and sealants. Will install a 6" half round galvanized gutter and 4" galvanized downspout installed with strap hangers. All fasteners and sealants. NO FRONT PORCH WORK NEEDED, BEING REMOVED. Prevailing wages have been included.

Any bad woodwork will be an extra.

Customer will pick up building permit.

We will clean up all debris from property when job is completed.

We do not guarantee this roof not to rattle or oil canning.

There is a 30 year warranty on the paint on the prepainted metal.

There is a two year warranty on the workmanship.

Virginia Class A License #141339.

WV Contractors License #WV04-8809.

WV Business Registration Certificate #2259-0969.

All material is guaranteed to be specified, and the above work to be performed in accordance with the drawings and specification submitted for above work and completed in a substantial workmanlike manner for the sum of :
Material and Labor Dollars (\$35,817.00)

with payments to be made as follows:

WARRANTY WILL NOT BE ISSUED UNTIL ACCOUNT IS PAID IN FULL.

PROGRESSIVE PAYMENTS WILL BE SUBMITTED WITH BALANCE DUE UPON COMPLETION.

Any alteration or deviation from above specification involving extra costs, will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado and other necessary insurance upon above work.

Worker's Compensation and Public Liability Insurance on above work to be taken out by Russell's Roofing Company

Respectfully submitted Lisa Bridgforth, President

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

I/We do hereby agree jointly and individually, to pay for all materials supplied. In the event that any account is placed for a third part collection, I/We hereby agree to pay all costs, including reasonable attorney fees, court costs, and finance charge.

Accepted _____ Signature _____

Date _____ Signature _____

PROPOSAL

Page 3D-2

DATE: March 19, 2015

PRESENTED TO: Jefferson County Historic Landmarks Commission
Attn: Martin Burke
1328 Terrapin Neck Rd.
Shepherdstown, WV 25443

PROJECT: Chimney Repairs
Poor House Farm
162 Poor Farm Rd.
Shepherdstown, WV 25443

PROPOSAL NUMBER: 1522

As requested, Gruber-Latimer Restoration, LLC is pleased to submit the following proposal for the above-referenced project.

Section A Scope of Work

Chimney Re-pointing

01. Stage materials and equipment on site. Erect scaffolding.
02. After temporarily removing the existing metal chimney caps, cut out the existing mortar joints on four chimneys, to a depth suitable for re-pointing. Re-point these joints of four chimneys (i.e., one on either end of the main block of the house, and two on the 1859 addition), using Type N mortar that replicates the original mortar as closely as possible, and a flat brushed joint profile.
03. Apply one (1) saturation coat of silane/siloxane water repellent on all exterior brick surfaces of the four chimneys, at a ratio of one (1) gallon per seventy-five (75) square feet of wall area. See Special Note 12, below, regarding this class of product and its application.
04. Re-install metal caps on the tops of the chimneys.
05. Clean work area. Remove any debris and excess materials that result directly from our work.

Section B Special Notes

01. Owner to provide potable water and electrical service to the site of our work, at no charge.
02. This project is not a prevailing wage (Davis-Bacon or WV wage scale) project.
03. In addition to ladders and frame scaffolding, a boom lift may be used to access the work. A diligent effort will be made to limit the amount of disturbance to adjacent soils, landscaping and sidewalks, however no guarantee can be offered in this regard. In those areas where scaffolding is required to be erected directly on top of the roof or other structures, plywood decking and tarps/plastic will be used to avoid damage to these structures.
04. General exclusions: structural steel, carpentry, framing, painting/caulking, plaster/GWB work, roof work, window/door work, insulation, gutters/down spouts, concrete work, finished grading and landscaping, electrical/mechanical/HVAC/plumbing work.
05. Mortar removal will be done by mechanical means, but only by masons with substantial experience in restoration work. The use of hand tools (only) is specifically excluded.
06. Any additional brick reconstruction that exceeds the above scope of work, the need for which is discovered in the course of our work, is excluded from this proposal and, if so directed by the owner, would be pursued on a 'time and material' basis.
07. Additional historic handmade brick, if needed, would be supplied by the contractor on a 'time and material' basis.
- ~~08. This proposal covers reconstruction of the three existing brick chimneys above the roofline. Any brick reconstruction on any of these chimneys below the roofline would be in addition to the specified work and is therefore excluded from this proposal. If so directed by the owner, this work would be pursued on a 'time and material' basis.~~
09. Existing chimneys, being of mid-19th century construction, are not lined like more modern chimneys. After demolition, we will parge the interior brick surface (within arm's reach) below the level of demolition, as well as the new brickwork above the roof.
10. Existing step flashing around base of each chimney will be re-used (and re-sealed, as needed), in reconstruction.
11. The greater durability and lower cost of modern mortars should be weighed against the historical authenticity, lower durability and higher cost of lime-based mortars. Modern mortars with appropriate strength and color characteristics can be made to resemble historic mortars, thereby providing better value, both initially and over the extended life.
12. Regarding the proposed silane/siloxane water repellent for masonry surfaces:
 - product dries clear, with no adverse affect to the color of the stone or mortar;
 - product is temperature-sensitive in terms of ambient conditions at the time of application;
 - one saturation coat typically provides the desired level of protection;
 - product has limited initial surface repellency and may require up to 14 days to develop optimal performance;
 - product is estimated to have a service life of 7-10 years, after which time a maintenance coat is recommended.

A diligent effort will be made to prevent overspray of the water repellent onto adjacent surfaces and landscaping. However, while this water-based product will not damage other materials/surfaces and will be cleaned off windows with a standard window cleaning agent, all parking and driveway areas need to be clear of vehicles.

Jefferson County Historic Landmarks Commission
Attn: Martin Burke
Proposal #1522
March 19, 2015
Page 3

Section C Price

All labor, materials and equipment to complete the above Scope of Work:

\$11,505 (eleven thousand, five hundred and five dollars), plus any applicable State or local taxes (e.g., WV Sales & Use Tax; Charles Town B & O Tax)

Section D Terms

01. Payment in full upon completion of the work performed. Due upon receipt.
02. All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices, and warranted for a period of one (1) year.
03. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the price estimate.
04. This proposal, and any contract that results from this proposal, is made with the expressed condition that Gruber-Latimer Restoration, LLC cannot be held responsible for strikes, accidents, delays or other circumstances beyond our control.
05. Owner to be responsible for all necessary permits. Owner will be responsible for fire, tornado and other necessary and applicable insurance. Gruber-Latimer Restoration employees are fully covered by workers' compensation insurance.
06. West Virginia Contractor's License # WV034399.
07. Gruber-Latimer Restoration, LLC reserves the right to withdraw this proposal if not accepted within 30 days.

Thank you for considering Gruber-Latimer Restoration to be your partner in completing this project. We are confident that our construction experience, and in particular our knowledge and expertise in the restoration field, will enable us to meet ...and, in fact, exceed... your expectations.

Jefferson County Historic Landmarks Commission
Attn: Martin Burke
Proposal #1522
March 19, 2015
Page 4

Please call with questions that may arise or if further information would be helpful. We look forward to working with you.

Gruber - Latimer Restoration, LLC

By: _____



John A. Latimer, III
President

Acceptance of Proposal

The above specifications, price estimates and terms and conditions are satisfactory and are hereby accepted. Gruber-Latimer Restoration, LLC is authorized to do the work as specified. Payment will be made as outlined above.

Signature: _____ Date: _____

In order to complete the agreement contemplated by this proposal, please sign both originals, retain one copy for your records and return the other signed original to Gruber-Latimer Restoration at the above address. Thank you.

****Are your estimates based on State Prevailing Wage Rates???

YES Page 4

ITEMIZED BUDGET:

COST CATEGORY	GRANT REQUEST	+ MATCH AMOUNT	=TOTAL
Item 1 Replace large front roof & two rear roofs and install missing gutters	\$17,908.5	\$17,908.5	\$35,817.
Item 2 repair cornices in a number of places	\$7,643	\$7,643	\$15,286
Item 3 Repoint 4 chimneys	\$7252.5	\$4,252.5	\$11,505
Item 4 Administration		\$3,000	\$3,000
Item 5			
Item 6			
	\$33,004	\$33,004	
	\$	\$	
TOTAL PROJECT COST			\$66,008

IX. MATCHING SHARE

Please describe your matching share (at least 50%) of the project. Is it cash, staff time, volunteer time, donated materials, etc. Applicant must include current documentation/proof (i.e. bank statement, etc.) of existing funds to pay total project cost up front.

NOTE: Time valued above the minimum wage rate must be substantiated. If volunteer or staff time is included, be specific as to how it will be used (grant administration, painting, etc.)

Cash (attach support documentation)	\$	30,004
		\$3,000
In-Kind (specify)	\$	
Project Management		

X. Will a Consultant or Architect be engaged to evaluate the project, to prepare specifications, or to supervise the work? If you have prepared specifications and/or bid estimates, please include with application. Some awarded projects may require the sponsor to provide architectural or engineering services before the work is released for bidding.

Please see three bid estimates on Pages 3C through 3D-4. Sara Lambert will continue monitoring the project.

XI. If you are already working with a consultant or architect, please provide name and phone number. Sara Lambert, Architect , WV 4219, 707-326-6443 who has been engaged in evaluating the project

XII. I have read the attached criteria for evaluation of applications, the grants procedures and assurances and understand that I will be expected to comply with the requirements governing the grants program. I recognize that if the grant is made by the Division of Culture and History, Historic Preservation Office, I will be required to provide match as indicated in the application. If applicant is an organization, President or Chairman must sign. Owner(s) must co-sign if the applicant is not the owner.

Signature and Title



Chair, Jefferson County
Historic Landmarks Commission

Date

3/30/15

Signature and Title

Date

Signature and Title

Date

Return to:
Grants Coordinator
Historic Preservation Office
Division of Culture & History
1900 Kanawha Blvd, East
The Culture Center
Charleston, WV 25305
(304) 558-0240 ext. 720

Additional sheets may be provided for any pertinent information that does not fit in the space provided. The application will not be reviewed if not properly completed or incomplete.

Appendix 1. Letters of Support

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

From: John Allen <johnallenjr@me.com>
To: [cmasonwhf <cmasonwhf@aol.com>](mailto:cmasonwhf@aol.com)
Sent: Tue, Mar 24, 2015 3:22 pm
Subject: Poor Farm grant

Dear Ms. Brooks,

Snow Hill, the former Jefferson County Alms house, is a wonderfully preserved early 19th-century house in Jefferson County. I am very familiar with the house as it is featured in my book on the county's early residential architecture. Now, repairs are needed to protect the structure and unique interior details of this National Register property. The Jefferson County Historic Landmarks Commission is submitting an historic development grant application for state assistance to replace the roof with historically appropriate materials. I strongly support this grant application as Snow Hill is an integral and important part of Jefferson County's history and deserves proper care and attention. In the recent past, the county landmarks commission has suffered severe budget cuts and would greatly benefit from financial support of SHPO's developmental grant program to replace the roof, repoint the chimneys, and repair the original molded cornice. This house not only stands as a testament of the architectural achievement in our state, but also embodies the histories of the families that lived and worked on the county poor farm. As a remarkable public building, it deserves to be protected and preserved.

- Sincerely,

- /s/ John C. Allen, Jr.
-
- John Allen Jr
- johnallenjr@me.com
-

David A Kemnitzer, Architect, AIA
204 East German Street
PO Box 3009
Shepherdstown, WV 25443

304-876-1168
Cell 304-279-6124
Kemnitzer@att.net

19 March 2015

Ms. Pamela Brooks
Grants Coordinator
Historic Preservation Office
Division of Culture and History
The Culture Center
1900 Kanawha Blvd, East
Charleston, WV 25305

Dear Pam,

Subject: Grant Application for Repairs to Snow Hill, the former Jefferson County Alms House.

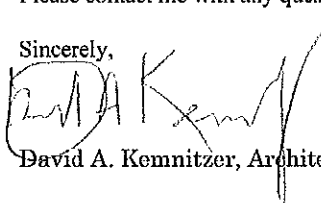
I have personally surveyed the referenced Nation Register listed property. The roof is deteriorated and is unable to protect the building from the weather. There are other serious defects in the envelope of the building as enumerated below.

I am also aware that Jefferson County Historic Landmarks Commission, owners of the property, are submitting an historic development grant application for state assistance to replace the roof with a new standing seam metal roof.

I strongly support this grant application, for Snow Hill as it is an integral and important part of Jefferson County's history and deserves proper care and attention. Over the past few years the Landmark Commission has not fared well in the County budget process and would greatly benefit from financial support from SHPO's developmental grant program to replace the roof, repair the cornices, and repoint the chimney, for it is a significant architectural representation of Jefferson County's history. Please do all you can to help preserve this unique historic resource.

Please contact me with any questions you may have.

Sincerely,



David A. Kemnitzer, Architect, AIA

Pamela Brooks, Grant Coordinator
Historic Preservation Office
Division of Culture and History
The Culture Center
1900 Kanawha Blvd, East
Charleston, WV 25305

Re: Repairs to Snow Hill, the former Jefferson County Alms House

Dear Ms. Brooks:

We understand that the roof of the former Jefferson County Alms House, a National Register property, is in serious need of replacement after many years of weathering and inadequate repair. We are aware that Jefferson County Historic Landmarks Commission, owners of the property, will submit an historic development grant application for assistance to replace the existing roof with a new standing seam metal roof.

It became the County alms house in 1857 and is an important part of Jefferson County history deserving of preservation. The Landmarks Commission would greatly benefit from financial support from SHPO's developmental grant program to replace the roof, repair the cornices and repoint the chimney on this historical resource.

We strongly support this grant application. Snow Hill is one of the earliest homes built by the Hurst family, prolific local builders. It dates from 1813 and is one of their center-hall homes which has "exceptional detailing for the period, including molded panel doors, an over paneled chimney wall and elegant stair." Quoted from John Allen, "Uncommon Vernacular: The early houses of Jefferson County, West Virginia 1735-1835", p. 63.

We look forward to the renovation of this historic building and thank you for your consideration of this application.

/s/ Eleanor Finn, President
Historic Shepherdstown Commission
37 Butcher Court
Shepherdstown, WV 25443



Preservation Alliance of West Virginia
421 Davis Avenue
Elkins, WV 26241
304-345-6005
www.pawv.org

March 25, 2015

Ms. Pamela Brooks, Grants Coordinator,
Historic Preservation Office
Division of Culture and History
The Culture Center
1900 Kanawha Blvd, East
Charleston, WV 25305

Subject: Grant Application for Repairs to Snow Hill, the former Jefferson County Alms House.

On behalf of Preservation Alliance of West Virginia (PAWV), I am writing in support of the Jefferson County Historic Landmarks Commission (JCHLC) request for grant funding to replace the roof of Snow Hill. We are aware that the JCHLC, owners of the property, is submitting an historic preservation development grant application for state assistance to replace the roof with a new standing seam metal roof. PAWV strongly supports this grant application, for Snow Hill is an integral and important part of Jefferson County's history and is in need of preservation.

The JCHLC is a very active commission doing a lot to benefit historic preservation and heritage tourism in West Virginia. It is rare for historic landmarks commissions to own historic resources, such as Snow Hill, and this ownership demonstrates long-term viability for the preservation and interpretation of this historic resource. This project is a direct success of the certified local government program, grant funding would be an excellent investment toward the federal and local funds that help in maintaining this landmark. The JCHLC would greatly benefit from financial support from the historic preservation development grant program to replace the roof, repair the cornices, and repoint the chimney, for it is a significant architectural representation of Jefferson County's history.

Thank you for your consideration,

Danielle LaPresta, Executive Director

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

From: wmtheriault <wmtheriault@myactv.net>

To: cmasonwhf <cmasonwhf@aol.com>

Sent: Sat, Mar 21, 2015 7:29 am

Subject: Grant Application for Repairs to Snow Hill

TO: Ms. Pamela Brooks, pam.a.brooks@wv.gov

Grants Coordinator,

Historic Preservation Office

Division of Culture and History

The Culture Center

1900 Kanawha Blvd, East

Charleston, WV 25305

Re: Snow Hill / Jefferson County Alms House

Snow Hill occupies a unique place among Jefferson county historic landmarks. In addition to its important architectural significance, it represents the county's century long investment in providing social services to indigent or disabled county residents.

