Notice of Special Meeting
Harrison County Commission

Day - Date of Meeting:	Monday – March 01, 2021
Time of Meeting	4:30 p.m.
Location of Meeting:	Commission Meeting Room Harrison County Courthouse Third Floor - 301 West Main Street Clarksburg, West Virginia 26301

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IF YOU WISH TO JOIN MEETING VIA ZOOM
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Join Zoom Meeting
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https://us02web.zoom.us/j/7628160712
Dial: 1-888-788-0099 US Toll-free
Meeting ID: 762 816 0712
Passcode: 270967

AGENDA

1. Review - Discuss – Consider Harrison County Courthouse Operations Plan COVID-19 Pandemic

2. Review – Discuss – Consider Courthouse Security Staffing Plan & Operations

3. Review – Discuss – Consider Responsibilities – Duties for County Legal Counsel in Conjunction with Contract for Services

4. Review – Discuss – Consider Preliminary Budget Matters Related to FY2021-2022



HARRISON COUNTY COURT HOUSE

Harrison County Commission

301 WEST MAIN STREET
CLARKSBURG, WEST VIRGINIA 26301
304-624-8500
FAX 304-624-8673

COMMISSIONERS
DAVID L. HINKLE
PATSY TRECOST II
RONALD R. WATSON

HARRISON COUNTY COURTHOUSE OPERATIONS PLAN
COVID-19 PANDEMIC

The purpose and objective of this plan is to provide for the safety and welfare of all citizens during their necessary visits to the Harrison County Courthouse while striving to maximize the safety and health of officials and staff members providing services.

All officials encourage the public to limit visits to the Harrison County Courthouse and other county facilities for functions that are only absolutely necessary and must be completed in person. All citizens are reminded that many services or functions may be conducted by telephone, online, mail and/or established drop-off locations that do not require face-to-face contact.

In addition, the Harrison County Commission is required by legislative rule, a copy of §64CSR114 as amended is included for reference and noted as Exhibit A, to follow certain requirements for staff and visitors to the courthouse, annex and other county owned facilities. Therefore, until such time any current legislative rule is modified by state officials, and reviewed for implementation approval by the County Commission, the following will be the overall limit for non-staff individuals in certain county owned facilities. Please be aware the limit for certain service areas within each office in the facility may be lower.

1. Courthouse:
    a. Assessor – Sheriff Tax & Administrative Office – County Clerk – County Commission – Prosecuting Attorney – Circuit Clerk – Grant Department – IT Department – Probation – Planning Department
        i. Overall total of 35 individuals for non-circuit court related functions;
        ii. A detailed non-staff limit for each office service area will be outlined below;
        iii. Maintain six (6) foot distance requirements in all waiting or lobby areas;
2. Courthouse:
    a. Circuit Court:
        i. Personnel as authorized by presiding Circuit Court Judge;
        ii. Court docket schedule provided to courthouse security point each day;
        iii. Emergency proceedings as authorized by presiding Circuit Court Judge;
        iv. Maintain six (6) foot distance requirements in all waiting or lobby areas;
        v. Maintain six (6) foot distancing requirement within the courtroom as directed;

3. Annex:
    a. Voting:
        i. No more than four (4) individuals in the voting area;
        ii. No more than two (2) individuals in designated waiting area;
        iii. Maintain six (6) foot distance requirements in waiting or lobby areas;
        iv. Maintain six (6) foot distancing requirement within the office as directed;
    b. Service of Process:
        i. Maximum of one (1) individual or one family unit if more;
    c. Family Court:
        i. Personnel as authorized by presiding Family Court Judge;
        ii. Court docket schedules provided to annex security point each day;
        iii. Emergency proceedings as authorized by presiding Family Court Judge;
        iv. Maintain six (6) foot distance requirements in all waiting or lobby areas;
        v. Maintain six (6) foot distancing requirement within the courtroom as directed;
    d. Magistrate Court:
        i. Personnel as authorized by presiding Magistrate;
        ii. Court docket schedules provided to annex security point each day;
        iii. Maintain six (6) foot distance requirements in all waiting or lobby areas;
            1. Maximum of six (6) individuals in 3rd floor waiting area;
            2. Due to available space, no public waiting area on the 2nd floor;
        iv. Maintain six (6) foot distancing requirement within the courtroom as directed;
    e. Magistrate Court Clerk:
        i. Maximum of one (1) individual or one family unit if more;
4. Public Safety Building ---------- 1 Individual or 1 family unit if more
5. Animal Control Facility ---------- 1 Individual or 1 family unit if more
6. Parks & Recreation Bldg. ---------- Closed to Public Until Further Notice – By Appointment
7. WVU Extension Office ---------- Closed to Public Until Further Notice – By Appointment
8. Day Report Center ---------- Controlled Access – By Appointment
9. E911 Center – Secured Area --------- Controlled Access – Employees Only
10. E911 & OEM – Non-Secured Area -- Controlled Access – Entry Authorized By Management

The Harrison County Courthouse, Public Safety Building and Animal Control Facility will open to general public access for non-court related functions on Monday, June 1, 2020. The Governor removed the "Hot-Spot" designation for Harrison County on Monday, May 18, 2020. Therefore, all court functions may open to general public access, under the control and direction of the appropriate presiding official, on Tuesday, May 26, 2020. All court proceedings are subject to the current Administrative Order issued by the Supreme Court of Appeals of West Virginia, a copy of which is included for reference and noted as Exhibit B. The early voting polling location in the annex and other approved early voting polling locations will be open to general public access on Wednesday, May 27, 2020.

Except for court emergencies, the hours of operation for public access at county owned facilities will begin at 9:30 a.m. This delay for public operations will allow for adequate time to conduct staff health and safety screenings. This designated public access time will be reviewed on an on-going basis for any possible adjustments. The hours of operation at early voting polling locations will follow appropriate state statutes on Saturday, May 30, 2020 and Saturday, June 6, 2020.

The detailed procedures for this "Operations Plan" are outlined in the following pages. These overall procedures will be periodically reviewed with all officials for any adjustments or improvements. All officials thank you for your assistance and cooperation.

PUBLIC:

1. **COURTHOUSE**
    a. Individuals will enter via the ramp area through the front door;
        i. Access to the Annex is via the 3rd Street entrance;
    b. Individuals will maintain at least six (6) feet of distance while waiting to enter;
    c. Individuals must wear a mask or face cover before entering the facility and wear until they have left the facility;
        i. Mask or face covering not required for early voting location at the courthouse – changed May 26, 2020;
    ~~d. Individuals will be required to complete a "Check-In Form", a copy of which is included for reference and noted as Exhibit C, in the front entrance area before going through security;~~
        ~~i.~~ Required Check-In Form for public deleted - changed May 26, 2020
        ii. This procedure will include a non-contact temperature reading performed by staff ~~and certain questions to be answered;~~
            1. Access to the facility may be denied based upon the temperature reading ~~and/or answers to these questions~~;
                a. Access will not be denied for certain constitution rights, such as voting, and required court appearances but additional security measures may be implemented and/or the service moved to another location;
            2. Please wait until called so staff may disinfect or clean table area;
    e. Once cleared, individuals will proceed through the normal screening procedure;
        i. Security staff will issue the individual a pre-numbered access tag so as to control the overall number of non-staff within the facility;
    f. The number of individuals on the elevators in the courthouse will be restricted to:
        i. Two (2) individuals and/or staff members in opposite diagonal corners; or
        ii. One (1) family unit if more than two;
    g. The number of individuals for each customer service area is as follows:
        i. Assessor:
            1. Maximum of one (1) individual or one family unit allowed inside personal property office at service counter;
            2. Maximum of one (1) individual or one family unit allowed inside real property office at service counter;
        ii. Tax Office:
            1. Maximum of four (4) individuals allowed inside office service area;
            2. One way traffic pattern in the customer area;
        iii. County Clerk:
            1. Maximum of four (4) individuals at service counter;
            2. Maximum of four (4) individuals in probate area;
            3. Maximum of ten (10) individuals in record room;
            4. Maximum of two (2) individuals in basement record room;
        iv. Prosecuting Attorney:
            1. Maximum of one (1) individual or one family unit in waiting area;
        v. County Commission:
            1. Maximum of one (1) individual or one family unit in office area;
        vi. Circuit Clerk:
            1. Maximum of one (1) individual or one family unit in office counter area;
        vii. Grants – IT Department Areas:
            1. Staff only in office areas;
        viii. Planning Department – Address & Mapping Areas:
            1. Maximum of one (1) individual or one family unit in office service areas;

ix. Circuit Court Area Hearings & Procedures:
    1. Personnel as authorized by the presiding Circuit Judge and subject to the current Order issued by the Supreme Court of Appeals of West Virginia while maintaining compliance with any applicable legislative rule, federal and/or state regulation on distancing requirements;

h. Once you have completed your transactions and visit
    i. Please drop your access tag in the container located in the security area on the first floor;
    ii. Exit via the front door and down the steps;
        1. Do not use the ramp unless necessary for mobility related issues and you are unable to use the steps;
    iii. If you need to enter the annex, please exit the courthouse and enter the annex via the 3rd Street entrance;
        1. Individuals with mobility issues and unable to use steps will be directed on how to enter the annex via the connecting hall;

2. **ANNEX**
    a. Individuals will enter via the 3rd Street entrance located on the east side of the building;
        i. Individuals with mobility issues or unable to climb the steps will need to enter and exit via the ramp area of the courthouse;
    b. Individuals will maintain at least six (6) feet of distance while waiting to enter;
    c. Individuals must wear a mask or face cover before entering the facility and wear until they have left the facility;
        i. Mask or face covering not required for early voting location at the courthouse – changed May 26, 2020;
    d. ~~Individuals will be required to complete a "Check-In Form", a copy of which is included for reference and noted as Exhibit C, in the entrance area before going through security~~;
        ~~i.~~ Required Check-In Form for public deleted - changed May 26, 2020
        ii. This procedure will include a non-contact temperature reading performed by staff ~~and certain questions to be answered~~;
            1. Access to the facility may be denied based upon the temperature reading ~~and/or answers to these questions;~~
                a. Access will not be denied for certain constitution rights, such as voting, and required court appearances but additional security measures may be implemented and/or the service moved to another location;
            2. Please wait until called so staff may disinfect or clean table area;
    e. Once cleared, individuals will proceed through the normal screening procedure;
        i. Security staff will issue the individual a pre-numbered tag so as to control the overall number of non-staff within the facility;
    f. The number of individuals on the elevators in the annex will be restricted to:
        i. One (1) individual and/or staff member or one (1) family unit;
    g. The number of individuals for each service area or location is as follows:
        i. Voting:
            1. Early Voting begins on Wednesday, May 27th and ends at the statutory time frame on Saturday, June 6th. In addition, the annex will be open on Saturday May 30th for early voting as per the statutory time frame;
            2. Effective May 27th and until further notice, maximum of four (4) individuals in the voting area and two (2) in designated waiting area;
                a. Note: On Saturday May 30th and Saturday, June 6th the maximum in the designated waiting area will be ten (10) individuals;
                b. As noted previously, individuals will not be denied their constitutional right to vote but additional security measures

may be implemented and/or the service moved to another location;

c. Individuals in line waiting for access to the facility at the close of business to vote will be issued the proper documentation to complete their right to vote;
d. Included for reference and noted as Exhibit D are the following:
    i. Order issued by the Secretary of State;
    ii. Legislative Rule §153CSR53;
    iii. Opinion of Attorney General issued March 18, 2020;

ii. Service of Process Office:
    1. Maximum of one (1) individual or one family unit in the office area;
iii. Family Court Area Hearings & Procedures:
    1. Personnel as authorized by the presiding Family Court Judge and subject to the current Order issued by the Supreme Court of Appeals of West Virginia while maintaining compliance with any applicable legislative rule, federal and/or state regulation on distancing requirements;
    2. Hearings to be conducted in courtrooms with compliance to six (6) foot spacing as much as possible;
iv. Magistrate Court Area Hearings & Procedures:
    1. Personnel as authorized by the presiding Magistrate and subject to the current Order issued by the Supreme Court of Appeals of West Virginia while maintaining compliance with any applicable legislative rule, federal and/or state regulation on distancing requirements;
    2. Hearings to be conducted in Magistrate courtroom with compliance to six (6) foot spacing as much as possible;
    3. Maximum of one (1) individual or one family unit in Magistrate office hallway on the 3rd floor;
    4. Maximum of six (6) individuals in 3rd floor waiting area;
    5. Maximum of one (1) individual or one family unit in Magistrate office area on the 2nd floor;
v. Magistrate Court Clerk Office Area:
    1. Maximum of one (1) individual or one family unit in office service area;
vi. Security – Inmate Staging & Holding – Control Room:
    1. Procedures that are adopted and in place will continue unless revised by the Sheriff in consultation with the County Commission;

h. Once you have completed your transactions and visit;
    1. Please exit the annex via Washington Street due to the fact, as much as possible, pedestrian traffic will be "one-way" in the annex;
    2. If you must travel between the annex and courthouse, please exit via Washington Street and enter the courthouse via the ramp area at the front door;
    3. Individuals with mobility issues and unable to use steps will be directed as to how to travel via the connecting hall and exit via the front door ramp area of the courthouse;
    4. If exit via Washington Street, please drop your access tag in the container located in the lobby at the exit area.