The roof of the building needs to be replaced, and the owner -- the Jefferson County Historic Landmarks Commission -- is submitting an historic development grant application for state assistance to replace the roof with a new standing seam metal roof.

Over the last decade, the Landmarks Commission has performed many repairs to make the structure safe and secure and to maintain its architectural integrity. However, the roof replacement exceeds their financial resources.

I strongly support their application to obtain funding for this project.

William D. Theriault,

Director, The West Virginia GeoExplorer Project.

wmtheriault@myactv.net

Appendix 2 ASSURANCES AND CERTIFICATIONS

OMB Approval No. 0348-0042

ASSURANCES - CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances, if such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal interest in the title of real property in accordance with awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progress reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt or approval of the awarding agency.
7. Will establish safeguards to protect employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicap; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107) which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to non-discrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to non-discrimination on the basis of alcohol abuse or alcoholism; (g) §§502 and 507 of the Public Health Service Act of 1944 (42 U.S.C. §§290a-2 and 290a-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to non-discrimination in the sale, rental or financing of housing; (i) any other non-discrimination provisions in the applicable statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other non-discrimination statute(s) which may apply to the application.

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1506 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-335) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following (a) institution of environmental quality control measures under the

National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514, (b) notification of violating facilities pursuant to EO 11738, (c) protection of wetlands pursuant to EO 11990, (d) evaluation of flood hazards in floodplains in accordance with EO 11988, (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 175(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).

16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1956, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL <i>Martin Buehler</i>	TITLE Chair
APPLICANT ORGANIZATION Jefferson County Historic Landmarks Commission	DATE SUBMITTED 3/30/15

U.S. Department of the Interior

**Certifications Regarding Debarment, Suspension and
Other Responsibility Matters, Drug-Free Workplace
Requirements and Lobbying**

Persons signing this form should refer to the regulations referenced below for complete instructions:

Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions - The prospective primary participant further agrees by submitting this proposal that it will include the clause titled, "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions. See below for language to be used or use this form for certification and sign. (See Appendix A of Subpart D of 43 CFR Part 12.)

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions - (See Appendix B of Subpart D of 43 CFR Part 12.)

Certification Regarding Drug-Free Workplace Requirements - Alternates I. (Grantees Other Than Individuals) and Alternate II. (Grantees Who are Individuals) - (See Appendix C of Subpart D of 43 CFR Part 12)

Signature on this form provides for compliance with certification requirements under 43 CFR Parts 12 and 16. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of the Interior determines to award the covered transaction, grant, cooperative agreement or loan.

PART A: Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions

CHECK...IF THIS CERTIFICATION IS FOR A PRIMARY COVERED TRANSACTION AND IS APPLICABLE.

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
 - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

PART B: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

CHECK...IF THIS CERTIFICATION IS FOR A LOWER TIER COVERED TRANSACTION AND IS APPLICABLE.

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

DE-24-94
June 1999
(This form replaces DE-1963, DE-1964,
DE-1981, DE-1982 and DE-1983.)

PART C: Certification Regarding Drug-Free Workplace Requirements

CHECK IF THIS CERTIFICATION IS FOR AN APPLICANT WHO IS NOT AN INDIVIDUAL.

Alternate I. (Grantees Other Than Individuals)

A. The grantee certifies that it will or 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 ongoing drug-free awareness program to inform employees about—
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will —
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency in writing, within ten 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 every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification numbers(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted —
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a) (b), (c), (d), (e) and (f).

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

Place of Performance (Street address, city, county, state, zip code)

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

PART D: Certification Regarding Drug-Free Workplace Requirements

CHECK IF THIS CERTIFICATION IS FOR AN APPLICANT WHO IS AN INDIVIDUAL.

Alternate II. (Grantees Who Are Individuals)

- (a) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;
- (b) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to the grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

DE-2010
June 1995
(This form replaces DE-1953, DE-1954,
DE-1955, DE-1984 and DE-1985)

PART E: Certification Regarding Lobbying
Certification for Contracts, Grants, Loans, and Cooperative Agreements

CHECK IF CERTIFICATION IS FOR THE AWARD OF ANY OF THE FOLLOWING AND THE AMOUNT EXCEEDS \$100,000: A FEDERAL GRANT OR COOPERATIVE AGREEMENT, SUBCONTRACT, OR SUBGRANT UNDER THE GRANT OR COOPERATIVE AGREEMENT.

CHECK IF CERTIFICATION IS FOR THE AWARD OF A FEDERAL LOAN EXCEEDING THE AMOUNT OF \$150,000, OR A SUBGRANT OR SUBCONTRACT EXCEEDING \$100,000, UNDER THE LOAN.

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) 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 an agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

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

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

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

As the authorized certifying official, I hereby certify that the above specified certifications are true.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

Martin Burke

TYPED NAME AND TITLE

Martin Burke, Chair, Jefferson County Historic Landmarks Commission

DATE 3/30/15

CI-307e
June 1995
(This form replaces CI-1813, CI-1854,
CI-1903, CI-1824 and CI-1843.)



Name: Carol Swiger

Department or Organization: Jefferson County Commission-Ambulance Fee

Estimation of amount of time needed for appointment:

Date Requested—1st Choice: **5/21/15**

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

Date Requested—2nd Choice:

Subject (Wording to be placed on agenda.

Mr. Michael Carroll claims he did not receive the first bill and wants the late fees waived.

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

Is this a funding request? Y/N No

If so, how much? \$

Provide exact financial impact/request:

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

I move to approve/deny Mr. Michael Carroll's request to be exonerated from the \$30 late fee.

Attach supporting documents for request or request may be denied.

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

Contact information:

Email address: cswiger@jeffersoncountywv.org

Phone Number: 304-728-5606

FOR COMMISSION STAFF USE ONLY—FINANCIAL IMPACT/RECOMMENDATION

FOR COMMISSION STAFF USE ONLY—FINANCIAL IMPACT/RECOMMENDATION

Jefferson County Emergency Ambulance Service Fee
Exoneration/Modification Request
Jefferson County, West Virginia

Date: May 11, 2015

I hereby request a review by the Jefferson County Commission. I believe there to be an error in the amount I was billed for the Emergency Ambulance Service Fee.

Amount billed: \$50.00

I believe I qualify for the fee assessment circled:

Residence - \$40

Business - \$85

Farm Exemption - \$40
(no commercial retail open to the public)

Homestead Exemption
50% off approved parcel

Proof of exemption must be included with this form
RETURN THIS FORM BY SEPTEMBER 30TH

Describe the reason for this request:

Requesting an exoneration from the \$30.00 late fee
because I never received an initial bill. Periodically,
I have had some difficulties with mail delivery at
my residence.

Michael M. Carroll

Printed Name

Michael M. Carroll

Signature

644 Stonehouse Lane, Shepherdstown, WV 25443

Address

(304) 876-9205

Phone number

Do not write below this line---For Official Use Only

Approved / Denied

Date: _____

Reason: _____

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jessica Carroll

Department or Organization: Jefferson County Commission

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: May 21, 2015

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Request for Appointment to the Partnership for Affordable Housing Board

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



238 W. Washington Street
Charles Town WV 25414
info@PAHwv.org
WWW.PAHwv.org

Board of Directors

President

Dan vanBellegem

Vice-President

Rosella Kern

Secretary

Annette van Hilst

Treasurer

P.T. Porterfield III

Members

Cheryl Moyer

David Mills

Dennis Crolley

Dale Manuel

Debbie McClure

Our Mission is to
**Ensure Access to
Safe & Affordable
Housing through
Advocacy, Education
& the Development of
Housing Resources**

Our vision is
**Safe Affordable
Housing for All**

April 17, 2015

Jane Tabb, President

Board of County Commissioners of Jefferson County
PO Box 250
Charles Town WV 25414

Dear President Tabb:

At its meeting on April 1, 2015, the Board of Directors of the Partnership discussed the open position on the Board that was previously filled by Commissioner Noland. We had understood that Commissioner Widmyer would fill the position once she no longer was on the Board of County Commissioners. Ms. Widmyer declined our invitation and there currently is a vacancy for a person to represent the County Commission.

At our meeting, Commissioner Manuel suggested that we recommend a person to represent the Commission on our board. That person need not be a County employee or elected official. That person should however be able to be in contact with the County Commission and bring to your attention any items that might be of interest or that might require the Commission's attention.

The Board of PAH at its meeting on April 1, 2015 agreed to recommend Angela Kable Johnson, a Realtor with REMAX in Charles Town. Ms. Johnson is interested in affordable housing and would be an asset to our Board.

We would appreciate your taking action to authorize Ms. Johnson to be one of your representatives on our Board, with Commissioner Manuel being the other. We do appreciate the involvement of the Commission with our organization.

Sincerely

Annette G. van Hilst, Secretary

Cc: Angela Kable Johnson
Dan vanBellegem, President
Rosella Kern VP

Partnership for Affordable Housing

Who We Are

Board of Directors

- Dan Van Bellegham, President (Homeless Coalition)
- Rosella Kern, Vice President (Community)
- Dale Manuel (Jefferson County Commission)
- David Mills (Charles Town City Manager)
- Philip T. Porterfield III, Treasurer (Community)
- Annette VanHilst, Secretary (Community)
- Deb McClure (City of Ranson)
- Dennis O. Crolley (Jefferson County Community Ministries)
- Cheryl Moyer (Community Networks)

Staff Members

- Rosa Eggleton, Trainer, Homebuyer Education Class

Board, Ex-Officio

- A.M.S. (Rusty) Morgan III
- Renny Smith (Chair, Publicity Committee)

Bylaws

BYLAWS OF THE PARTNERSHIP FOR AFFORDABLE HOUSING

ARTICLE I - NAME AND PURPOSE

- Section 1: The name of the organization shall be Partnership for Affordable Housing, Inc. It shall be a non-profit organization incorporated under the laws of the State of West Virginia
- Section 2: *Purpose:* Partnership for Affordable Housing is organized exclusively for charitable and education purposes. The Purpose of this corporation is:

SEE ATTACHED AMENDMENT DATED 11-07-07
- Section 3: Geographic Service Area. The Partnership will serve the Counties of: Jefferson, Berkeley and Morgan in the State of West Virginia including all incorporated Municipalities located within. (amended 3-11-09 & 11-4-09)

ARTICLE II - MEMBERSHIP

- Section 1: Membership of the Board of Directors shall be made up of 1/3 residents of low-income neighborhoods or organizations that serve low-income populations; 1/3 locally elected officials or their appointees which represent one county commissioner and three municipality council members and 1/3 members with skills in housing or social services..
- Section 2: All members shall serve three-year terms.. Of the members who are first appointed, 1/3 shall be designated to serve for terms of one, two or three years, respectively, from the date of their appointment. Thereafter, members shall be elected for a term of office of three years, except that all vacancies shall be filled for an unexpired term.

ARTICLE III - BOARD OF DIRECIORS

- Section 1: *Board Roll, size and compensation:* The Board is responsible for the overall policy and direction of the association and delegate responsibility for the day-to-day operations to staff and committees The board shall have up to 15 but no fewer than 9 members. (amended 3-11-09) The board receives no compensation other than reasonable expenses related to their work as members of this board.
- Section 2: *Terms* All board members will serve three year terms, but are eligible for re-election for up to three consecutive terms..
- Section 3: *Meetings and Notice* The board shall meet at least quarterly, at an agreed upon time and place.. An official board meeting requires that each board member have written notice at least two weeks in advance of the meeting.

Bylaws

- Section 4: Board elections: During the last quarter of each fiscal year of the corporation, the board of directors shall elect Directors to replace those whose terms will expire at the end of the fiscal year.. This election shall take place during a regular meeting of the directors, called in accordance with the provisions of these bylaws .
- Section 5: *Election procedures* New directors shall be elected by a majority of Directors present at such a meeting, provided there is a quorum present Directors so elected shall serve a term beginning on the first day of the next fiscal year.
- Section 6: *Quorum.* A quorum must be attended by at least thirty percent of board members for business transactions to take place and motions to pass.
- Section 7: *Officers and Duties* There shall be four officers of the board, consisting of a President, Vice President, Secretary and Treasurer. Their duties are as follows;
- the President shall convene regularly scheduled board meetings, shall preside or arrange for other members of the Executive Committee to preside at meeting in the following order: vice-chair, secretary, treasurers.
- The Vice- President* shall chair committees on special subjects as designated by the board..
- The Secretary* shall be responsible for keeping records of board actions, including overseeing the taking of minutes at all board meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each board member, and assuring that corporate records are maintained..
- The Treasurer* shall make a report at each board meeting the treasurer shall chair the finance committee, assist in the preparation of the budget, help develop fundraising plans and make financial information available to board members and the public.
- Section 8: *Vacancies.* When a vacancy on the board exists mid-term, the secretary must receive nominations for new members from present board members two weeks in advance of a board meeting. These nominations shall be sent out to board members with regular board meeting announcements, to be voted upon at the next board meeting.. These vacancies will be filled only to the end of the particular board member's term..
- Section 9: *Resignation, termination and absences* Resignation from the board must be in writing and received by the secretary. Board members shall be terminated from the board due to unexcused absences of more than two from board meetings in a year . Board member may be removed for other reasons by a three-fourths vote of the remaining directors.

Bylaws

Section 10: *Special meetings* Special meetings of the board shall be called upon the request of the chair, or one-third of the board. Notices of special meetings shall be sent out by the secretary to each board member at least two weeks in advance.

ARTICLE IV - COMMITTEES

Section 1: *Committee formation* The board may create committees as needed, such as fundraising, housing, public relations, data collection, etc.. The board Chair appoints all committee chairs..

Section 2: *Executive Committee* The four officers serve as members of the Executive Committee. Except for the power to amend the articles of incorporation and bylaws, the Executive Committee shall have all the powers and authority of the board of directors in the intervals between meetings of the board of directors, and is subject to the direction and control of the full board.

Section 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, fundraising plan, and annual budget with staff and other board members.. The board must approve the budget and all expenditures approved of the board of the Executive Committee.. Any budget change that is over 10% of the total budget amount requires board or executive committee approval. The fiscal year shall be from July 1 to June 30, 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 made available to board members and the public

ARTICLE V - DIRECTOR AND STAFF

Section 1: *Executive Director:* The executive director is hired by the board.. The executive director has day-to-day responsibilities for the organization, including carrying out the organization's goals and policies.. The executive director will attend all board meetings, report on the progress of the organization, answer questions of the board members and carry out the duties described in the job description.. The board can designate other duties as necessary..

ARTICLE VI - AMENDMENTS

Section 1: *Amendments* To these bylaws may be made when necessary by two-thirds majority of the board of directors. Proposed amendments must be submitted to the secretary to be sent out with regular board announcements .

Partnership for Affordable Housing, Inc.

Resolution of the Board of Directors

The undersigned, being the Secretary of the Partnership for Affordable Housing, Inc. (The "Corporation"), hereby certifies that the following resolution was duly approved and adopted by a majority vote of the Board of Directors at a meeting duly called and held on March 11, 2009 and directs that they be filed with the records of the Corporation.

RESOLVED, that the Corporation approved the following amendments to its By-Laws;

1. To Article I add Section 3 to read:

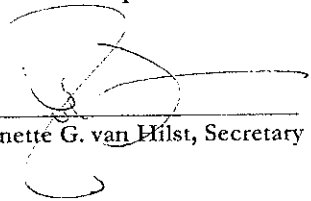
Section 3: *Geographic Service Area:* The Partnership will service Jefferson County West Virginia including all incorporated Municipalities located within.

2. To Article III delete the number 12 on line 2 and add the number 15 to read:

The board shall have up to 15 members but no fewer than 9 members.

FURTHER RESOLVED, that the approval of this Board of Directors is hereby deemed conclusively evidenced by the execution of any and all documents required to effectuate the Amendments, by the Chairman and /or Secretary of the Corporation be, and further the Secretary is, hereby authorized to certify a copy of these resolutions to any party having a valid interest therein.

IN WITNESS WHERE OF, I have set my hand and affixed the seal of the Corporation on this 11th day of March, 2009.



Annette G. van Hilst, Secretary

3/11/09

Date

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, **June 4, 2015**, or as soon thereafter as the Commission may decide:

Jefferson County Development Authority Board - one unexpired term ending April 5, 2016.