OFFICIALS & STAFF

1. **COURTHOUSE – ANNEX – GARAGE PARKING AREA**
    a. Officials and staff will enter the courthouse and annex as noted above for the public;
        i. Due to screening requirements for all officials and staff, you are not to enter the annex facility via Washington Street;
        ii. After 09:30 a.m. officials, staff and employees are not to utilize the 3rd Street Annex entrance with the exception of law enforcement personnel;

b. Officials and staff parking in the garage will enter from that area after screening;
c. Officials and staff will maintain at least six (6) feet of distance while waiting to enter;
d. Officials and staff must wear a mask or face covering before entering the facility;
e. Officials and staff will complete a "Check-In Form" before entering the facility;
    i. This procedure will include a non-contact temperature reading performed by administrative staff and certain questions to be answered;
    ii. Access to the facility may be denied or delayed based upon the temperature reading and/or answers to the questions;
        1. Security or administrative personnel will contact the County Administrator or Assistant County Administrator and the appropriate constitutional official if access is denied or delayed to any staff member;
    iii. Any official or employee arriving before the entrances are staffed by security and /or administrative personnel should report to the Control Room – Staging Area to complete the "Check-In Form" and related procedures;
f. Officials and staff must wear a mask or face covering when traveling in common areas, lobbies, hallways etc...;
g. Staff members must wear a mask or face covering when handling a service request from a member of the public at the service area of their office;
    i. Constitutional officials may have additional requirements for their staff members performing duties within their office areas;
    ii. Constitutional officials will draft a written procedure that outlines any additional requirements for their staff members as noted in item "f" and file a copy with the Office of the County Commission to be included in this document;
h. Officials and staff members are to abide by the limit of individuals allowed to the various elevators;
i. Regularly wash hands with soap and water;
j. Disinfect and clean work area, computers, monitors, and other equipment as directed;

2. **PUBLIC SAFETY BUILDING & OTHER LAW ENFORCEMENT LOCATIONS & CENTRAL GARAGE**
    a. Staff members are to enter assigned entrance;
    b. Officials and staff will maintain at least six (6) feet of distance while waiting to enter;
    c. Officials and staff must wear a mask or face covering before entering the facility;
    d. Officials and staff will complete a "Check-In Form" before entering the facility beyond the lobby area;
        i. This procedure will include a non-contact temperature reading performed by administrative staff and certain questions to be answered;
        ii. Access to the facility may be denied or delayed based upon the temperature reading and/or answers to the questions;
            1. Administrative personnel will contact the County Administrator or Assistant County Administrator and the appropriate constitutional official if access is denied or delayed to any staff member;
        iii. Administrative personnel will scan and email the previous day "Check-In Forms" for all staff members and any non-staff visitors to the Office of the County Commission;
    e. Officials and staff must wear a mask or face covering when traveling in common areas, lobbies, hallways etc...;
    f. Staff members are to adhere to any additional requirements of their respective constitutional official;
    g. Regularly wash hands with soap and water;
    h. Disinfect and clean work and equipment areas as needed and directed;

3. **E911 & OEM FACILITY – Controlled Access**
    a. Staff members are to enter assigned entrance;
    b. Staff will maintain at least six (6) feet of distance while waiting to enter;
    c. Staff must wear a mask or face covering before entering the facility;
    d. Staff will complete a "Check-In Form" before entering the facility beyond the lobby area;
        i. This procedure will include a non-contact temperature reading being completed and certain questions to be answered;
        ii. Access to the facility may be denied or delayed based upon the temperature reading and/or answers to the questions;
            1. If access is denied or delayed to any staff member, the employee will notify the on-duty supervisor. Thereafter established protocols are to be followed to contact appropriate departmental management personnel for notification of the County Administrator or Assistant County Administrator;
        iii. Administrative personnel will scan and email the previous day "Check-In Forms" for all staff members and any non-staff visitors to the Office of the County Commission;
    e. Staff must wear a mask or face covering when traveling in common areas, lobbies, hallways etc...;
    f. Staff members are to adhere to any additional requirements of their respective department supervisor and/or the Office of the County Commission;
    g. Regularly wash hands with soap and water;
    h. Disinfect and clean work area, computers, monitors, headsets and other equipment as directed;

4. **PARKS & RECREATION BUILDING – Closed to the Public – Visitors by Appointment Only**
    a. Staff members are to enter assigned entrance;
    b. Staff will maintain at least six (6) feet of distance while waiting to enter;
    c. Staff must wear a mask or face covering before entering the facility;
    d. Staff will complete a "Check-In Form" before entering the facility beyond the lobby area;
        i. This procedure will include a non-contact temperature reading being completed and certain questions to be answered;
        ii. Access to the facility may be denied or delayed based upon the temperature reading and/or answers to the questions;
            1. Administrative personnel will contact the County Administrator or Assistant County Administrator if access is denied or delayed to any staff member;
        iii. Administrative personnel will scan and email the previous day "Check-In Forms" for all staff members and any non-staff visitors to the Office of the County Commission;
    e. Staff must wear a mask or face covering when traveling in common areas, lobbies, hallways etc...;
    f. Staff members are to adhere to any additional requirements of their respective department supervisor and/or the Office of the County Commission;
    g. Regularly wash hands with soap and water;
    h. Disinfect and clean work area, computers, monitors, and other equipment as directed;