Persons who may be interested in the above listed agency should submit a letter of interest and a resume or statement of qualifications to the Jefferson County Commission, P.O. Box 250, Charles Town, WV 25414 no later than 12:00 p.m. the Monday before the proposed date of appointment.

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

SPIRIT OF JEFFERSON:

PLEASE ADVERTISE ON:

May 13, 20, and 27

THANKS - JEFFERSON COUNTY COMMISSION

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, June 4, 2015, or as soon thereafter as the Commission may decide:

Harpers Ferry/Bolivar Public Service District - one unexpired term ending June 30, 2020.

Persons who may be interested in the above listed agency should submit a letter of interest and a resume or statement of qualifications to the Jefferson County Commission, P.O. Box 250, Charles Town, WV 25414, no later than 12:00 pm on the Monday prior to the proposed date of appointment.

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

SPIRIT OF JEFFERSON:

PLEASE ADVERTISE ON:

May 13, 20, 27

THANKS - JEFFERSON COUNTY COMMISSION

Jefferson County Public Service District

Received

Jefferson County Public Service District
Regular Board Meeting
April 6, 2015

MAY 08 2015

Jefferson County Commission

The monthly meeting of the Jefferson County Public Service District was held at 7:00PM on Monday, April 6, 2015 in the meeting room at the Districts office in Kearneysville. Those in attendance included: Chairman, Peter Appignani; Treasurer, Bill Strider; General Manager, Susanne Lawton; Administrative Assistant, Ashley Stottlemeyer; District Legal Counsel, Jim Kelsh; from Thrasher Engineering, Wayne Morgan; from Dunn Engineering, Fred Hypes; and Liaison for the County Commission, Commissioner Jane Tabb.

Secretary Richard Weese was absent for a majority of the meeting, but did call in for executive session and a portion of the regular meeting.

CALL TO ORDER

Chairman Peter Appignani called the meeting to order at 7:00PM.

Approval of agenda

The Board approved the agenda after moving the item to discuss the Sewer Transmission agreement with Ranson to executive session.

Public Comments

None.

OLD BUSINESS

Review Minutes of March 2 regular board meeting

The minutes of the March 2, 2015 regular board meeting were approved as presented.

Action: Motion made by Mr. Strider and seconded by Mr. Appignani to accept the March 2, 2015 regular board meeting minutes as presented. Approved 2-0.

Discuss the District's financial status (status of paying bills)

Ms. Lawton stated that the District will need an estimated \$82,000 in payments to cover the disbursements for this month. It was noted that this is an improvement over the past several months.

Action: No action required by the Board.

Update on the water systems improvement project for Glen Haven and Cavaland

Ms. Lawton stated the water systems project is substantially complete except for a few minor issues. Mr. Kelsh submitted a letter to the West Virginia Infrastructure and Jobs Development Council requesting additional grant funds to cover cost overrun on the project.

Action: No action required by the Board.

Update on strategic plan

Mr. Hypes from Dunn Engineering stated that his firm is continuing to work on drafting a strategic plan. A progress report is due to the Public Service Commission by June 25 and the final report is due August 24.

Action: No action required by the Board.

NEW BUSINESS

Consider having Thrasher review their past pump station 4-4 plan review for Jefferson Heights and advise District personnel how much the upgrade for the development will cost the new owner

Ms. Lawton requested the Board approve Thrasher Engineering prepare an estimate on how much the upgrades to pump station 4-4 would cost if the District would accept flows from the proposed Jefferson Heights North subdivision, whose residents will be sewer customers of Charles Town. This development would only be using the District's pump station to transport flow to the Charles Town plant. Pentree Engineers, which are now a part of Thrasher Engineering, have reviewed the plans in the past and instead of

Dunn Engineering starting a new review process, Ms. Lawton would like Thrasher to update their previous estimates for a pump station upgrade. Mr. Appignani questioned if the District would be violating the contract with Dunn Engineers, but Mr. Kelsh stated that he is not aware of any conflicts with Dunn Engineers or the ongoing contract with Pentree, now Thrasher Engineering. Wayne Morgan, Thrasher Engineering, estimated the cost for the review would be between \$800 and \$1,000. Fred Hypes from Dunn Engineers had no problem with Thrasher preparing the estimate since they have already completed the work in previous years. Mr. Appignani also had questions since Jefferson Heights is in the Charles Town service area. Ms. Lawton requested the Board move into executive session due to negotiations with Charles Town concerning the pump station. Mr. Appignani questioned that since a review of the 2005 through 2009 Districts meeting minutes, the time frame when this issue was examined, did not reference Jefferson Heights or the sale of the pump station to Charles Town. Since there was a matter of privileged communications with the Charles Town Utility Board attorney, the Board went into executive session.

Action: Motion made by Mr. Strider and seconded by Mr. Appignani to go into executive session to discuss Jefferson Heights. Approved 2-0.

Action: Motion made by Mr. Strider and seconded by Mr. Appignani to return to public session. Approved 2-0.

Action: Motion made by Mr. Strider and seconded by Mr. Appignani to approve Thrasher Engineering prepare an estimate for upgrades to pump station 4-4 if the District would accept flows from the Jefferson Heights North subdivision. The Board is not aware of any contractual conflicts with Dunn Engineers or Thrasher Engineering. Approved 2-0.

Discuss District staff water and sewer operator licenses

Mr. Appignani requested this item to be put on the agenda and appreciates the information provided by staff. His motive for this item was to ask staff if there are any concerns with obtaining credits or if there is anything the Board can do to assist in earning these credits. Ms. Lawton requested the Board continue to approve the attendance and travel arrangements for staff to attend classes for the purpose of obtaining credits and knowledge. Mr. Appignani requested that in the future, when travel was requested the continuing education requirements associated with the travel was included in the request.

Action: No action required by the Board.

Update on Status of Current Public Service Commission Cases

PSC case # 12-0513 -PSD-PC (2012 sewer rate case) – The PSC staff issued an order on March 24 directing the District to file a status report on the strategic plan by June 25 and to file the completed plan by August 24.

PSC case # 13-1175-S-C (Old Standard, LLC complaint) & Circuit Court case # 14-C-51 – The PSC case has been closed and the circuit court case has been stayed.

Action: No action required by the Board.

Discussion of any Expenses over Budget

There were no items over budget this month.

Action: No action required by the Board.

Disbursements

Action: Motion made by Mr. Strider and seconded by Mr. Weese to approve disbursements for Public Service District water expenses in the amount of \$3,845.77. Unanimously approved.

Action: Motion made by Mr. Strider and seconded by Mr. Weese to approve disbursements for the Public Service District sewer expenses in the amount of \$183,469.51. Unanimously approved.

Approve transfer of \$1,406.64 from the Renewal & Replacement account to the Sewer Operating account for pump repair at pump station 3-6

Approve transfer of \$4,174.20 from the Renewal & Replacement account to the Sewer Operating account for pump repair at pump station 1-10

Approve transfer of \$1,839.99 from the Renewal & Replacement account to the Sewer Operating account for PLC repair at pump station 4-5

Approve transfer of \$1,806.12 from the Renewal & Replacement account to the Sewer Operating account for pump repair at pump station 4-5

Approve transfer of \$5,400.58 from the Sewer Security Deposit account to the Sewer Operating account for security deposit refunds

Approve transfer of \$192.18 from the Water Security Deposit account to the Water Operating account for security deposit refunds

Action: Motion made by Mr. Strider and seconded by Mr. Appignani to approve transfer of \$1,406.64 from the Renewal & Replacement account to the Sewer Operating account for pump repair at pump station 3-6; Approve transfer of \$4,174.20 from the Renewal & Replacement account to the Sewer Operating account for pump repair at pump station 1-10; approve transfer of \$1,839.99 from the Renewal & Replacement account to the Sewer Operating account for PLC repair at pump station 4-5; approve transfer of \$1,806.12 from the Renewal & Replacement account to the Sewer Operating account for pump repair at pump station 4-5; approve transfer of \$5,400.58 from the Sewer Security Deposit account to the Sewer Operating account for security deposit refunds; approve transfer of \$192.18 from the Water Security Deposit account to the Water Operating account for security deposit refunds. Approved 2-0.

General Manager's Report

Ms. Lawton updated the Board on activities since last month's meeting.

Pump Station 1-12 – Ms. Lawton and Mr. Kelsh are preparing a promissory note for the driver who hit the pump station to cover costs not being covered by insurance.

Senate Bill 234 – Mr. Appignani would like Mr. Kelsh to update the Board next month on this bill.

Action: No action required by the Board.

Other staff reports

None discussed.

Action: No action required by the Board.

Correspondence

None discussed.

Public Comment

Mr. Charles Cheezum had questions about a handout prepared by Pentree, Inc that was given to the County Commission months ago about the proposed acquisition of Jefferson Utilities, Inc. He made a request that the document be discussed at the next Board meeting with Thrasher Engineering giving an explanation.

Commissioner Tabb and Mr. Freeze exited the meeting. Mr. Hypes and Mr. Morgan stayed and Mr. Weese was called for executive session.

Action: Motion made by Mr. Strider and seconded by Mr. Appignani to convene in executive session for the purpose of discussing litigation and contract negotiations. Approved 2-0.

Action: Motion made by Mr. Strider and seconded by Mr. Weese to return to public session. Unanimously approved.

Action: Motion made by Mr. Strider and seconded by Mr. Weese to approve the sewer transportation agreement with the City of Ranson for the sewer transmission project as discussed. Approved 2-1. Mr. Appignani voted against the motion.

Mr. Appignani stated that this arrangement doesn't serve the current ratepayers and opposed approving the agreement.

**Action: Motion made by Mr. Strider and seconded by Mr. Weese to adjourn.
Unanimously approved.**

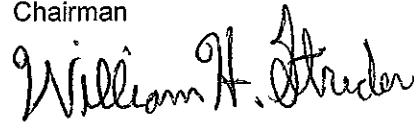
There being no further business at this time, the meeting was adjourned at 8:15PM.

The next regular meeting is scheduled for Monday, May 4, 2015 at 7:00pm at 340 Edmond Road, Suite A at the Districts office in Kearneysville.

Respectfully Submitted,



Peter L. Appignani
Chairman



William H. Strider
Treasurer

Impact Fee Status Report

April 2015

Office of Impact Fees

Summary

Date Range: Wednesday 1 through Thursday 30 April 2015

Report Date: 4 May 2015

Process Number Range: 1500047 - 1500064

Total Applications: 18

Total Non-Exempt: 14

Of which:

Commercial: 0

Residential: 14

Of which:

County: 3

Municipal: 11

Total Exempt: 4

Of which:

Commercial: 0

Residential: 4

Of which:

County: 4

Municipal: 0

Tables 1 through 7 summarize impact fee processing for April 2015. Table 8 represents account totals, pending the transfer of fees collected as shown in Table 1, including General Impact Fee Account (3111776) interest which is listed in Table 2.

Table 1. Form 100 Tallies

	Exempt	Commercial	Residential	Total
1 – 30 April 2015	4	0	14	18
Fees collected		\$0.00	\$180,098.00	\$180,098.00
<i>Of which</i>				
School Impact Fee			\$159,012.00	\$159,012.00
Law Enforcement Fee		\$0.00	\$786.00	\$786.00
Parks & Recreation Fee			\$10,528.00	\$10,528.00
Fire & EMS Fee		\$0.00	\$9,772.00	\$9,772.00

Table 2. Financial Data – Office of Impact Fees General Account (3111776)

Description	Amount
Opening Statement Balance (1 April 2015)	\$201,943.91
April Deposits (1 – 30 April 2015)	\$180,098.00
School March Transactions (withdraws via transfer on 13 April 2015)	(\$177,110.40)
Law March Transactions (withdraws via transfer on 13 April 2015)	(\$2,224.46)
Parks & Rec March Trans. (withdraws via transfer on 13 April 2015)	(\$11,725.75)
EMS March Trans. (withdraws via transfer on 13 April 2015)	(\$10,883.30)
Interest Earned (30 April 2015)	\$85.73
Ending Statement Balance (30 April 2015)	\$180,183.73
<i>Outstanding Credits (deposits through 1 May 2015)</i>	<i>\$0.00</i>

Table 3. Financial Data – School Impact Fee Account (3107582)

Description	Amount
Opening Balance (1 April 2015)	\$602,150.65
March Transactions (deposits via transfer on 13 April 2015)	\$177,110.40
Interest Earned (30 April 2015)	\$291.13
Ending Balance (30 April 2015)	\$779,552.18

Table 4. Financial Data – Law Enforcement Impact Fee Account (3120120)

Description	Amount
Opening Balance (1 April 2015)	\$45,973.96
March Transactions (deposits via transfer on 13 April 2015)	\$2,224.46
Interest Earned (30 April 2015)	\$19.45
Ending Balance (30 April 2015)	\$48,217.87

Table 5. Financial Data – Parks & Recreation Impact Fee Account (3122808)

Description	Amount
Opening Balance (1 April 2015)	\$505,736.01
March Transactions (deposits via transfer on 13 April 2015)	\$11,725.75
Interest Earned (30 April 2015)	\$210.73
Ending Balance (30 April 2015)	\$517,672.49

Table 6. Financial Data --EMS Impact Fee Account (3122816)

Description	Amount
Opening Balance (1 April 2015)	\$139,150.18
March Transactions (deposits via transfer on 13 April 2015)	\$10,883.30
Interest Earned (30 April 2015)	\$59.87
Ending Balance (30 April 2015)	\$150,093.35

Table 7. Total Impact Fees as of 1 May 2015 /1

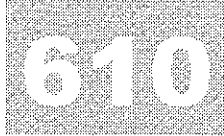
Description	Amount
Office of Impact Fees General Account	\$180,183.73
School Impact Fee Account	\$779,552.18
Law Enforcement Fee Account	\$48,217.87
Parks & Recreation Impact Fee Account	\$517,672.49
EMS Impact Fee Account	\$150,093.35
Total Impact Fees	\$1,675,719.62

/1 These values represent both impact fees collected and interest earned. The general account includes the outstanding credits listed in table 2 and outstanding debits, if any, listed in tables 3-6.

Table 8. Pending May 2015 Fee Transfers /1

Account	30 April 2015 Account Totals	Pending Impact Fee Transfers	Account Totals
School Impact Fee Account	\$779,552.18	\$159,087.44	\$938,639.62
Law Enforcement Fee Account	\$48,217.87	\$786.86	\$49,004.73
Parks & Recreation Impact Fee Account	\$517,672.49	\$10,533.14	\$528,205.63
EMS Impact Fee Account	\$150,093.35	\$9,776.29	\$159,869.64
Total Impact Fees	\$1,495,535.89	\$180,183.73	\$1,675,719.62

/1 This table represents each of the impact fee category account totals as of 30 April 2015 listed in tables 3 – 6. Pending fee transfer amounts, excluding interest and any outstanding credits, collected in May 2015 are listed in table 1 of the General Account (3111776); these transactions will be processed in April 2015. Any outstanding credits, as listed in table 2, will be added to the next month's Impact Fee transfer amounts.