5. **ANIMAL CONTROL FACILITY – Restrict Access to Public - One Individual or One Family Unit**
    a. Staff members are to enter assigned entrance;
    b. Staff will maintain at least six (6) feet of distance while waiting to enter;
    c. Staff must wear a mask or face covering before entering the facility;
    d. Staff will complete a "Check-In Form" before entering the facility beyond the lobby area;
        i. This procedure will include a non-contact temperature reading being completed and certain questions to be answered;

ii. Access to the facility may be denied or delayed based upon the temperature reading and/or answers to the questions;
    1. Administrative personnel will contact the County Administrator or Assistant County Administrator if access is denied or delayed to any staff member;
iii. Administrative personnel will scan and email the previous day "Check-In Forms" for all staff members and any non-staff visitors to the Office of the County Commission;

e. Staff must wear a mask or face covering when traveling in common areas, lobbies, hallways etc...;
f. Staff members are to adhere to any additional requirements of their respective department supervisor and/or the Office of the County Commission;
g. Regularly wash hands with soap and water;
h. Disinfect and clean work area, computers, monitors, and other equipment as directed;

6. **WVU EXTENSION OFFICE – Closed to the Public – Visitors by Appointment Only**
    a. Staff members are to enter assigned entrance;
    b. Staff will maintain at least six (6) feet of distance while waiting to enter;
    c. Staff must wear a mask or face covering before entering the facility;
    d. Staff will complete a "Check-In Form" before entering the facility beyond the lobby area;
        i. This procedure will include a non-contact temperature reading being completed and certain questions to be answered;
        ii. Access to the facility may be denied or delayed based upon the temperature reading and/or answers to the questions;
            1. Administrative personnel will contact the County Administrator or Assistant County Administrator if access is denied or delayed to any staff member;
        iii. Administrative personnel will scan and email the previous day "Check-In Forms" for all staff members and any non-staff visitors to the Office of the County Commission;
    e. Staff must wear a mask or face covering when traveling in common areas, lobbies, hallways etc...;
    f. Staff members are to adhere to any additional requirements of their respective department supervisor and/or the Office of the County Commission;
    g. Regularly wash hands with soap and water;
    h. Disinfect and clean work area, computers, monitors, and other equipment as directed;

7. **DAY REPORT – HOME CONFINEMENT - Restricted Access - Visitors by Appointment Only**
    a. Staff members are to enter assigned entrance;
    b. Staff will maintain at least six (6) feet of distance while waiting to enter office area;
    c. Staff must wear a mask or face covering before entering the facility;
    d. Staff will complete a "Check-In Form" before entering the facility beyond the office lobby area;
        i. This procedure will include a non-contact temperature reading being completed and certain questions to be answered;
        ii. Access to the office area may be denied or delayed based upon the temperature reading and/or answers to the questions;
            1. Administrative personnel will contact the County Administrator or Assistant County Administrator if access is denied or delayed to any staff member;
        iii. Administrative personnel will scan and email the previous day "Check-In Forms" for all staff members and any non-staff visitors to the Office of the County Commission;

e. Staff must wear a mask or face covering when traveling in common areas, lobbies, hallways etc...;
f. Staff members are to adhere to any additional requirements of their respective department supervisor and/or the Office of the County Commission;
g. Regularly wash hands with soap and water;
h. Disinfect and clean work area, computers, monitors, and other equipment as directed;

8. **PROBATION DEPARTMENT**
   a. After normal operating hours, the Probation staff may utilize Washington Street as an entrance and exit to perform necessary court related functions;

9. **MAINTENANCE DEPARTMENT**
   a. In consultation with the County Administrator, the Director of Maintenance will assign an adequate number of individuals to be continuously cleaning common areas in annex and courthouse on a rotating basis during the day, including but not limited to, railings, doorknobs, counter service areas, tables or flat surfaces, elevators, door frames, lobby floors and to assist bailiffs & court staff on cleaning after hearings;
   b. In consultation with the County Administrator, the Director of Maintenance will develop a schedule and assign individuals for sanitizing & cleaning all office areas on a daily basis;
      i. Completion of these tasks may require mandatory overtime for certain staff members based upon other required tasks of the department;

10. **OTHER ITEMS – REQUIREMENTS**
    a. Constitutional officials will provide the Office of the County Commission an overall staffing plan and any additional COVID-19 staff work requirements within their respective office on or before May 26, 2020;
       i. Working remotely is still authorized - provide a written list of duties performed;
       ii. Splitting staff is still authorized between office and working remotely;
       iii. "Restrictive On-Call" status, which requires payment of compensation and is not to be confused with working remotely and assigned job duties, is no longer authorized;
    b. Officials do not desire nor will any official restrict any staff members travel plans. The right to travel is an extremely well documented constitutional right. However, in an effort to provide safeguards for the health and welfare of our co-workers and the public we serve, prior to any out-of-state travel all staff members are being advised to inform their supervising constitutional official or department head of any such travel;
       i. In an emergency situation, please contact your supervising constitutional official or department head as soon as possible;
       ii. Staff members should provide any available COVID-19 statistics for the designation area of their travel;
       iii. Staff members will provide the method of travel to their designation area;
       iv. Any staff member who willingly, knowingly and intentionally fails to disclose this information in an effort to conceal possible COVID-19 exposure, may be subject to disciplinary action, up to and including termination of employment;
       v. Based upon the review by the supervising constitutional official, and in consultation with the Office of the County Commission, a staff member may be required to self-quarantine for up to fourteen (14) days before returning to work;
          1. If available and within the established regulations and/or policies, appropriate paid leave may be utilized;
          2. If no authorized and/or established paid leave is available, the staff member will not receive compensation for this time frame;

c. All provisions of the "Harrison County Employee Personnel Policies & Procedures Handbook" would apply to all procedures outlined in this document, a copy of certain current sections of the "Handbook" are included for reference and marked as Exhibit E with a complete copy of the "Handbook" is available on the Harrison County website;
d. If you feel ill contact you supervising constitutional official or department head – stay home or go home;
e. Report any COVID-19 positive result for yourself and/or any individual residing with or in contact with you;
f. Outside deliveries for the courthouse and annex should be left with security personnel at the front door of the courthouse;
    i. Any personal delivers should not be sent to your work location.

All Harrison County officials and administrative supervisors understand the need for limited governmental controls, regulations and directives. However, just as we all must adhere to certain traffic laws, wearing of seat belts, wearing of motorcycle helmets, utilizing approved car seats for our children or grandchildren and a host of other items in our everyday functions, these requirements are in place to provide for the health and safety of all individuals.