Form 100 Transaction Summary

Jefferson County Government – Office of Impact Fees

Impact Fee Applications Processed between dates Sunday 1 through Tuesday 31 April 2015

Process Number	Date	Last Name	First Name	Tax District	Acres	Front Feet	Lot	Parcel	Impact Fees Collected	Date	Exemption Reason
Exempt Applications											
1500059	04/17/2015	James	Matthew	02 Charles Town	1113	603	23A	182	\$0.00	04/17/2015	Form 200
1500062	04/29/2015	French	Benjamin and	09	1054	630	20	3	\$0.00	04/29/2015	Form 200
1500063	04/30/2015	Steinhoff	Stephen	02 Charles Town	1147	550	19	34	\$0.00	04/30/2015	Form 200
1500064	04/30/2015	Steinhoff	Stephen	02 Charles Town	1147	550	19	34	\$0.00	04/30/2015	Form 200
Category Count: 4				Category Total				\$0.00			
Non-Exempt Applications											
1500047	04/01/2015	Heather	Arcadia	03 Charles Town	23	67	12A	212	\$12,808.00	04/01/2015	N/A
1500048	04/01/2015	Heather	Arcadia	03 Charles Town	23	67	12A	208	\$12,808.00	04/01/2015	N/A
1500049	04/01/2015	Heather	Arcadia	03 Charles Town	23	67	12A	176	\$12,808.00	04/01/2015	N/A
1500050	04/01/2015	Heather	Arcadia	03 Charles Town	23	67	12A	184	\$12,808.00	04/01/2015	N/A
1500051	04/07/2015	Rogers &	James & Patricia	06 Kabletown	1026	589	22	17	\$13,070.00	04/07/2015	N/A
1500052	04/07/2015	Dan Ryan		03 Charles Town	.	.	11D	109	\$12,808.00	04/07/2015	N/A
1500053	04/07/2015	Dan Ryan		03 Charles Town	.	.	11D	110	\$12,808.00	04/07/2015	N/A
1500054	04/07/2015	Dan Ryan		03 Charles Town	.	.	11D	111	\$12,808.00	04/07/2015	N/A
1500055	04/07/2015	Dan Ryan		04 Harpers Ferry	1129	541	9D	107	\$13,070.00	04/07/2015	N/A
1500056	04/07/2015	Dan Ryan		04 Harpers Ferry	1129	541	9D	148	\$13,070.00	04/07/2015	N/A
1500057	04/15/2015	Charles	Ryan Homes	08 Ranson Corp	982	137	8D	21G	\$12,808.00	04/15/2015	N/A
1500058	04/15/2015	Charles	Ryan Homes	08 Ranson Corp	982	137	8D	23G	\$12,808.00	04/15/2015	N/A
1500060	04/23/2015	K Hovnanian		03 Charles Town	1095	342	11B	294	\$12,808.00	04/23/2015	N/A
1500061	04/23/2015	K Hovnanian		03 Charles Town	1095	342	11B	340	\$12,808.00	04/23/2015	N/A
Category Count: 14				Category Total				\$180,098.00			
TOTAL APPLICATIONS: 18				Grand Total				\$180,098.00			

JEFFERSON COUNTY, WEST VIRGINIA
Engineering Department
Office of Impact Fees
116 East Washington Street, P.O. Box 716
Charles Town, WV 25414

COPY

Michelle Mason
Impact Fee Program Specialist

Phone: (304) 728-3331
Fax: (304) 728-3953
mmason@jeffersoncountywv.org

MEMORANDUM

TO: Stephanie Grove, Vivian Fields, and Teresa Hendricks
FROM: Michelle Mason
DATE: Monday, 4 May 2015
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Schools Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County Schools Impact Fee Account (Bank of Charles Town account 3107582)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of April 2015.

This transfer consists of two components:

- Impact Fee Process Numbers **1500047** through **1500064**, inclusive. Within this range there were 14 non-exempt impact fee payments. This amounts to **\$159,012.00**.
- Interest earned by the Office of Impact Fees General Account in April 2015 amounts to **\$85.73**, of which **\$75.44** is attributed to fees collected for Schools.

As per the attached invoice, the total amount of this transfer is \$159,087.44.

Check # 992

Jefferson County Commission

P.O. Box 250
 Charles Town, WV 25414

Invoice

Number: 15017

Date: 5/4/2015

Bill To:

Office of Impact Fees
 116 East Washington Street
 Suite 100
 Charles Town, WV 25414

Pay To:

Sheriff of Jefferson County
 P.O. Box 9
 Charles Town, WV 25414

P.O. Number**Vendor Number****Description****Amount**

Impact Fee payments collected for month of April 2015 into the Office of Impact Fees
 General Account (3111776) to be paid to the Sheriff of Jefferson County School Impact
 Fees Bank Account (3107582).

\$159,012.00

Interest earned by the Office of Impact Fees General Account April 2015.

\$75.44

Impact Fee Process Numbers 1500047 through 1500064, inclusive. Within this range,
 there were 14 non-exempt impact fee payments.

Total: \$159,087.44

Notes/Comments Transfer of funds into School Impact Fee Account (3107582).

Check Number: 992



Account Withdraws
Office of Impact Fees - Jefferson County Government

Account 3111776

Schools

Check Number 992

Trace 20150504:39925.26

Date 5/4/2015

Series 1

Recipient Sheriff of Jefferson County

Account 3107582

Amount \$159,012.00

Signature 1 Jane Tabb

Signature 2 Sheriff Peter Dougherty

Signature 3 Jennifer Maghan

Notes: Transfer of Impact Fees From General Account for School Impact Fees Collected in April 2015.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
4/2/2015	1500047	2003-3	11/24/2005	\$11,358.00
4/2/2015	1500048	2003-3	11/24/2005	\$11,358.00
4/2/2015	1500049	2003-3	11/24/2005	\$11,358.00
4/2/2015	1500050	2003-3	11/24/2005	\$11,358.00
4/8/2015	1500051	2003-3	11/24/2005	\$11,358.00
4/8/2015	1500052	2003-3	11/24/2005	\$11,358.00
4/8/2015	1500053	2003-3	11/24/2005	\$11,358.00
4/8/2015	1500054	2003-3	11/24/2005	\$11,358.00
4/8/2015	1500055	2003-3	11/24/2005	\$11,358.00
4/8/2015	1500056	2003-3	11/24/2005	\$11,358.00
4/16/2015	1500057	2003-3	11/24/2005	\$11,358.00
4/16/2015	1500058	2003-3	11/24/2005	\$11,358.00
4/24/2015	1500060	2003-3	11/24/2005	\$11,358.00
4/24/2015	1500061	2003-3	11/24/2005	\$11,358.00

Total amount for this withdraw \$159,012.00

Total amount for this account \$159,012.00

Total amount all accounts \$159,012.00

JEFFERSON COUNTY, WEST VIRGINIA
Engineering Department
Office of Impact Fees
116 East Washington Street, P.O. Box 716
Charles Town, WV 25414

COPY

Michelle Mason
Impact Fee Program Specialist

Phone: (304) 728-3331
Fax: (304) 728-3953
mmason@jeffersoncountywv.org

MEMORANDUM

TO: Stephanie Grove, Vivian Fields, and Teresa Hendricks
FROM: Michelle Mason
DATE: Monday, 4 May 2015
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Law Enforcement Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County Law Enforcement Impact Fee Account (Bank of Charles Town account 3120120)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of April 2015.

This transfer consists of two components:

- Impact Fee Process Numbers **1500047** through **1500064**, inclusive. Within this range there were 3 non-exempt impact fee payments. This amounts to **\$786.00**.
- Interest earned by the Office of Impact Fees General Account in April 2015 amounts to **\$85.73**, of which **\$0.86** is attributed to fees collected for Law Enforcement.

As per the attached invoice, the total amount of this transfer is \$786.86.

Check # 993

Jefferson County Commission

P.O. Box 250
Charles Town, WV 25414

Invoice

Number: 15018

Date: 5/4/2015

Bill To:

Office of Impact Fees
116 East Washington Street
Suite 100
Charles Town, WV 25414

Pay To:

Sheriff of Jefferson County
P.O. Box 9
Charles Town, WV 25414

P.O. Number

Vendor Number

Description

Amount

Impact Fee payments collected for month of April 2015 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County Law Enforcement Impact Fees Bank Account (3120120). \$786.00

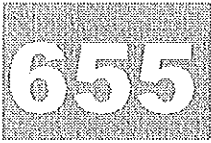
Interest earned by the Office of Impact Fees General Account April 2015. \$0.86

Impact Fee Process Numbers 1500047 through 1500064, inclusive. Within this range, there were 3 non-exempt impact fee payments.

Total: \$786.86

Notes/Comments Transfer of funds into Law Enforcement Impact Fee Account (3120120).

Check Number: 993



Account Withdraws
Office of Impact Fees - Jefferson County Government

Account 3111776

Law Enforcement

Check Number 993

Trace 20150504:39979.25

Date 5/4/2015 Series 2

Recipient Sheriff of Jefferson County

Account 3120120

Amount \$786.00

Signature 1 Jane Tabb

Signature 2 Sheriff Peter Dougherty

Signature 3 Jennifer Maghan

Notes: Transfer of Impact Fees From General Account for Law Enforcement Impact Fees Collected in April 2015.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
4/2/2015	1500047	2005-1	3/22/2005	\$0.00
4/2/2015	1500048	2005-1	3/22/2005	\$0.00
4/2/2015	1500049	2005-1	3/22/2005	\$0.00
4/2/2015	1500050	2005-1	3/22/2005	\$0.00
4/8/2015	1500051	2005-1	3/22/2005	\$262.00
4/8/2015	1500052	2005-1	3/22/2005	\$0.00
4/8/2015	1500053	2005-1	3/22/2005	\$0.00
4/8/2015	1500054	2005-1	3/22/2005	\$0.00
4/8/2015	1500055	2005-1	3/22/2005	\$262.00
4/8/2015	1500056	2005-1	3/22/2005	\$262.00
4/16/2015	1500057	2005-1	3/22/2005	\$0.00
4/16/2015	1500058	2005-1	3/22/2005	\$0.00
4/24/2015	1500060	2005-1	3/22/2005	\$0.00
4/24/2015	1500061	2005-1	3/22/2005	\$0.00
Total amount for this withdraw				\$786.00
Total amount for this account				\$786.00
Total amount all accounts				\$786.00

JEFFERSON COUNTY, WEST VIRGINIA
Engineering Department
Office of Impact Fees
116 East Washington Street, P.O. Box 716
Charles Town, WV 25414

COPY

Michelle Mason
Impact Fee Program Specialist

Phone: (304) 728-3331
Fax: (304) 728-3953
mmason@jeffersoncountywv.org

MEMORANDUM

TO: Stephanie Grove, Vivian Fields, and Teresa Hendricks
FROM: Michelle Mason
DATE: Monday, 4 May 2015
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Parks & Recreation Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County Parks & Recreation Impact Fee Account (Bank of Charles Town account 3122808)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of April 2015.

This transfer consists of two components:

- Impact Fee Process Numbers **1500047** through **1500064**, inclusive. Within this range there were 14 non-exempt impact fee payments. This amounts to **\$10,528.00**.
- Interest earned by the Office of Impact Fees General Account in April 2015 amounts to **\$85.73**, of which **\$5.14** is attributed to fees collected for Parks & Recreation.

As per the attached invoice, the total amount of this transfer is \$10,533.14.

Check # 994

Jefferson County Commission

P.O. Box 250
Charles Town, WV 25414

Invoice

Number: 15019

Date: 5/4/2015

Bill To:

Office of Impact Fees
116 East Washington Street
Suite 100
Charles Town, WV 25414

Pay To:

Sheriff of Jefferson County
P.O. Box 9
Charles Town, WV 25414

P.O. Number

Vendor Number

Description

Amount

Impact Fee payments collected for month of April 2015 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County Parks & Recreation Impact Fees Bank Account (3122808). \$10,528.00

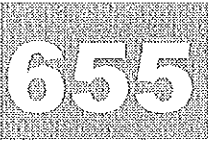
Interest earned by the Office of Impact Fees General Account April 2015. \$5.14

Impact Fee Process Numbers 1500047 through 1500064, inclusive. Within this range, there were 14 non-exempt impact fee payments.

Total: \$10,533.14

Notes/Comments **Transfer of funds into Parks & Recreation Impact Fee Account (3122808).**

Check Number: 994



Account Withdraws
Office of Impact Fees - Jefferson County Government

Account 3111776

Parks & Rec

Check Number 994

Trace 20150504:40018.79

Date 5/4/2015 Series 3

Recipient Sheriff of Jefferson County

Account 3122808

Amount \$10,528.00

Signature 1 Jane Tabb

Signature 2 Sheriff Peter Dougherty

Signature 3 Jennifer Maghan

Notes: Transfer of Impact Fees From General Account for Parks and Rec Impact Fees Collected in April 2015.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
4/2/2015	1500047	2005-2	5/12/2005	\$752.00
4/2/2015	1500048	2005-2	5/12/2005	\$752.00
4/2/2015	1500049	2005-2	5/12/2005	\$752.00
4/2/2015	1500050	2005-2	5/12/2005	\$752.00
4/8/2015	1500051	2005-2	5/12/2005	\$752.00
4/8/2015	1500052	2005-2	5/12/2005	\$752.00
4/8/2015	1500053	2005-2	5/12/2005	\$752.00
4/8/2015	1500054	2005-2	5/12/2005	\$752.00
4/8/2015	1500055	2005-2	5/12/2005	\$752.00
4/8/2015	1500056	2005-2	5/12/2005	\$752.00
4/16/2015	1500057	2005-2	5/12/2005	\$752.00
4/16/2015	1500058	2005-2	5/12/2005	\$752.00
4/24/2015	1500060	2005-2	5/12/2005	\$752.00
4/24/2015	1500061	2005-2	5/12/2005	\$752.00
Total amount for this withdraw				\$10,528.00
Total amount for this account				\$10,528.00
Total amount all accounts				\$10,528.00

JEFFERSON COUNTY, WEST VIRGINIA
Engineering Department
Office of Impact Fees
116 East Washington Street, P.O. Box 716
Charles Town, WV 25414

COPY

Michelle Mason
Impact Fee Program Specialist

Phone: (304) 728-3331
Fax: (304) 728-3953
mmason@jeffersoncountywv.org

MEMORANDUM

TO: Stephanie Grove, Vivian Fields, and Teresa Hendricks
FROM: Michelle Mason
DATE: Monday, 4 May 2015
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Fire & EMS Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County EMS Impact Fee Account (Bank of Charles Town account 3122816)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of April 2015.

This transfer consists of two components:

- Impact Fee Process Numbers **1500047** through **1500064**, inclusive. Within this range there were 14 non-exempt impact fee payments. This amounts to **\$9,772.00**.
- Interest earned by the Office of Impact Fees General Account in April 2015 amounts to **\$85.73**, of which **\$4.29** is attributed to fees collected for EMS.

As per the attached invoice, the total amount of this transfer is \$9,776.29.

Check # 995

Jefferson County Commission

P.O. Box 250
Charles Town, WV 25414

Invoice

Number: 15020
Date: 5/4/2015

Bill To:

Office of Impact Fees
116 East Washington Street
Suite 100
Charles Town, WV 25414

Pay To:

Sheriff of Jefferson County
P.O. Box 9
Charles Town, WV 25414

P.O. Number

Vendor Number

Description

Amount

Impact Fee payments collected for month of April 2015 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County EMS Impact Fees Bank Account (3122816).

\$9,772.00

Interest earned by the Office of Impact Fees General Account April 2015.

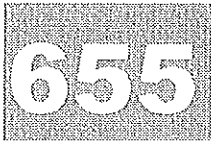
\$4.29

Impact Fee Process Numbers 1500047 through 1500064, inclusive. Within this range, there were 14 non-exempt impact fee payments.

Total: \$9,776.29

Notes/Comments Transfer of funds into EMS Impact Fee Account (3122816).

Check Number: 995



Account Withdraws
Office of Impact Fees - Jefferson County Government

Account 3111776

Fire & EMS

Check Number 995

Trace 20150504:40055.8

Date 5/4/2015

Series 4

Recipient Sheriff of Jefferson County

Account 3122816

Amount \$9,772.00

Signature 1 Jane Tabb

Signature 2 Sheriff Peter Dougherty

Signature 3 Jennifer Maghan

Notes: Transfer of Impact Fees From General Account for EMS Impact Fees Collected in April 2015.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
4/2/2015	1500047	2005-3	5/12/2005	\$698.00
4/2/2015	1500048	2005-3	5/12/2005	\$698.00
4/2/2015	1500049	2005-3	5/12/2005	\$698.00
4/2/2015	1500050	2005-3	5/12/2005	\$698.00
4/8/2015	1500051	2005-3	5/12/2005	\$698.00
4/8/2015	1500052	2005-3	5/12/2005	\$698.00
4/8/2015	1500053	2005-3	5/12/2005	\$698.00
4/8/2015	1500054	2005-3	5/12/2005	\$698.00
4/8/2015	1500055	2005-3	5/12/2005	\$698.00
4/8/2015	1500056	2005-3	5/12/2005	\$698.00
4/16/2015	1500057	2005-3	5/12/2005	\$698.00
4/16/2015	1500058	2005-3	5/12/2005	\$698.00
4/24/2015	1500060	2005-3	5/12/2005	\$698.00
4/24/2015	1500061	2005-3	5/12/2005	\$698.00
Total amount for this withdraw				\$9,772.00
Total amount for this account				\$9,772.00
Total amount all accounts				\$9,772.00



United States Department of the Interior

NATIONAL PARK SERVICE
National Capital Region
1100 Ohio Drive, S.W.
Washington, D.C. 20242

Received

MAY 11 2015

Jefferson County Commission

May 11, 2015

Dear Valued Stakeholder:

The National Park Service (NPS) is preparing an Invasive Plant Management Plan / Environmental Assessment (IPMP/EA) for 15 parks within the National Capital Region. The parks include Antietam National Battlefield, Catoctin Mountain Park, Chesapeake & Ohio Canal National Historical Park, George Washington Memorial Parkway, Greenbelt Park, Harpers Ferry National Historical Park, Manassas National Battlefield Park, Monocacy National Battlefield, National Capital Parks – East, National Mall and Memorial Parks, Piscataway Park, Prince William Forest Park, Rock Creek Park, White House / President's Park, and Wolf Trap National Park for the Performing Arts.