In an effort to provide for the utmost safety and welfare of the public and staff members, these procedures may be changed, modified and/or adjusted by the Harrison County Commission during any regular, special and/or emergency meeting.

If you have any questions, comments or would require additional information, please contact the County Administrator or Assistant County Administrator at the Office of the County Commission.

We appreciate your understanding and cooperation during these unusual times and circumstances for our world.

Ronald R. Watson, President

Patsy S. Trecost, II, Commissioner

David L. Hinkle, Commissioner

Vital Service Levy
Revenues Expenditures
FY 2017-2018 thru FY 2021-2022

Fiscal Year	Emergency Services/E911	Ambulance Authority	Animal Control	Courthouse Security	Health Department	United Summit Ctr	Health Access	Dew Hoff Dental	Parks & Recreation	Bi-County Nutrition	Senior Citizens Ctr	Total Expenditures	Total Collected	
2017-2018	$ 753,057	$ 537,638	$ 274,024	$ 421,009	$ 151,844	$ 69,015	$ 50,000	$ 50,000	$ 737,296	$ 50,000	$ 190,783	$ 3,284,666	$ 4,012,124	
2018-2019	$ 1,326,675	$ 579,765	$ 307,162	$ 508,350	$ 159,436	$ 72,466	$ 52,500	$ 52,500	$ 820,269	$ 52,500	$ 197,496	$ 4,129,119	$ 4,203,289	
2019-2020	$ 1,343,922	$ 608,752	$ 265,990	$ 526,707	$ 167,408	$ 76,089	$ 55,125	$ 55,125	$ 774,420	$ 55,125	$ 210,862	$ 4,139,525	$ 4,387,656	
2020-2021 *	$ 625,755	$ 374,205	$ 171,824	$ 346,210	$ 131,834	$ 59,920	$ 43,410	$ 43,410	$ 357,498	$ 43,410	$ 171,184	$ 2,368,660	$ 2,981,005	**
2021-2022												$ -		
Total Exp	$ 4,049,409	$ 2,100,360	$ 1,019,000	$ 1,802,276	$ 610,522	$ 277,490	$ 201,035	$ 201,035	$ 2,689,483	$ 201,035	$ 770,325	$ 13,921,970	$ 15,584,074	
Per Levy Call	$ 5,523,265	$ 3,051,015	$ 1,997,676	$ 1,821,849	$ 839,035	$ 381,352	$ 276,281	$ 276,281	$ 5,006,466	$ 276,281	$ 1,067,885	$ 20,517,386	$ 20,517,386	
Over / Under	$ 1,473,856	$ 950,655	$ 978,676	$ 19,573	$ 228,513	$ 103,862	$ 75,246	$ 75,246	$ 2,316,983	$ 75,246	$ 297,560	$ 6,595,416	$ (4,933,312)	

* Expenditures Processed as of 02-28-2021

** Revenues Processed as of 01-31-2021

NOTICE OF LEVY ELECTION
TO BE HELD IN HARRISON COUNTY, WEST VIRGINIA
ON TUESDAY, MAY 10, 2016

An Order Authorizing a Levy Election Under the
Provisions of West Virginia Code
Chapter 11, Article 8, Section 16,
To Provide Funds for the Operation of the
Harrison County Senior Citizens Center and Satellites,
Harrison County Emergency Ambulance Authority,
Bi-County Nutrition Program Inc.,
Health Access Inc.,
Susan Dew Hoff Memorial Clinic Inc.,
United Summit Center,
Clarksburg/Harrison Health Department, and
Harrison County Commission for:
Harrison County Courthouse Security
Harrison County Animal Control Department/Facility
Harrison County Bureau/Office of Emergency Services and
Emergency Dispatch Operations Department/Facility
Harrison County Parks and Recreation Department/Facility

IT IS HEREBY ORDERED by the County Commission of Harrison County, West Virginia:

Section 1: The County Commission of Harrison County, West Virginia, is of the opinion, and does hereby find:

(a) That the following organizations are providing vital public services to the citizens of Harrison County, West Virginia, and that such organizations are as follows: Harrison County Senior Citizens Center and Satellites; Harrison County Emergency Ambulance Authority, Bi-County Nutrition Program Inc., Susan Dew Hoff Memorial Clinic Inc., United Summit Center, Clarksburg/Harrison Health Department, and Harrison County Commission for Harrison County Courthouse Security; Harrison County Animal Control Department/Facility; Harrison County Bureau/Office of Emergency Services/Emergency Dispatch Operations Department/Facility; Harrison County Parks and Recreation Department/Facility.

(b) That the aforesaid organizations are funded for operation in Harrison County, West Virginia, only in an amount to adequately operate said organizations until June 30, 2017, and that the aforesaid organizations on and after July 1, 2017, will not have adequate funds for operation in Harrison County, West Virginia;

(c) That for the aforesaid organizations to be operated beyond June 30, 2017, in an adequate manner to serve the citizens of Harrison County, additional revenues are needed;

(d) That for the good of the public welfare, it is necessary that an increase levy be utilized to fund the operation of the aforesaid organizations on and after July 1, 2017; and

(e) That the aforesaid organizations will be funded for the approximate amounts set forth in this order and the Harrison County Commission will provide the amount allocated to each organization for each of the five fiscal years of the levy beginning July 1, 2017, July 1, 2018, July 1, 2019, July 1, 2020, and July 1, 2021.

Section 2: The purpose for which the increased levy funds are needed is to continue the operation of the aforesaid organizations at an adequate level of funding. This adequate level of funding for each of said organizations for five fiscal years beginning July 1, 2017, July 1, 2018, July 1, 2019, July 1, 2020, and July 1, 2021, is as follows:

Agency	**Fiscal Year 2017**	**Fiscal Year 2018**	**Fiscal Year 2019**	**Fiscal Year 2020**	**Fiscal Year 2021**
Harrison County Senior Citizens Center and Satellites	$193,260	$202,923	$213,070	$223,723	$234,909
Harrison County Emergency Ambulance Authority	$552,157	$579,765	$608,753	$639,190	$671,150
Bi-County Nutrition Program, Inc.	$50,000	$52,500	$55,125	$57,881	$60,775
Health Access, Inc.	$50,000	$52,500	$55,125	$57,881	$60,775

Agency	Fiscal Year 2017	Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021
Susan Dew Hoff Memorial Clinic, Inc.	$50,000	$52,500	$55,125	$57,881	$60,775
United Summit Center	$69,015	$72,466	$76,089	$79,894	$83,888
Clarksburg/Harrison Health Department	$151,844	$159,436	$167,408	$175,779	$184,568
Harrison County Commission for: Harrison County Courthouse Security	$329,709	$346,194	$363,504	$381,679	$400,763
Harrison County Animal Control Department/Facility	$361,529	$379,605	$398,586	$418,515	$439,441
Harrison County Bureau/Office of Emergency Services/ Emergency Dispatch Operations Department/Facility	$999,572	$1,049,550	$1,102,028	$1,157,129	$1,214,986
Harrison County Parks and Recreation Department/Facility	$905,464	$949,507	$998,826	$1,053,071	$1,099,578
Totals	$3,712,550	$3,896,946	$4,093,639	$4,302,623	$4,511,608

Section 3: The total amount of funds needed for the purposes above stated is approximately $3,712,550 for the fiscal year beginning July 1, 2017; $3,896,946 for the fiscal year beginning July 1, 2018; $4,093,639 for the fiscal year beginning July 1, 2019; $4,302,623 for

the fiscal year beginning July 1, 2020; and $4,511,608 for the fiscal year beginning July 1, 2021. These funds will be used to provide for the continued operation of the Harrison County Senior Citizens Center and Satellites, Harrison County Emergency Ambulance Authority, Bi-County Nutrition Program Inc., Health Access Inc., Susan Dew Hoff Memorial Clinic Inc., United Summit Center, Clarksburg/Harrison Health Department, and Harrison County Commission for Harrison County Courthouse Security, Harrison County Animal Control Department/Facility; Harrison County Bureau/Office of Emergency Services and Emergency Dispatch Operations Department /Facility; Harrison County Parks and Recreation Department/Facility at an adequate level of funding, and said funds obtained from the levy will be used for the various services provided by each of the aforesaid organizations to the citizens and residents of Harrison County, West Virginia. The Harrison County Commission will each year provide the amount of funds from the levy to each organization in the amounts as set forth in this order.

In the event any of these entities or agencies would cease to exist, for whatever reason, the funding allocated to said entity or agency may be utilized by the Harrison County Parks and Recreation Department for program operations and/or by the Harrison County Commission for capital improvement projects at county owned facilities covered by this levy order.

In the event that any funds may be obtained from the United States of America, State of West Virginia, or any other legal source, by gift, grant or otherwise, in aid of furtherance of the aforesaid purposes, then any of the aforesaid organizations shall be authorized to match such funds, if required by the granting authority, from the proceeds of the increased levy.

Section 4: The separate and aggregate assessed valuation of each class of taxable property within Harrison County, West Virginia, as shown by the last assessment thereof for State, County and City taxation is as follows:

Class I	$0
Class II	$1,272,198,298
Class III	$1,617,271,262
Class IV	$1,047,705,842
Total	$3,937,175,402

Section 5: The proposed additional rate of levy in cents on each One Hundred Dollars ($100) assessed valuation of taxable property in Harrison County, West Virginia, for the fiscal year beginning July 1, 2017, to raise approximately $3,712,550 allowing for 5% delinquencies and 2% discount is as follows:

Upon Class I Properties	3.02 cents
Upon Class II Properties	6.04 cents
Upon Class III and Class IV Properties	12.08 cents

Section 6: The proposed additional rate of levy in cents on each One Hundred Dollars ($100) assessed valuation of taxable property in Harrison County, West Virginia, for fiscal year beginning July 1, 2018, to raise approximately $3,896,946 allowing for 5% delinquencies and 2% discount is as follows:

Upon Class I Properties	3.17 cents
Upon Class II Properties	6.34 cents
Upon Class III and Class IV Properties	12.68 cents

Section 7: The proposed additional rate of levy in cents on each One Hundred Dollars ($100) assessed valuation of taxable property in Harrison County, West Virginia, for fiscal year beginning July 1, 2019, to raise approximately $4,093,639 allowing for 5% delinquencies and 2% discount is as follows:

Upon Class I Properties	3.33 cents
Upon Class II Properties	6.66 cents
Upon Class III and Class IV Properties	13.32 cents

Section 8: The proposed additional rate of levy in cents on each One Hundred Dollars ($100) assessed valuation of taxable property in Harrison County, West Virginia, for fiscal year beginning July 1, 2020, to raise approximately $4,302,623 allowing for 5% delinquencies and 2% discount is as follows:

Upon Class I Properties	3.50 cents
Upon Class II Properties	7.00 cents
Upon Class III and Class IV Properties	14.00 cents

Section 9: The proposed additional rate of levy in cents on each One Hundred Dollars ($100) assessed valuation of taxable property in Harrison County, West Virginia, for fiscal year beginning July 1, 2021, to raise approximately $4,511,608 allowing for 5% delinquencies and 2% discount is as follows:

Upon Class I Properties	3.67 cents
Upon Class II Properties	7.34 cents
Upon Class III and Class IV Properties	14.68 cents

Section 10: In the event the separate and aggregate assessed valuation of each class of taxable property within the County of Harrison increases during the term of the special levy, the levy rate shall be adjusted so that the projected tax collection will be a maximum of $3,712,550 for the fiscal year beginning July 1, 2017; a maximum of $3,896,946 for the fiscal year beginning July 1, 2018; a maximum of $4,093,639 for the fiscal year beginning July 1, 2019; a maximum of $4,302,623 for the fiscal year beginning July 1, 2020; and a maximum of $4,511,608 for the fiscal year beginning July 1, 2021.

Section 11: The proposed years to which the additional levy shall apply are the five fiscal years beginning July 1, 2017, July 1, 2018, July 1, 2019, July 1, 2020, and July 1, 2021.

Section 12: Upon approval of the proposed increased levy, the Harrison County Commission will not issue bonds as authorized by West Virginia Code Chapter 11, Article 8, Section 16, as amended.

Section 13: The question of laying such additional levy shall be submitted to the voters of Harrison County, West Virginia, in a primary election to be held in said County on the 10th day of May, 2016, in accordance with the election laws of the State of West Virginia.