The NPS is developing the IPMP/EA in accordance with the National Environmental Policy Act of 1969 (NEPA) to address the issues concerning the management of invasive plant species and implement a comprehensive management strategy to be used throughout the 15 parks. The primary focus of the IPMP/EA is to define parameters and establish procedures for the treatment, control, and containment of exotic invasive plants throughout a variety of landscapes, using a broad range of vegetation management techniques.

The purpose for the IPMP/EA is to decrease the impacts of invasive plants and promote the restoration of natural and cultural resources; identify and implement environmentally sound, cost effective invasive plant management strategies that pose the least possible risk to people and park resources; and to provide guidance regarding non-native invasive plant management that is useful both currently and in the long term. This plan is needed because invasive species are impacting cultural resources and disrupting ecological processes. The strategies in the IPMP/EA will enable parks to minimize invasive plant impacts and maximize park-specific integrated pest management successes.

At this time, the NPS is announcing the opening of a 30-day public scoping period to solicit public comments on preliminary alternatives for this proposal. The public is invited to identify any issues or concerns they might have with the proposed project so that the NPS can appropriately consider them in the preparation of the Environmental Assessment. A scoping brochure describing the project is available at the NPS Planning, Environment and Public Comment (PEPC) website at http://parkplanning.nps.gov/ncr_ipmpea.

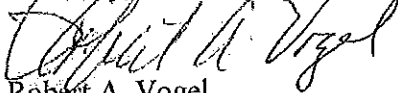
Comments may be provided electronically at the NPS PEPC website (http://parkplanning.nps.gov/ncr_ipmpea) or submitted in writing to:

National Park Service
National Capital Region
c/o Mark Frey, Exotic Plant Management Team Liaison
4598 MacArthur Blvd. N.W.
Washington, D.C. 20007

Please submit your comments on the scope of this proposal by June 10, 2015. Once the EA is developed, it will be made available for public review and comment for a 30-day period. The NPS anticipates that the Draft IPMP/EA will be published for public review in the fall of 2015.

For further information, please contact Mark Frey at 202-339-8317 or via email at Mark_Frey@nps.gov.

Sincerely,



Robert A. Vogel
Regional Director



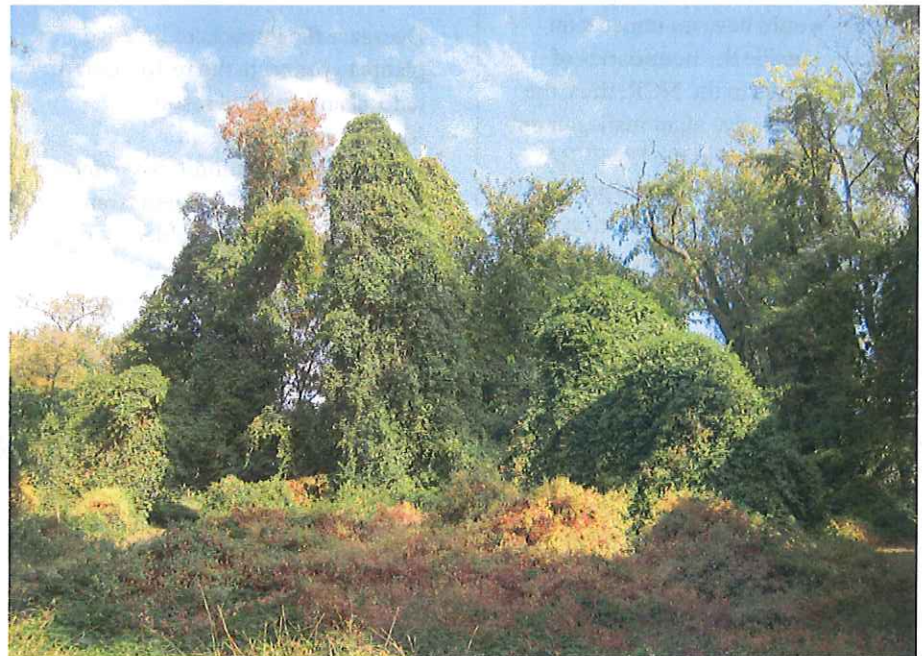
Public Scoping Newsletter

Dear Friends and Visitors,

Thank you for your interest in your national parks. While the parks in the National Capital Region (NCR)* protect many different ecosystems, they all face threats from nearly 200 species of damaging, invasive plants. The National Park Service (NPS) is preparing an Invasive Plant Management Plan and Environmental Assessment (IPMP/EA) to guide our work to ensure a healthy future – for people and nature, and well-preserved history in the parks. We will achieve this by identifying long-term invasive plant management strategies that would reduce the impacts of invasive plants to natural and cultural resources, and provide opportunities for restoring native plant communities and cultural landscapes on NPS administered and managed lands within the designated boundaries of the 15 parks.

This comprehensive approach will establish management guidelines, action options, and best practices. The plan will provide park managers with information they need to protect parks' natural ecosystems, restore native plants, preserve cultural resources, and help people enjoy these special places.

Whether the concern is invasive plants on land or in the water, park staff will be able to choose the methods that fit their specific needs and provide the most value in terms of cost and effectiveness. The plan will also help us identify the most urgent needs so we can focus our attention where the threats are most dire.



Non-native porcelainberry vines and other invasives plants covering trees and a cleared area in Rock Creek Park.

This newsletter marks the beginning of a public scoping process. We invite individuals, government agencies, organizations and interested parties to submit comments by visiting the NPS Planning, Environment, and Public Comment (PEPC) website at http://parkplanning.nps.gov/ncr_ipmpea. You may also comment by sending us a letter. Please see the "Public Scoping Period and How to Comment" section of this newsletter for more details.

Your thoughts are important to our success.

Sincerely,

Bob Vogel, Regional Director
National Park Service, National Capital Region

"While the parks in the National Capital Region protect many different ecosystems, they all face threats from nearly 200 species of damaging, invasive plants."

Received

MAY 11 2015

*The National Capital Region includes Washington, D.C. and portions of Maryland, Virginia and West Virginia.

Scope of the IPMP/EA

The IPMP will recommend invasive plant management strategies applicable to each NPS park in the NCR and will evaluate the impacts potentially resulting from the implementation of those strategies on resources within each NPS park. It is anticipated that the management strategies would have no impacts on resources outside the boundaries of the 15 NPS parks in the NCR; thus, the scope of the invasive plant management strategies presented in the IPMP/EA and the evaluation of impacts potentially resulting from the implementation of each will be limited to the areas within the boundary of each NPS park in the NCR.

Section 106 Consultation

The scope of the EA includes consultation under section 106 of the National Historic Preservation Act. NPS will consult with the State Historic Preservation Officer of each state or jurisdiction in which the 15 NCR National Parks are located. This consultation is meant to identify buildings, structures, archeological sites, historic districts and other resources eligible or potentially eligible for listing in the National Register of Historic Places. It will help us avoid or mitigate adverse effects on those resources potentially resulting from the implementation of the IPMP/EA. Section 106 consultation will be ongoing throughout the IPMP/EA process.

Purpose and Need

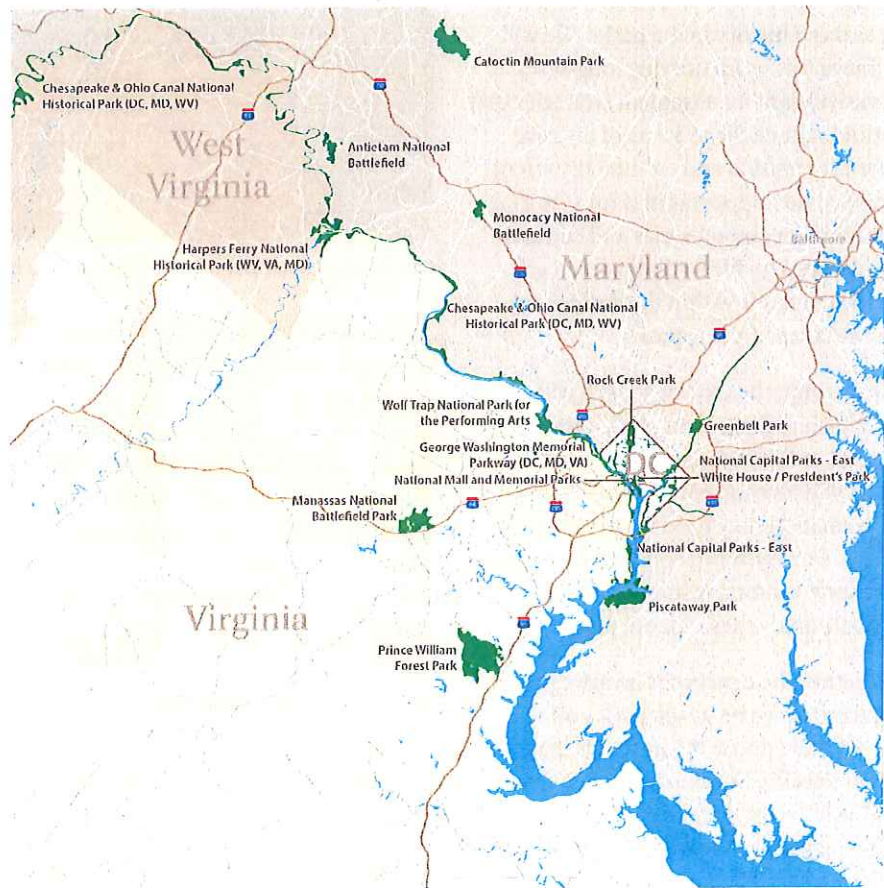
The purpose and need statements developed for this project address the questions of what the NPS intends to accomplish by taking action and why the NPS is taking action at this time.

The purpose of the IPMP/EA is to:

- Decrease the impacts of invasive plants to promote the restoration of natural and cultural resources.
- Identify and implement environmentally sound, cost effective invasive plant management strategies that pose the least possible risk to people and park resources.
- Provide guidance regarding non-native invasive plant management that is useful both currently and long term.

The NCR IPMP/EA is needed because:

- Invasive species are adversely impacting natural and cultural resources and disrupting ecological processes.
- The full range of potential treatment strategies are not currently being utilized throughout the 15 NCR National Parks.
- Standardized best management practices and guidance tools are needed to mitigate potential impacts associated with park and visitor activities, and to help prioritize management and compliance.
- A unified compliance approach is needed across the region.



National Capital Region Parks

Objectives

Objectives are more specific statements of purpose that provide additional basis for comparing the effectiveness of alternatives in achieving a desired outcome.

The primary goal of the IPMP/EA is to provide park staff with adaptive, cost effective strategies for invasive plant management treatment options, using the most appropriate or a combination of appropriate treatment options and controls. These strategies will allow parks to minimize invasive plant impacts and maximize park-specific integrated pest management practices.

A comprehensive evaluation of potential impacts associated with invasive plant management, and identifying standardized best management practices, will educate park staff on the potential effects of various treatment methods and help mitigate potential impacts associated with both park and visitor activities. Due to the diversity of NPS parks within the project area, a regional IPMP/EA is needed that will provide resource managers with multiple treatment options that fit specific needs. The IPMP/EA will establish guidelines for treatment selection. Resource managers will select the most appropriate treatment option or combination of treatments using the guidelines so that they minimize potential impacts and maximize overall management success.

When completed, the NCR IPMP/EA will provide strategies for park staff to manage terrestrial, wetland, and aquatic invasive plants on NPS administered and managed lands within the designated boundaries of the NCR. There is an economy of scale associated with preparing a region-wide document, and the IPMP/EA will standardize guidance tools and help prioritize invasive species management throughout the region.

Impact Topics

Impact topics are the lens the NPS uses to assess the effects of a project. It is not the intent of the IPMP/EA to evaluate the merits of the project, but rather to analyze the effects on park resources, policies and/or practices that could potentially result from the project. The impact topics are used to organize and provide context for the potential effects. The list of impact topics could change as the NPS receives more information during scoping.

Impact topics that could be analyzed in the IPMP/EA include the following:

- Natural Resources
- Cultural Resources
- Soundscapes and Lightscaapes
- Visitor Use and Experience
- Socioeconomics
- Sustainability
- Health and Safety

Alternatives

The IPMP/EA will analyze a No Action Alternative and three Action Alternatives. Based on the analysis of impacts in the EA and other factors, one of the Action Alternatives will ultimately be chosen as the NPS Preferred Alternative for treating non-native invasive plants across the 15 NCR parks. Because the Action Alternatives are still being developed, they are referred to as “Concept Alternatives” below.

Under the No Action Alternative, the NPS would continue to treat non-native invasive plants across parks in the NCR as it currently does. Current management involves using a range of approaches being applied independently at each individual park. Invasive plant species and sites are targeted for treatment based upon the professional expertise of the separate park managers with case-by-case input from regional staff. The No Action Alternative is analyzed in the EA to provide a baseline against which impacts can be evaluated.

For Concept Alternative 1, the treatment of non-native invasive plants would be prioritized by species within each park. The highest-priority species would then be grouped and treated wherever they are found in the park.

Under Concept Alternative 2, non-native invasive plants would be treated in specific sites or areas of each park identified by park managers as having the highest value. Depending on the park, the sites prioritized for treatment may consist of rare plants, rare plant communities, visitor facilities, historic resources or other resources. Non-native invasive species would then be treated at the highest priority sites first.

Concept Alternative 3 would combine the site prioritization and species prioritization approaches. Non-native invasive plant species with the highest priority would be treated at the highest priority sites. Lower priority sites could receive treatment if high priority species are present, and lower priority species could receive treatment if they are present at a high priority site.



Exotic Plant Management Team member Casey Cate chemically treating lesser celandine at Wolf Trap National Park for the Performing Arts.



Project Milestones

Milestone	Date
Public Scoping Period Begins	May 11, 2015
End of Scoping Period	June 10, 2015
Begin Preparation of EA	June 2015
Public Release of EA	September 2015
Public Review Period	October 2015
Prepare Decision Document	November 2015

EXPERIENCE YOUR AMERICA™

Submitting Comments

Comments can be submitted electronically at the National Park Service's PEPC website: http://parkplanning.nps.gov/ncr_ipmpea. Written comments may be mailed or hand-delivered to:

National Park Service
 National Capital Region
 c/o Mark Frey, Exotic Plant Management
 Team Liaison
 1100 Ohio Drive, S.W.
 Washington, D.C. 20242

To be most helpful to the planning process, NPS requests that you submit your comments within 30 days of receiving this letter.

Before including your address, phone number, e-mail address, or other personal identifying information in your comment, you should be aware that your entire comment – including your personal identifying information – may be made publicly available at any time. While you can ask us in your comment to withhold your personal identifying information from public review, we cannot guarantee that we will be able to do so.

Public Scoping Period and How to Comment

During this scoping period, the public and all interested parties are encouraged to comment on the project and provide concerns or issues related to the project's potential effects on cultural resources, natural resources, visitor experience, and park operations. Let us know what you think about these impact topics.

Questions to consider:

- Do the purpose, need and objectives reflect what you think the NPS needs to accomplish with this project?
- If not, what else do you think needs to be accomplished?
- What concerns or do you have about the potential impacts of the project to revitalize the park?
- How do you think these concerns could be addressed?