Section 14: The registration of voters and the use of registration books shall be governed by the permanent registration laws of the State of West Virginia, and the registration lists of Harrison County, West Virginia, as amended and corrected according to law, shall be the official registration list for such primary election.

Section 15: The Notice calling such election shall be given by the publication of this Order as a Class II-0 legal advertisement in compliance with the provisions of West Virginia Code, Chapter 59, Article 3 (1931 as amended) being published once a week for two (2) successive weeks prior to the date of the election in two (2) newspapers, of opposite politics, and of general circulation in Harrison County, West Virginia.

Section 16: The form of the ballot for such election shall be as follows:

Harrison County Levy for the Operation of the
Harrison County Senior Citizens Center and Satellites,
Harrison County Emergency Ambulance Authority,
Bi-County Nutrition Program Inc.,
Health Access Inc.,
Susan Dew Hoff Memorial Clinic Inc.,
United Summit Center,
Clarksburg/Harrison Health Department,
Harrison County Commission for:
Harrison County Courthouse Security
Harrison County Animal Control Department/Facility
Harrison County Bureau/Office of Emergency Services and
Emergency Dispatch Operations Department/Facility
Harrison County Parks and Recreation Department/Facility

Special election to authorize additional levies for the fiscal years beginning July 1, 2017, July 1, 2018, July 1, 2019, July 1, 2020 and July 1, 2021, for the purpose of providing for the operation of the following organizations in the following amounts:

Agency	**Fiscal Year 2017**	**Fiscal Year 2018**	**Fiscal Year 2019**	**Fiscal Year 2020**	**Fiscal Year 2021**
Harrison County Senior Citizens Center and Satellites	$193,260	$202,923	$213,070	$223,723	$234,909

Agency	Fiscal Year 2017	Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021
Harrison County Emergency Ambulance Authority	$552,157	$579,765	$608,753	$639,190	$671,150
Bi-County Nutrition Program Inc.	$50,000	$52,500	$55,125	$57,881	$60,775
Health Access Inc.	$50,000	$52,500	$55,125	$57,881	$60,775
Susan Dew Hoff Memorial Clinic Inc.	$50,000	$52,500	$55,125	$57,881	$60,775
United Summit Center	$69,015	$72,466	$76,089	$79,894	$83,888
Clarksburg/Harrison Health Department	$151,844	$159,436	$167,408	$175,779	$184,568
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Harrison County Animal Control Department/Facility	$361,529	$379,605	$398,586	$418,515	$439,441
Harrison County Bureau/Office of Emergency Services/ Emergency Dispatch Operations Department/Facility	$999,572	$1,049,550	$1,102,028	$1,157,129	$1,214,986
Harrison County Parks and Recreation Department/Facility	$905,464	$949,507	$998,826	$1,053,071	$1,099,578
Totals	$3,712,550	$3,896,946	$4,093,639	$4,302,623	$4,511,608

In the event any of these entities or agencies would cease to exist, for whatever reason, the funding allocated to said entity or agency may be utilized by the Harrison County Parks and Recreation Department for program operations and/or by the Harrison County Commission for capital improvement projects at county owned facilities covered by this levy order.

According to the Order of the Harrison County Commission, adopted on the 21st day of January, 2016. The funds raised will be used for providing adequate funding to operate the aforesaid organizations.

The additional levy, allowing for 5% delinquencies and 2% discount, for the fiscal year beginning July 1, 2017, shall be on Class I property 3.02 cents; and on Class II property 6.04 cents; and on Class III and Class IV property 12.08 cents; per $100.00 valuation.

The additional levy, allowing for 5% delinquencies and 2% discount, for the fiscal year beginning July 1, 2018, shall be on Class I property 3.17 cents; and on Class II property 6.34 cents; and on Class III and Class IV property 12.68 cents; per $100.00 valuation.

The additional levy, allowing for 5% delinquencies and 2% discount, for the fiscal year beginning July 1, 2019, shall be on Class I property 3.33 cents; and on Class II property 6.66 cents; and on Class III and Class IV property 13.32 cents; per $100.00 valuation.

The additional levy, allowing for 5% delinquencies and 2% discount, for the fiscal year beginning July 1, 2020, shall be on Class I property 3.50 cents; and on Class II property 7.00 cents; and on Class III and Class IV property 14.00 cents; per $100.00 valuation.

The additional levy, allowing for 5% delinquencies and 2% discount, for the fiscal year beginning July 1, 2021, shall be on Class I property 3.67 cents; and on Class II property 7.34 cents; and on Class III and Class IV property 14.68 cents; per $100.00 valuation.

That in the event the separate and aggregate assessed valuation of each class of taxable property within the County of Harrison increases during the term of the special levy, the levy rate shall be adjusted so that the projected tax collection will be a maximum of $3,712,550 for the fiscal year beginning July 1, 2017; a maximum of $3,896,946 for fiscal year beginning July 1, 2018; a maximum of $4,093,639 for the fiscal year beginning July 1, 2019; a maximum of $4,302,623 for the fiscal year beginning July 1, 2020; and a maximum of $4,511,608 for the fiscal year beginning July 1, 2021.

( ) Yes, for continued funding for Harrison County Senior Citizens Center and Satellites, Harrison County Emergency Ambulance Authority, United Summit Center, Clarksburg/Harrison Health Department, and Harrison County Commission for: Harrison County Courthouse Security, Harrison County Animal Control Department/Facility, Harrison County Bureau/ Office of Emergency Services/Emergency Dispatch Operations Department/Facility, Harrison County Parks and Recreation Department/ Facility.

( ) No, for continued funding for Harrison County Senior Citizens Center and Satellites, Harrison County Emergency Ambulance Authority, United Summit Center, Clarksburg/Harrison Health Department, and Harrison County Commission for: Harrison County Courthouse Security, Harrison County Animal Control Department/Facility, Harrison County Bureau/ Office of Emergency Services/Emergency Dispatch Operations Department/Facility, Harrison County Parks and Recreation Department/ Facility.

Given under our hand and seal of the County of Harrison, this 21st day of January, 2016.