Dr. James G. Gibson
201 Needwood Farm Lane
Harpers Ferry, WV 25425

May 6, 2015

Mr. Steve Stolipher
P.O. Box 338
Charles Town, WV 25414

Dear Steve,

As you are aware, the Planning Commission appointed me to the Campground Committee. At this point, the Commission has received a copy of the committee's final recommendations. As a reminder, this committee was appointed with the direction to facilitate the location of campgrounds in the rural areas of the County since the current regulations only allowed them in the commercial and industrial areas of the County. In my opinion, the duty of the committee was to correct this problem and to allow campgrounds as a principal permitted use in the Rural (and less dense) Zoning Districts.

As the committee worked on this task, it became clear that not only did the County have to allow campgrounds as a principal permitted use in the Rural District, but we had to update some of the old campground standards. Otherwise, the current design standards would require subdivision grade improvements in the rural areas of the County without regard to the topography, natural resources and scenery. While it is important that you allow the campgrounds to be located in the Rural Districts, it is also important that that the County doesn't require the clearcutting of the land in order to build paved roads to the 'rural' campground.

Accordingly, I wanted to give you some of my thoughts on some of the recommendations that were made by the committee. The committee was unsure on whether or not to make campgrounds 'Principal Permitted Uses' in the Rural Zone. Again, I believe that this was the actual charge of the committee. Campgrounds in the Rural District need to be a permitted use and the design standards should be the function of the Planning Commission and Staff based on the standards written. Otherwise, it would be impossible to go to the Zoning Board to get them to okay the campground with a concept plan and THEN go to the Planning Commission to process a concept plan as a part of the planning process. A simple premise of the difference between Zoning and Planning is: Zoning is 'Where' and Planning is 'How'.

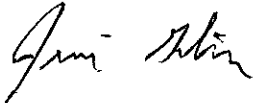
The Planning Commission as a recommending legislative body has decided that campgrounds should be located in the Rural Zone. If the County Commission as the final legislative body agrees, then the use should be a principal permitted use without need for the Board of Zoning Appeals' (the judicial body) action. Otherwise, the dual approvals (BZA and PC) that would be needed would be more than redundant. It would make the Planning Commission's review of the concept plan a waste of time since the Board of Zoning's action would 'lock' the concept plan in place without the PC's input. Again, the PC should be the 'how' a campground is developed, since the County Commission has already decided 'where' they should be allowed.

I am also concerned that the standards that may be required for campgrounds will become so rigid, that the rural areas of the County would be altered to the point that no one would use the campgrounds. Most Planning Commissioners would agree that a campground in the rural area shouldn't require forty feet wide roads to access a 'rural' campground. The standards that are being suggested or drafted should keep in mind that the purpose of allowing campgrounds in the Rural District is because they shouldn't look like a commercial or industrial site. If a farmer or landowner has an existing road or driveway to the area that they want converted to a campground (probably the portion of the farm or land that has trees or rock outcrops), that road/driveway should be used. Why would it make sense to build a paved runway back to the sheltered area in the Rural Zone? Common sense should dictate that campground standards should be the minimum required to protect the external boundaries of the property.

In summary, I believe that the Planning Commission's goal was to allow campgrounds, by right, in areas outside of the Commercial and Industrial Districts. I also believe that the Commission's intent was to facilitate the location of campgrounds in a way that allowed the Planning Commission be in charge of the design of the campground. Finally, it would defeat the purpose to require the clearing of all of the trees and paving 50 percent of the area to develop a rural campground. It is just a matter of common sense.

Thank you for opportunity to clarify some of my thoughts as a committee member. As you know, I was also a member of the Envision 2035 Steering Committee and a major goal of the Comprehensive Plan was to support Rural Economic Development and Tourism opportunities. This is a perfect first opportunity to realize that goal. Please let me know if you have any questions.

Sincerely,



Jim Gibson
304/279-2688

cc: Ms. Jane Tabb, President, County Commission of Jefferson County
Ms. Stephanie Grove, Jefferson County Administrator
Ms. Jennie Brockman, AICP, Director, Jefferson County Planning and Zoning

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

Week Ending Date	May 2, 2015
To be Deposited on:	May 8, 2015
Amount Played	64,559,273.21
Amount Won	58,014,163.85
Amount Promo	283,463.00
MWAP Contribution	<u>2,426.18</u>
Adjusted Gross Terminal Revenue	<u>6,259,220.18</u>
Administrative Costs @ 4%	0.00
Excess Lottery Fund @ 4%	<u>250,368.80</u>
Net Terminal Revenue	<u>6,008,851.38</u>
Surcharge @ 10%	600,885.14
State Share Excess @ 58% & 10% of 42%	373,750.56
Track Share of Capital Reinvestment @ 90% of 42%	<u>227,134.58</u>
<i>Track Share of Capital Reinvestment @ 96%</i>	<i>218049.20</i>
<i>Track Share of Capital Reinvestment @ 4%</i>	<i>9085.38</i>
Adjusted Net Terminal Revenue	<u>5,407,966.24</u>
Racetrack @ 46.50% / 42%	2,271,345.82
Lottery Fund @ 30% / 0%	0.00
Excess Lottery Fund @ 0% / 41%	2,217,266.16
Excess Lottery Fund @ 12.85% / 9.55%	516,460.79
Race Track Purses @ 90% of 7% / 4%	194,686.78
Employee Pension Fund @ 1% / .5%	27,039.83
Greyhound Development @ 90% of .75%	36,503.77
Thoroughbred Development @ 90% of .75%	36,503.77
County/Municipality @ 2%	<u>108,159.32</u>
	<u>5,407,966.24</u>

WEST VIRGINIA LOTTERY
 First Benchmark
 Charles Town
 County / City Split
 Fiscal Year 2015

Charles Town
 1999 Net Terminal Revenue \$ 45,603,174
 Benchmark Goal @ 2% \$ 912,063.48

DATE	2% OF ADJ. NET REVENUE	TO JEFFERSON COUNTY	TO FIVE CITIES	BOLIVAR 7.93%	CHARLES TOWN 39.90%	HARPERS FERRY 2.17%	RAMSON 33.68%	SHEPHERDS TOWN 16.32%
5 days ending: 07/05/14	\$ 106,819.12	\$ 106,819.12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Week ending:								
07/12/14	\$ 111,792.16	\$ 111,792.16	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/19/14	\$ 116,320.32	\$ 116,320.32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/26/14	\$ 112,502.48	\$ 112,502.48	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/02/14	\$ 117,145.12	\$ 117,145.12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/09/14	\$ 114,374.60	\$ 114,374.60	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/16/14	\$ 114,105.32	\$ 114,105.32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/23/14	\$ 116,097.04	\$ 116,097.04	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/30/14	\$ 117,652.72	\$ 60,280.02	\$ 57,372.70	\$ 4,549.65	\$ 22,891.71	\$ 1,244.99	\$ 19,323.13	\$ 9,363.22
09/06/14	\$ 122,840.56	\$ 61,420.28	\$ 61,420.28	\$ 4,870.63	\$ 24,506.69	\$ 1,332.82	\$ 20,686.35	\$ 10,023.79
09/13/14	\$ 102,729.92	\$ 51,364.96	\$ 51,364.96	\$ 4,073.24	\$ 20,494.62	\$ 1,114.62	\$ 17,299.72	\$ 8,382.76
09/20/14	\$ 101,329.08	\$ 50,664.54	\$ 50,664.54	\$ 4,017.70	\$ 20,215.15	\$ 1,099.42	\$ 17,063.82	\$ 8,268.45
09/27/14	\$ 100,254.44	\$ 50,127.22	\$ 50,127.22	\$ 3,975.09	\$ 20,000.76	\$ 1,087.76	\$ 16,882.85	\$ 8,180.76
10/04/14	\$ 107,062.56	\$ 53,531.28	\$ 53,531.28	\$ 4,245.03	\$ 21,358.98	\$ 1,161.63	\$ 18,029.34	\$ 8,736.30
10/11/14	\$ 102,254.00	\$ 51,127.00	\$ 51,127.00	\$ 4,054.37	\$ 20,399.67	\$ 1,109.46	\$ 17,219.57	\$ 8,343.93
10/18/14	\$ 112,829.28	\$ 56,414.64	\$ 56,414.64	\$ 4,473.68	\$ 22,509.44	\$ 1,224.20	\$ 19,000.45	\$ 9,208.87
10/25/14	\$ 99,780.40	\$ 49,890.20	\$ 49,890.20	\$ 3,956.29	\$ 19,906.19	\$ 1,082.62	\$ 16,803.02	\$ 8,142.08
11/01/14	\$ 104,484.88	\$ 52,242.34	\$ 52,242.34	\$ 4,142.82	\$ 20,844.69	\$ 1,133.66	\$ 17,595.22	\$ 8,525.95
11/08/14	\$ 105,638.52	\$ 52,819.26	\$ 52,819.26	\$ 4,188.57	\$ 21,074.88	\$ 1,146.18	\$ 17,789.53	\$ 8,620.10
11/15/14	\$ 103,620.64	\$ 51,810.32	\$ 51,810.32	\$ 4,108.56	\$ 20,672.32	\$ 1,124.28	\$ 17,449.72	\$ 8,455.44
11/22/14	\$ 92,457.24	\$ 46,228.62	\$ 46,228.62	\$ 3,665.93	\$ 18,445.22	\$ 1,003.16	\$ 15,569.80	\$ 7,544.51
11/29/14	\$ 111,186.88	\$ 55,593.44	\$ 55,593.44	\$ 4,408.56	\$ 22,181.78	\$ 1,206.38	\$ 18,723.87	\$ 9,072.85
12/06/14	\$ 93,585.00	\$ 46,792.50	\$ 46,792.50	\$ 3,710.64	\$ 18,670.21	\$ 1,015.40	\$ 15,759.71	\$ 7,636.54
12/13/14	\$ 81,809.96	\$ 40,904.98	\$ 40,904.98	\$ 3,243.76	\$ 16,321.09	\$ 887.64	\$ 13,776.80	\$ 6,675.69
12/20/14	\$ 83,201.68	\$ 41,600.84	\$ 41,600.84	\$ 3,298.95	\$ 16,598.73	\$ 902.74	\$ 14,011.16	\$ 6,789.26
12/27/14	\$ 116,229.36	\$ 58,114.68	\$ 58,114.68	\$ 4,608.49	\$ 23,187.76	\$ 1,261.09	\$ 19,573.02	\$ 9,484.32
01/03/15	\$ 136,554.56	\$ 68,277.28	\$ 68,277.28	\$ 5,414.39	\$ 27,242.63	\$ 1,481.62	\$ 22,995.79	\$ 11,142.85
01/10/15	\$ 74,198.68	\$ 37,099.34	\$ 37,099.34	\$ 2,941.98	\$ 14,802.64	\$ 805.05	\$ 12,495.06	\$ 6,054.61
01/17/15	\$ 86,434.72	\$ 43,217.36	\$ 43,217.36	\$ 3,427.14	\$ 17,243.72	\$ 937.82	\$ 14,555.61	\$ 7,053.07
01/24/15	\$ 82,425.60	\$ 41,212.80	\$ 41,212.80	\$ 3,268.17	\$ 16,443.91	\$ 894.32	\$ 13,880.47	\$ 6,725.93
01/31/15	\$ 85,566.64	\$ 42,783.32	\$ 42,783.32	\$ 3,392.72	\$ 17,070.54	\$ 928.40	\$ 14,409.42	\$ 6,982.24
02/07/15	\$ 95,718.36	\$ 47,859.18	\$ 47,859.18	\$ 3,795.23	\$ 19,095.81	\$ 1,038.55	\$ 16,118.97	\$ 7,810.62
02/14/15	\$ 96,262.16	\$ 48,131.08	\$ 48,131.08	\$ 3,816.80	\$ 19,204.30	\$ 1,044.44	\$ 16,210.55	\$ 7,854.99
02/21/15	\$ 75,221.32	\$ 37,610.66	\$ 37,610.66	\$ 2,982.53	\$ 15,006.65	\$ 816.15	\$ 12,667.27	\$ 6,138.06
02/28/15	\$ 113,964.28	\$ 56,982.14	\$ 56,982.14	\$ 4,518.68	\$ 22,735.87	\$ 1,236.51	\$ 19,191.59	\$ 9,299.49
03/07/15	\$ 87,500.84	\$ 43,750.42	\$ 43,750.42	\$ 3,469.41	\$ 17,456.42	\$ 949.38	\$ 14,735.14	\$ 7,140.07
03/14/15	\$ 110,193.32	\$ 55,096.66	\$ 55,096.66	\$ 4,369.17	\$ 21,983.57	\$ 1,195.60	\$ 18,556.55	\$ 8,991.77
03/21/15	\$ 106,162.16	\$ 53,081.08	\$ 53,081.08	\$ 4,209.33	\$ 21,179.35	\$ 1,151.86	\$ 17,877.71	\$ 8,662.83
03/28/15	\$ 101,097.76	\$ 50,548.88	\$ 50,548.88	\$ 4,008.53	\$ 20,169.00	\$ 1,096.91	\$ 17,024.86	\$ 8,249.58
04/04/15	\$ 103,427.56	\$ 51,713.78	\$ 51,713.78	\$ 4,100.90	\$ 20,633.80	\$ 1,122.19	\$ 17,417.20	\$ 8,439.69
04/11/15	\$ 102,049.08	\$ 51,024.54	\$ 51,024.54	\$ 4,046.25	\$ 20,358.79	\$ 1,107.23	\$ 17,185.07	\$ 8,327.20
04/18/15	\$ 98,676.20	\$ 49,338.10	\$ 49,338.10	\$ 3,912.51	\$ 19,685.90	\$ 1,070.64	\$ 16,617.07	\$ 8,051.98
04/25/15	\$ 99,313.24	\$ 49,656.62	\$ 49,656.62	\$ 3,937.77	\$ 19,812.99	\$ 1,077.55	\$ 16,724.35	\$ 8,103.96
05/02/15	\$ 108,159.32	\$ 54,079.66	\$ 54,079.66	\$ 4,288.52	\$ 21,577.78	\$ 1,173.53	\$ 18,214.03	\$ 8,825.80
Subtotal	\$ 4,531,028.88	\$ 2,721,546.18	\$ 1,809,482.70	\$ 143,491.99	\$ 721,983.56	\$ 39,265.80	\$ 609,433.79	\$ 295,307.56