ENTERED:

_____

RONALD R. WATSON, President

Attest:

_____

SUSAN J. THOMAS, Clerk of the County Commission

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(304) 623-4906

January 22, 2021

Harrison County Commission
301 W. Main Street
Clarksburg, WV 26301

RE: Harrison County Commission
Attorney Engagement Letter

Dear Commission:

This Letter of Agreement is entered into as of the date listed above by and between the Harrison County Commission, with a principal address of 301 W. Main Street, Clarksburg, WV 26301, (hereafter referred to as "Client"), and Frank E. Simmerman, III of the Simmerman Law Office, PLLC (hereafter referred to as "Counsel").

Client has engaged Counsel to serve as counsel in relation general legal matters which the Harrison County Commission experiences, as requested by Client.

This relationship shall be generally continuing in duration, unless terminated by either of the parties in writing, at any time. Further, the Harrison County Commission shall annually review this arrangement, and Counsel's performance hereunder, to ensure that the public interest is being served by this relationship.

Client agrees to pay Counsel for services based on the time spent working on legal issue identified above, plus normal and customary fees and costs incurred in the course of representation (i.e. postage, filing and xerox fees, which will be billed at cost). See attached 2021 Cost and Expense Schedule. Counsel's current hourly rate is $250.00.

Counsel will generally forward billing statements quarterly and each statement will contain a description of services, including the date, amount of time involved, and the task

accomplished. Quarterly statements will also show the fees and costs associated with Counsel's representation of Client.

At the insistence of either Counsel or Client, any disputes as to whether Counsel or Client has failed to honor this Agreement or as to the amount of legal fees will be submitted to the Ethics Advisory Board of the State Bar of West Virginia for arbitration and prompt resolution, and both Counsel and Client agree to be bound by the results of such arbitration.

In witness whereof, the parties hereto have executed this Agreement as of the 3RD day of ~~January~~ FEB., 2021.

Agreed to by:

Frank E. Simmerman, III

Agreed to:

Harrison County Commission

By: SUSAN J. THOMAS

Position: PRESIDENT

Date: 02-03-2021

2021 COST AND EXPENSE SCHEDULE FOR SIMMERMAN LAW OFFICE, PLLC	
Copies – Black and White	20¢ per copy
Copies – Color	40¢ per copy
Copies – Out of office	Copies made at Clerk's office, courthouse, etc., or enlargements for exhibits will be charged at the rate specified by the out-of-office facility. These expenses will be billed at cost.
Mileage	Current mileage costs are 57.5¢ per mile. Mileage costs are billed in accordance with the IRS Standard Mileage Rates for Business, and as such are updated January 1st of each new year.
Travel	Travel costs include, but are not limited to, business meals, hotels, airfare, car rental fees, etc. These costs are billed at cost. Receipts available upon request.
Medical Records	Costs for medical records will be billed at cost at the rate charged by the medical provider.
Postage	Postage costs will be billed at cost at the current USPS rates.
Federal Express/UPS	Federal Express/UPS charged will be billed at cost at the rate charged by the delivery service.
Depositions	Fees for depositions may include, but are not limited to, reporter fees, transcript fees, facility rental, etc. These expenses will be billed at cost.
Experts	Experts will be billed based upon the fee agreement for that expert. The expenses will be billed at cost.
Arbitration/Mediation	Arbitrators/mediators will be billed at cost according to the agreement with the arbitrator/mediator and the other parties to the arbitration/mediation.
Service of Process	Service of process will be billed at cost according to the rates of the process server. For the West Virginia Secretary of State, the current rate is $20 per defendant. Private process server costs vary, but will always be billed at cost.

Client Initials: _____ Attorney Initials: _____

Filing fees/recording fees	Fees for filing pleadings and recording instruments will be billed at cost. By way of example, the current filing fee for civil Complaints, Counterclaims, Crossclaims, Third Party Complaints, and Motions to Intervene in Circuit Court is $200, subject to changes by the West Virginia Judiciary. The current fees for a medical malpractice complaint are $280. There are additional fees for electronic filing in counties that currently require filing by this method. The Federal civil filing fee is currently $400, subject to change.
Other costs	Other costs may include, but are not limited to, witness fees, PACER research fees, investigators, FOIA requests, digital or physical required media for exhibits, etc. These are billed at cost.

Client Initials: _____ Attorney Initials: _____

GENERAL RESPONSIBILITIES

Performs professional and administrative work providing legal advice and representation to the County Commission, departments, and affiliated boards or agencies as directed.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Counsel and advise the County Commission, County Departments, and other Constitutionally Elected Officials.
2. Prepare and review planning, engineering, real estate and other legal documents.
3. Perform legal research.
4. Draft laws, resolutions, policies, ordinances, rules and regulations.
5. Attend County Commission and other departmental meetings and advise as appropriate.
6. Work with the County Administrator in preparing legislative packages to be presented to the appropriate state/federal agency.
7. Provide legal counsel to the County Commission and department managers regarding local government and corporate rights and obligations.
8. Provide legal advice to members of staff, County Commission relevant to operations.
9. Draft and review instruments affecting real and personal property, financing, contracts, legislation, pleadings, decisions of various boards and commissions, and other legal documents or agreements that have legal consequence.
10. Assist in negotiations of contracts, agreements, leases and settlements.
11. Assist in the review and arrange for competent legal representation from outside counsel when necessary and as directed by the County Commission or County Administrator.
12. Assist as directed in working with claims representatives of County Commission insurance carriers, monitor and review work of lawyers retained by those carriers to defend insured cases against the County and its agents.
13. As directed, manage all civil cases in which the County Commission and/or other Constitutional Officers are a party.
14. As directed, conduct County litigation to include review and drafting of pleadings and other necessary court filings, discovery proceedings, and oral and written argument in cases involving Berkeley County.
15. Assist and as directed, manage and/or conduct necessary appeals or defense of appeals to the Circuit Court and the Supreme Court of Appeals of West Virginia, with special attention to ad valorem tax appeals.
16. Act as administrative law judge or supervisor, as needed, in all petitions for adjustment of valuation of property taxes at hearings before the Board of Review and Equalization and Board of Assessment Appeals, including supervision of procedures for court reporting or recording of proceedings, production of transcripts, provision of certified records, drafting of appropriate orders as to each petition heard and service of each to all parties.
17. As directed, respond to state and federal agency claims against the County Commission and/or other Constitutional Officers and conduct necessary litigation with those agencies. (i.e., EEOC, DEP, EPA, Dept. of Labor, etc.)
18. Perform other related work as required and requested.