Benchmark Goal @ 2% \$ 912,063.48

Remainder until 1% / 1% Split \$ -

VIDEO LOTTERY REPORT

FY 2011		FY 2012		FY 2013		FY 2014		FY 2015	
Date	Amount	Date	Amount	Date	Amount	Date	Amount	Date	Amount
7/3/2010	115,402.58	7/1-2/2011	69,824.12	7/7/2012	161,637.92	7/6/2013	123,196.88	7/5/2014	106,819.12
7/10/2010	205,731.64	7/9/2011	171,717.28	7/14/2012	129,458.04	7/13/2013	128,060.40	7/12/2014	111,792.16
7/17/2010	161,386.76	7/16/2011	143,019.52	7/21/2012	130,037.00	7/20/2013	115,128.84	7/19/2014	116,320.32
7/24/2010	160,368.28	7/23/2011	146,508.00	7/28/2012	137,164.44	7/27/2013	123,049.56	7/26/2014	112,502.48
7/31/2010	157,802.08	7/30/2011	144,510.28	8/4/2012	132,931.16	8/3/2013	116,180.80	8/2/2014	117,145.12
8/7/2010	136,494.98	8/6/2011	151,495.28	8/11/2012	134,212.88	8/10/2013	120,078.64	8/9/2014	114,374.60
8/14/2010	78,376.68	8/13/2011	117,350.38	8/18/2012	110,241.90	8/17/2013	124,888.56	8/16/2014	114,105.32
8/21/2010	76,199.02	8/20/2011	71,614.12	8/25/2012	66,209.90	8/24/2013	89,882.12	8/23/2014	116,097.04
8/28/2010	72,460.03	8/27/2011	63,432.14	9/1/2012	67,133.42	8/31/2013	58,913.18	8/30/2014	60,280.02
9/4/2010	76,362.84	9/3/2011	80,837.76	9/8/2012	74,029.40	9/7/2013	67,758.74	9/6/2014	61,420.28
9/11/2010	82,969.36	9/10/2011	84,845.80	9/15/2012	61,838.04	9/14/2013	53,374.22	9/13/2014	51,364.96
9/18/2010	67,638.78	9/17/2011	66,748.62	9/22/2012	56,996.90	9/21/2013	54,277.94	9/20/2014	50,664.54
9/25/2010	70,435.06	9/24/2011	68,929.80	9/29/2012	61,611.40	9/28/2013	54,881.50	9/27/2014	50,127.22
10/2/2010	71,013.86	10/1/2011	68,871.64	10/6/2012	62,715.20	10/5/2013	55,950.74	10/4/2014	53,531.28
10/9/2010	69,311.50	10/8/2011	70,866.90	10/13/2012	60,710.18	10/12/2013	55,837.92	10/11/2014	51,127.00
10/16/2010	75,234.62	10/15/2011	75,262.66	10/20/2012	62,333.08	10/19/2013	61,327.20	10/18/2014	56,414.64
10/23/2010	70,290.80	10/22/2011	68,757.72	10/27/2012	58,073.54	10/26/2013	52,854.06	10/25/2014	49,890.20
10/30/2010	65,615.04	10/29/2011	60,507.98	11/3/2012	56,545.30	11/2/2013	57,543.54	11/1/2014	52,242.34
11/6/2010	61,337.62	11/5/2011	70,673.88	11/10/2012	56,110.96	11/9/2013	54,666.76	11/8/2014	52,819.26
11/13/2010	64,595.28	11/12/2011	67,627.10	11/17/2012	57,432.36	11/16/2013	56,495.96	11/15/2014	51,810.32
11/20/2010	56,010.08	11/19/2011	60,690.60	11/24/2012	65,888.86	11/23/2013	48,628.62	11/22/2014	46,228.62
11/27/2010	71,170.90	11/26/2011	74,140.54	12/1/2012	50,243.34	11/30/2013	59,645.66	11/29/2014	55,593.44
12/4/2010	53,215.08	12/3/2011	59,429.94	12/8/2012	50,770.96	12/7/2013	47,306.24	12/6/2014	46,792.50
12/11/2010	46,944.00	12/10/2011	51,395.44	12/15/2012	47,022.38	12/14/2013	29,229.02	12/13/2014	40,904.98
12/18/2010	42,076.76	12/17/2011	55,981.32	12/22/2012	46,838.96	12/21/2013	44,581.02	12/20/2014	41,600.84
12/25/2010	50,450.28	12/24/2011	54,248.62	12/29/2012	59,697.22	12/28/2013	62,117.14	12/27/2014	58,114.68
1/1/2011	85,152.12	12/31/2011	94,661.00	1/5/2013	71,673.52	1/4/2014	62,963.88	1/3/2015	68,277.28
1/8/2011	54,301.30	1/7/2012	74,863.40	1/12/2013	50,416.30	1/11/2014	37,935.94	1/10/2015	37,099.34
1/15/2011	54,005.90	1/14/2012	58,901.92	1/19/2013	51,211.88	1/18/2014	49,418.64	1/17/2015	43,217.36
1/22/2011	60,924.74	1/21/2012	61,819.92	1/26/2013	46,966.26	1/25/2014	42,720.80	1/24/2015	41,212.80
1/29/2011	48,036.94	1/28/2012	62,898.78	2/2/2013	52,067.92	2/1/2014	47,681.60	1/31/2015	42,783.32
2/5/2011	60,777.44	2/4/2012	72,154.66	2/9/2013	52,222.20	2/8/2014	45,434.52	2/7/2015	47,859.18
2/12/2011	67,471.84	2/11/2012	66,429.04	2/16/2013	64,243.52	2/15/2014	41,076.08	2/14/2015	48,131.08
2/19/2011	72,018.54	2/18/2012	77,455.88	2/23/2013	64,115.70	2/22/2014	61,523.98	2/21/2015	37,610.66
2/26/2011	75,544.02	2/25/2012	77,611.78	3/2/2013	62,602.74	3/1/2014	57,744.78	2/28/2015	56,982.14
3/5/2011	74,535.34	3/3/2012	75,963.86	3/9/2013	59,213.26	3/8/2014	50,439.94	3/7/2015	43,750.42
3/12/2011	66,979.48	3/10/2012	76,808.62	3/16/2013	62,366.36	3/15/2014	54,414.66	3/14/2015	55,096.66
3/19/2011	73,113.26	3/17/2012	76,883.92	3/23/2013	59,841.02	3/22/2014	50,734.62	3/21/2015	53,081.08
3/26/2011	68,490.80	3/24/2012	72,108.36	3/30/2013	57,567.98	3/29/2014	51,174.60	3/28/2015	50,548.88
4/2/2011	70,846.58	3/31/2012	74,244.22	4/6/2013	63,108.84	4/5/2014	55,229.90	4/4/2015	51,713.78
4/9/2011	67,076.78	4/7/2012	75,382.98	4/13/2013	56,849.30	4/12/2014	48,653.18	4/11/2015	51,024.54
4/16/2011	64,698.56	4/14/2012	71,065.34	4/20/2013	55,432.12	4/19/2014	54,469.22	4/18/2015	49,338.10
4/23/2011	67,674.14	4/21/2012	68,055.08	4/27/2013	58,612.74	4/26/2014	51,637.18	4/25/2015	49,656.62

4/30/2011	66,807.50	4/28/2012	72,880.66	5/4/2013	61,102.92	5/3/2014	54,757.72	5/2/2015	54,079.66
5/7/2011	66,379.74	5/5/2012	71,582.30	5/11/2013	57,428.70	5/10/2014	51,011.76		
5/14/2011	66,699.76	5/12/2012	63,357.92	5/18/2013	61,172.80	5/17/2014	51,148.34		
5/21/2011	63,210.44	5/19/2012	78,984.36	5/25/2013	57,131.24	5/24/2014	53,082.60		
5/28/2011	64,724.06	5/26/2012	67,396.24	6/1/2013	65,920.66	5/31/2014	62,642.98		
6/4/2011	74,952.34	6/2/2012	76,959.44	6/8/2013	55,233.74	6/7/2014	49,517.18		
6/11/2011	62,203.12	6/9/2012	63,584.86	6/15/2013	54,067.52	6/14/2014	50,266.50		
6/18/2011	61,200.76	6/16/2012	59,436.12	6/22/2013	54,690.28	6/21/2014	48,768.14		
6/25/2011	65,470.44	6/23/2012	55,921.30	6/29/2013	55,991.38	6/28/2014	49,250.32		
6/30/2011	34,351.16	6/30/2012	58,207.40	6/30/2013	11,509.54	6/30/2014	12,010.70		

TOTALS	4,016,541.01	4,124,906.80	3,580,645.18	3,261,565.02	2,721,546.18
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Table Game Revenue

Date	Amount	Date	Amount	Date	Amount	Date	Amount
July/August, 2010	154,185.68	July, 2011	141,718.01	July, 2012	138,663.64	July, 2013	99,274.36
September, 2010	94,247.84	August, 2011	137,473.92	August, 2012	133,245.83	August, 2013	111,427.75
October, 2010	105,903.60	September, 2011	110,375.25	September, 2012	127,532.40	September, 2013	80,857.74
November, 2010	108,717.67	October, 2011	124,273.94	October, 2012	126,482.02	October, 2013	81,066.09
December, 2010	118,721.11	November, 2011	121,118.87	November, 2012	134,443.93	November, 2013	79,853.94
January, 2011	106,189.21	December, 2011	140,509.93	December, 2012	146,677.92	December, 2013	79,617.31
February, 2011	105,776.45	January, 2012	137,812.68	January, 2013	132,650.35	January, 2014	75,093.81
March, 2011	120,927.10	February, 2012	142,770.01	February, 2013	121,636.62	February, 2014	75,170.90
April, 2011	130,654.61	March, 2012	151,845.46	March, 2013	149,033.62	March, 2014	78,201.51
May, 2011	130,492.02	April, 2012	127,862.26	April, 2013	105,545.23	April, 2014	72,380.72
June, 2011	121,576.41	May, 2012	137,905.13	May, 2013	109,747.38	May, 2014	93,191.89
		June, 2012	129,235.38	June, 2013	104,803.37	June, 2014	72,350.70
Total 2010-2011	1,297,391.70	Total 2011-2012	1,602,900.84	Total 2012-2013	1,530,462.31	Total 2013-2014	998,486.72

Date	Amount
July, 2014	78,639.07
August, 2014	84,726.51
September, 2014	71,967.51
October, 2014	66,257.02
November, 2014	71,046.66
December, 2014	76,797.24
January, 2015	73,346.66
February, 2015	66,262.78
March, 2015	73,747.70

Total 2014-2015 662,791.15

Table Game Revenue Distribution - Jefferson County School Board

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
July, 2011	425,154.03	July, 2012	415,990.92	July, 2013	297,823.08	July, 2014	235,917.21
August, 2011	412,421.76	August, 2012	399,737.49	August, 2013	334,283.25	August, 2014	254,179.53
September, 2011	331,125.75	September, 2012	382,597.20	September, 2013	242,573.22	September, 2014	215,902.53
October, 2011	372,821.82	October, 2012	379,446.06	October, 2013	243,198.27	October, 2014	198,771.06
November, 2011	363,356.61	November, 2012	403,331.79	November, 2013	239,561.82	November, 2014	213,139.98
December, 2011	421,529.79	December, 2012	440,033.75	December, 2013	238,851.93	December, 2014	230,391.72
January, 2012	413,438.04	January, 2013	397,951.05	January, 2014	225,281.43	January, 2015	220,039.98
February, 2012	428,310.03	February, 2013	381,857.07	February, 2014	225,512.70	February, 2015	198,788.34
March, 2012	455,536.38	March, 2013	447,100.86	March, 2014	234,604.53	March, 2015	221,243.10
April, 2012	383,586.78	April, 2013	316,635.69	April, 2014	217,142.18		
May, 2012	413,715.39	May, 2013	329,242.14	May, 2014	279,575.67		
June, 2012	387,706.12	June, 2013	314,410.11	June, 2014	217,052.10		
Total 2011-2012	4,808,702.50	Total 2012-2013	4,608,334.13	Total 2013-2014	2,995,460.18	Total 2014-2015	1,988,373.45

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

Week Ending Date

May 9, 2015

To be Deposited on:	May 15, 2015
Amount Played	58,456,599.88
Amount Won	52,383,742.85
Amount Promo	276,138.00
MWAP Contribution	<u>2,411.33</u>
Adjusted Gross Terminal Revenue	<u>5,794,307.70</u>
Administrative Costs @ 4%	0.00
Excess Lottery Fund @ 4%	<u>231,772.29</u>
Net Terminal Revenue	<u>5,562,535.41</u>
Surcharge @ 10%	556,253.54
State Share Excess @ 58% & 10% of 42%	345,989.70
Track Share of Capital Reinvestment @ 90% of 42%	<u>210,263.84</u>
<i>Track Share of Capital Reinvestment @ 96%</i>	<i>201853.29</i>
<i>Track Share of Capital Reinvestment @ 4%</i>	<i>8410.55</i>
Adjusted Net Terminal Revenue	<u>5,006,281.87</u>
Racetrack @ 46.50% / 42%	2,102,638.39
Lottery Fund @ 30% / 0%	0.00
Excess Lottery Fund @ 0% / 41%	2,052,575.56
Excess Lottery Fund @ 12.85% / 9.55%	478,099.92
Race Track Purses @ 90% of 7% / 4%	180,226.15
Employee Pension Fund @ 1% / .5%	25,031.41
Greyhound Development @ 90% of .75%	33,792.40
Thoroughbred Development @ 90% of .75%	33,792.40
County/Municipality @ 2%	<u>100,125.64</u>
	<u>5,006,281.87</u>

WEST VIRGINIA LOTTERY
First Benchmark
Charles Town
County / City Split
Fiscal Year 2015

Charles Town
1999 Net Terminal Revenue \$ 45,603,174
Benchmark Goal @ 2% \$ 912,063.48

DATE	2% OF ADJ. NET REVENUE	TO JEFFERSON COUNTY	TO FIVE CITIES	BOLIVAR 7.93%	CHARLES TOWN 39.90%	HARPERS FERRY 2.17%	RAMSON 33.68%	SHEPHERDS TOWN 16.32%
5 days ending: 07/05/14	\$ 106,819.12	\$ 106,819.12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Week ending:								
07/12/14	\$ 111,792.16	\$ 111,792.16	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/19/14	\$ 116,320.32	\$ 116,320.32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/26/14	\$ 112,502.48	\$ 112,502.48	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/02/14	\$ 117,145.12	\$ 117,145.12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/09/14	\$ 114,374.60	\$ 114,374.60	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/16/14	\$ 114,105.32	\$ 114,105.32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/23/14	\$ 116,097.04	\$ 116,097.04	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/30/14	\$ 117,652.72	\$ 60,280.02	\$ 57,372.70	\$ 4,549.65	\$ 22,891.71	\$ 1,244.99	\$ 19,323.13	\$ 9,363.22
09/06/14	\$ 122,840.56	\$ 61,420.28	\$ 61,420.28	\$ 4,870.63	\$ 24,506.69	\$ 1,332.82	\$ 20,686.35	\$ 10,023.79
09/13/14	\$ 102,729.92	\$ 51,364.96	\$ 51,364.96	\$ 4,073.24	\$ 20,494.62	\$ 1,114.62	\$ 17,299.72	\$ 8,382.76
09/20/14	\$ 101,329.08	\$ 50,664.54	\$ 50,664.54	\$ 4,017.70	\$ 20,215.15	\$ 1,099.42	\$ 17,063.82	\$ 8,268.45
09/27/14	\$ 100,254.44	\$ 50,127.22	\$ 50,127.22	\$ 3,975.09	\$ 20,000.76	\$ 1,087.76	\$ 16,882.85	\$ 8,180.76
10/04/14	\$ 107,062.56	\$ 53,531.28	\$ 53,531.28	\$ 4,245.03	\$ 21,358.98	\$ 1,161.63	\$ 18,029.34	\$ 8,736.30
10/11/14	\$ 102,254.00	\$ 51,127.00	\$ 51,127.00	\$ 4,054.37	\$ 20,399.67	\$ 1,109.46	\$ 17,219.57	\$ 8,343.93
10/18/14	\$ 112,829.28	\$ 56,414.64	\$ 56,414.64	\$ 4,473.68	\$ 22,509.44	\$ 1,224.20	\$ 19,000.45	\$ 9,206.87
10/25/14	\$ 99,780.40	\$ 49,890.20	\$ 49,890.20	\$ 3,956.29	\$ 19,906.19	\$ 1,082.62	\$ 16,803.02	\$ 8,142.08
11/01/14	\$ 104,484.88	\$ 52,242.34	\$ 52,242.34	\$ 4,142.82	\$ 20,844.69	\$ 1,133.66	\$ 17,595.22	\$ 8,525.95
11/08/14	\$ 105,638.52	\$ 52,819.26	\$ 52,819.26	\$ 4,188.57	\$ 21,074.88	\$ 1,146.18	\$ 17,789.53	\$ 8,620.10
11/15/14	\$ 103,620.64	\$ 51,810.32	\$ 51,810.32	\$ 4,108.56	\$ 20,672.32	\$ 1,124.28	\$ 17,449.72	\$ 8,455.44
11/22/14	\$ 92,457.24	\$ 46,228.62	\$ 46,228.62	\$ 3,665.93	\$ 18,445.22	\$ 1,003.16	\$ 15,569.80	\$ 7,544.51
11/29/14	\$ 111,186.88	\$ 55,593.44	\$ 55,593.44	\$ 4,408.56	\$ 22,181.78	\$ 1,206.38	\$ 18,723.87	\$ 9,072.85
12/06/14	\$ 93,585.00	\$ 46,792.50	\$ 46,792.50	\$ 3,710.64	\$ 18,870.21	\$ 1,015.40	\$ 15,759.71	\$ 7,636.54
12/13/14	\$ 81,809.96	\$ 40,904.98	\$ 40,904.98	\$ 3,243.76	\$ 16,321.09	\$ 887.64	\$ 13,776.80	\$ 6,675.69
12/20/14	\$ 83,201.68	\$ 41,600.84	\$ 41,600.84	\$ 3,298.95	\$ 16,598.73	\$ 902.74	\$ 14,011.16	\$ 6,789.26
12/27/14	\$ 116,229.36	\$ 58,114.68	\$ 58,114.68	\$ 4,608.49	\$ 23,187.76	\$ 1,261.09	\$ 19,573.02	\$ 9,484.32
01/03/15	\$ 136,554.56	\$ 68,277.28	\$ 68,277.28	\$ 5,414.39	\$ 27,242.63	\$ 1,481.62	\$ 22,995.79	\$ 11,142.85
01/10/15	\$ 74,198.68	\$ 37,099.34	\$ 37,099.34	\$ 2,941.98	\$ 14,802.64	\$ 805.05	\$ 12,495.06	\$ 6,054.61
01/17/15	\$ 86,434.72	\$ 43,217.36	\$ 43,217.36	\$ 3,427.14	\$ 17,243.72	\$ 937.82	\$ 14,555.61	\$ 7,053.07
01/24/15	\$ 82,425.60	\$ 41,212.80	\$ 41,212.80	\$ 3,268.17	\$ 16,443.91	\$ 894.32	\$ 13,880.47	\$ 6,725.93
01/31/15	\$ 85,566.64	\$ 42,783.32	\$ 42,783.32	\$ 3,392.72	\$ 17,070.54	\$ 928.40	\$ 14,409.42	\$ 6,982.24
02/07/15	\$ 95,718.36	\$ 47,859.18	\$ 47,859.18	\$ 3,795.23	\$ 19,096.81	\$ 1,038.55	\$ 16,118.97	\$ 7,810.62
02/14/15	\$ 96,262.16	\$ 48,131.08	\$ 48,131.08	\$ 3,816.80	\$ 19,204.30	\$ 1,044.44	\$ 16,210.55	\$ 7,854.99
02/21/15	\$ 75,221.32	\$ 37,610.66	\$ 37,610.66	\$ 2,982.53	\$ 15,006.65	\$ 816.15	\$ 12,667.27	\$ 6,138.06
02/28/15	\$ 113,964.28	\$ 56,982.14	\$ 56,982.14	\$ 4,518.68	\$ 22,735.87	\$ 1,236.51	\$ 19,191.59	\$ 9,299.49
03/07/15	\$ 87,500.84	\$ 43,750.42	\$ 43,750.42	\$ 3,469.41	\$ 17,456.42	\$ 949.38	\$ 14,735.14	\$ 7,140.07
03/14/15	\$ 110,193.32	\$ 55,096.66	\$ 55,096.66	\$ 4,369.17	\$ 21,983.57	\$ 1,195.60	\$ 18,556.55	\$ 8,991.77
03/21/15	\$ 106,162.16	\$ 53,081.08	\$ 53,081.08	\$ 4,209.33	\$ 21,179.35	\$ 1,151.86	\$ 17,877.71	\$ 8,662.83
03/28/15	\$ 101,097.76	\$ 50,548.88	\$ 50,548.88	\$ 4,008.53	\$ 20,169.00	\$ 1,096.91	\$ 17,024.86	\$ 8,249.58
04/04/15	\$ 103,427.56	\$ 51,713.78	\$ 51,713.78	\$ 4,100.90	\$ 20,633.80	\$ 1,122.19	\$ 17,417.20	\$ 8,439.69
04/11/15	\$ 102,049.08	\$ 51,024.54	\$ 51,024.54	\$ 4,046.25	\$ 20,358.79	\$ 1,107.23	\$ 17,185.07	\$ 8,327.20
04/18/15	\$ 98,676.20	\$ 49,338.10	\$ 49,338.10	\$ 3,912.51	\$ 19,685.90	\$ 1,070.64	\$ 16,617.07	\$ 8,051.98
04/25/15	\$ 99,313.24	\$ 49,656.62	\$ 49,656.62	\$ 3,937.77	\$ 19,812.99	\$ 1,077.55	\$ 16,724.35	\$ 8,103.96
05/02/15	\$ 108,159.32	\$ 54,079.66	\$ 54,079.66	\$ 4,288.52	\$ 21,577.78	\$ 1,173.53	\$ 18,214.03	\$ 8,825.80
05/09/15	\$ 100,125.64	\$ 50,062.82	\$ 50,062.82	\$ 3,969.98	\$ 19,975.07	\$ 1,086.36	\$ 16,861.16	\$ 8,170.25
Subtotal	\$ 4,631,154.52	\$ 2,771,609.00	\$ 1,859,545.52	\$ 147,461.97	\$ 741,958.63	\$ 40,352.16	\$ 626,294.95	\$ 303,477.81

Benchmark Goal @ 2% \$ 912,063.48

Remainder until 1% / 1% Split \$ -

VIDEO LOTTERY REPORT

FY 2011		FY 2012		FY 2013		FY 2014		FY 2015	
Date	Amount	Date	Amount	Date	Amount	Date	Amount	Date	Amount
7/3/2010	115,402.58	7/1-2/2011	69,824.12	7/7/2012	161,637.92	7/6/2013	123,196.88	7/5/2014	106,819.12
7/10/2010	205,731.64	7/9/2011	171,717.28	7/14/2012	129,458.04	7/13/2013	128,060.40	7/12/2014	111,792.16
7/17/2010	161,386.76	7/16/2011	143,019.52	7/21/2012	130,037.00	7/20/2013	115,128.84	7/19/2014	116,320.32
7/24/2010	160,368.28	7/23/2011	146,508.00	7/28/2012	137,164.44	7/27/2013	123,049.56	7/26/2014	112,502.48
7/31/2010	157,802.08	7/30/2011	144,510.28	8/4/2012	132,931.16	8/3/2013	116,180.80	8/2/2014	117,145.12
8/7/2010	136,494.98	8/6/2011	151,495.28	8/11/2012	134,212.88	8/10/2013	120,078.64	8/9/2014	114,374.60
8/14/2010	78,376.68	8/13/2011	117,350.38	8/18/2012	110,241.90	8/17/2013	124,888.56	8/16/2014	114,105.32
8/21/2010	76,199.02	8/20/2011	71,614.12	8/25/2012	66,209.90	8/24/2013	89,882.12	8/23/2014	116,097.04
8/28/2010	72,460.03	8/27/2011	63,432.14	9/1/2012	67,133.42	8/31/2013	58,913.18	8/30/2014	60,280.02
9/4/2010	76,362.84	9/3/2011	80,837.76	9/8/2012	74,029.40	9/7/2013	67,758.74	9/6/2014	61,420.28
9/11/2010	82,969.36	9/10/2011	84,845.80	9/15/2012	61,838.04	9/14/2013	53,374.22	9/13/2014	51,364.96
9/18/2010	67,638.78	9/17/2011	66,748.62	9/22/2012	56,996.90	9/21/2013	54,277.94	9/20/2014	50,664.54
9/25/2010	70,435.06	9/24/2011	68,929.80	9/29/2012	61,611.40	9/28/2013	54,881.50	9/27/2014	50,127.22
10/2/2010	71,013.86	10/1/2011	68,871.64	10/6/2012	62,715.20	10/5/2013	55,950.74	10/4/2014	53,531.28
10/9/2010	69,311.50	10/8/2011	70,866.90	10/13/2012	60,710.18	10/12/2013	55,837.92	10/11/2014	51,127.00
10/16/2010	75,234.62	10/15/2011	75,262.66	10/20/2012	62,333.08	10/19/2013	61,327.20	10/18/2014	56,414.64
10/23/2010	70,290.80	10/22/2011	68,757.72	10/27/2012	58,073.54	10/26/2013	52,854.06	10/25/2014	49,890.20
10/30/2010	65,615.04	10/29/2011	60,507.98	11/3/2012	56,545.30	11/2/2013	57,543.54	11/1/2014	52,242.34
11/6/2010	61,337.62	11/5/2011	70,673.88	11/10/2012	56,110.96	11/9/2013	54,666.76	11/8/2014	52,819.26
11/13/2010	64,595.28	11/12/2011	67,627.10	11/17/2012	57,432.36	11/16/2013	56,495.96	11/15/2014	51,810.32
11/20/2010	56,010.08	11/19/2011	60,690.60	11/24/2012	65,888.86	11/23/2013	48,628.62	11/22/2014	46,228.62
11/27/2010	71,170.90	11/26/2011	74,140.54	12/1/2012	50,243.34	11/30/2013	59,645.66	11/29/2014	55,593.44
12/4/2010	53,215.08	12/3/2011	59,429.94	12/8/2012	50,770.96	12/7/2013	47,306.24	12/6/2014	46,792.50
12/11/2010	46,944.00	12/10/2011	51,395.44	12/15/2012	47,022.38	12/14/2013	29,229.02	12/13/2014	40,904.98
12/18/2010	42,076.76	12/17/2011	55,981.32	12/22/2012	46,838.96	12/21/2013	44,581.02	12/20/2014	41,600.84
12/25/2010	50,450.28	12/24/2011	54,248.62	12/29/2012	59,697.22	12/28/2013	62,117.14	12/27/2014	58,114.68
1/1/2011	85,152.12	12/31/2011	94,661.00	1/5/2013	71,673.52	1/4/2014	62,963.88	1/3/2015	68,277.28
1/8/2011	54,301.30	1/7/2012	74,863.40	1/12/2013	50,416.30	1/11/2014	37,935.94	1/10/2015	37,099.34
1/15/2011	54,005.90	1/14/2012	58,901.92	1/19/2013	51,211.88	1/18/2014	49,418.64	1/17/2015	43,217.36
1/22/2011	60,924.74	1/21/2012	61,819.92	1/26/2013	46,966.26	1/25/2014	42,720.80	1/24/2015	41,212.80
1/29/2011	48,036.94	1/28/2012	62,898.78	2/2/2013	52,067.92	2/1/2014	47,681.60	1/31/2015	42,783.32
2/5/2011	60,777.44	2/4/2012	72,154.66	2/9/2013	52,222.20	2/8/2014	45,434.52	2/7/2015	47,859.18
2/12/2011	67,471.84	2/11/2012	66,429.04	2/16/2013	64,243.52	2/15/2014	41,076.08	2/14/2015	48,131.08
2/19/2011	72,018.54	2/18/2012	77,455.88	2/23/2013	64,115.70	2/22/2014	61,523.98	2/21/2015	37,610.66
2/26/2011	75,544.02	2/25/2012	77,611.78	3/2/2013	62,602.74	3/1/2014	57,744.78	2/28/2015	56,982.14
3/5/2011	74,535.34	3/3/2012	75,963.86	3/9/2013	59,213.26	3/8/2014	50,439.94	3/7/2015	43,750.42
3/12/2011	66,979.48	3/10/2012	76,808.62	3/16/2013	62,366.36	3/15/2014	54,414.66	3/14/2015	55,096.66
3/19/2011	73,113.26	3/17/2012	76,883.92	3/23/2013	59,841.02	3/22/2014	50,734.62	3/21/2015	53,081.08
3/26/2011	68,490.80	3/24/2012	72,108.36	3/30/2013	57,567.98	3/29/2014	51,174.60	3/28/2015	50,548.88
4/2/2011	70,846.58	3/31/2012	74,244.22	4/6/2013	63,108.84	4/5/2014	55,229.90	4/4/2015	51,713.78
4/9/2011	67,076.78	4/7/2012	75,382.98	4/13/2013	56,849.30	4/12/2014	48,653.18	4/11/2015	51,024.54
4/16/2011	64,698.56	4/14/2012	71,065.34	4/20/2013	55,432.12	4/19/2014	54,469.22	4/18/2015	49,338.10
4/23/2011	67,674.14	4/21/2012	68,055.08	4/27/2013	58,612.74	4/26/2014	51,637.18	4/25/2015	49,656.62

4/30/2011	66,807.50	4/28/2012	72,880.66	5/4/2013	61,102.92	5/3/2014	54,757.72	5/2/2015	54,079.66
5/7/2011	66,379.74	5/5/2012	71,582.30	5/11/2013	57,428.70	5/10/2014	51,011.76	5/9/2015	50,062.82
5/14/2011	66,699.76	5/12/2012	63,357.92	5/18/2013	61,172.80	5/17/2014	51,148.34		
5/21/2011	63,210.44	5/19/2012	78,984.36	5/25/2013	57,131.24	5/24/2014	53,082.60		
5/28/2011	64,724.06	5/26/2012	67,396.24	6/1/2013	65,920.66	5/31/2014	62,642.98		
6/4/2011	74,952.34	6/2/2012	76,959.44	6/8/2013	55,233.74	6/7/2014	49,517.18		
6/11/2011	62,203.12	6/9/2012	63,584.86	6/15/2013	54,067.52	6/14/2014	50,266.50		
6/18/2011	61,200.76	6/16/2012	59,436.12	6/22/2013	54,690.28	6/21/2014	48,768.14		
6/25/2011	65,470.44	6/23/2012	55,921.30	6/29/2013	55,991.38	6/28/2014	49,250.32		
6/30/2011	34,351.16	6/30/2012	58,207.40	6/30/2013	11,509.54	6/30/2014	12,010.70		

TOTALS	4,016,541.01	4,124,906.80	3,580,645.18	3,261,565.02	2,771,609.00				
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Table Game Revenue

Date	Amount	Date	Amount	Date	Amount	Date	Amount
July/August, 2010	154,185.68	July, 2011	141,718.01	July, 2012	138,663.64	July, 2013	99,274.36
September, 2010	94,247.84	August, 2011	137,473.92	August, 2012	133,245.83	August, 2013	111,427.75
October, 2010	105,903.60	September, 2011	110,375.25	September, 2012	127,532.40	September, 2013	80,857.74
November, 2010	108,717.67	October, 2011	124,273.94	October, 2012	126,482.02	October, 2013	81,066.09
December, 2010	118,721.11	November, 2011	121,118.87	November, 2012	134,443.93	November, 2013	79,853.94
January, 2011	106,189.21	December, 2011	140,509.93	December, 2012	146,677.92	December, 2013	79,617.31
February, 2011	105,776.45	January, 2012	137,812.68	January, 2013	132,650.35	January, 2014	75,093.81
March, 2011	120,927.10	February, 2012	142,770.01	February, 2013	121,636.62	February, 2014	75,170.90
April, 2011	130,654.61	March, 2012	151,845.46	March, 2013	149,033.62	March, 2014	78,201.51
May, 2011	130,492.02	April, 2012	127,862.26	April, 2013	105,545.23	April, 2014	72,380.72
June, 2011	121,576.41	May, 2012	137,905.13	May, 2013	109,747.38	May, 2014	93,191.89
		June, 2012	129,235.38	June, 2013	104,803.37	June, 2014	72,350.70
Total 2010-2011	1,297,391.70	Total 2011-2012	1,602,900.84	Total 2012-2013	1,530,462.31	Total 2013-2014	998,486.72

Date	Amount
July, 2014	78,639.07
August, 2014	84,726.51
September, 2014	71,967.51
October, 2014	66,257.02
November, 2014	71,046.66
December, 2014	76,797.24
January, 2015	73,346.66
February, 2015	66,262.78
March, 2015	73,747.70

Total 2014-2015	662,791.15
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Table Game Revenue Distribution - Jefferson County School Board

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
July, 2011	425,154.03	July, 2012	415,990.92	July, 2013	297,823.08	July, 2014	235,917.21
August, 2011	412,421.76	August, 2012	399,737.49	August, 2013	334,283.25	August, 2014	254,179.53
September, 2011	331,125.75	September, 2012	382,597.20	September, 2013	242,573.22	September, 2014	215,902.53
October, 2011	372,821.82	October, 2012	379,446.06	October, 2013	243,198.27	October, 2014	198,771.06
November, 2011	363,356.61	November, 2012	403,331.79	November, 2013	239,561.82	November, 2014	213,139.98
December, 2011	421,529.79	December, 2012	440,033.75	December, 2013	238,851.93	December, 2014	230,391.72
January, 2012	413,438.04	January, 2013	397,951.05	January, 2014	225,281.43	January, 2015	220,039.98
February, 2012	428,310.03	February, 2013	381,857.07	February, 2014	225,512.70	February, 2015	198,788.34
March, 2012	455,536.38	March, 2013	447,100.86	March, 2014	234,604.53	March, 2015	221,243.10
April, 2012	383,586.78	April, 2013	316,635.69	April, 2014	217,142.18		
May, 2012	413,715.39	May, 2013	329,242.14	May, 2014	279,575.67		
June, 2012	387,706.12	June, 2013	314,410.11	June, 2014	217,052.10		
Total 2011-2012	4,808,702.50	Total 2012-2013	4,608,334.13	Total 2013-2014	2,995,460.18	Total 2014-2015	1,988,373.45