AGENDA

Wednesday, April 7, 2021

The Harrison County Courthouse will be opened with limited seating at the County Commission meeting due to the COVID – 19 requirements for social distancing. However, you may join and listen via Zoom Conference Call by the following steps. Public participation will be allowed during public comment period and/or scheduled appointments.

Join Zoom Meeting

****

https://us02web.zoom.us/j/7628160712

Dial: 1-888-788-0099 US Toll-free

Meeting ID: 762 816 0712

Passcode: 270967

Appointments:

10:00 A.M. --- Call To Order --- Invocation --- Pledge of Allegiance

10:00 A.M. --- Representatives from Thrasher Group – Discuss drainage and other matters related to Rails-to Trails – Requested by Commissioner Trecost

10:00 A.M. --- Representatives from Thrasher Group – Recommendation to the Commission For Review - Discuss and Consider on the Bid Award to Roof Project for the Public Safety Building

10:00 A.M. --- Proclamation --- Janie Landacre --- "Child Abuse Preservation Month"

NEW BUSINESS – Action Items for Consideration or Approval:

1. **Public Comment Period**
2. **Consent Agenda**
3. **Payroll Change Notices:**
   A) Sara Hogsed --- New Hire --- Effective 04-07-2021 --- Voters Registration
4. **Exonerations --- Corrective Tickets --- Joint Property Application**
   A. --- PP-12 --- Adam Gregory & Elizabeth - Exoneration
   B. --- PP-13 --- Timothy D. Peet & Mary E. - Exoneration
   C. --- PP-2 --- Michael M. Hustead & Kathy L. – Corrective Ticket
5. **Consolidations of Land --- Segregations of Land**
6. **Consideration of approval of a Project Fund Requisition for the payment of costs associated with the project to be financed from proceeds of the Series 2019 Bonds issued for the Charles Pointe Economic Opportunity Development District, Series 2015 A & B (Development District No. 3 White Oaks Project No. 2) & Series 2008 A (Charles Pointe Project No. 2 – North Land Bay Improvements) ---NONE**
7. **Consideration of Approval of Project Fund Requisitions for the payment of costs associated with the General Services Administration Building Project to be financed from proceeds of the Series 2020 Bonds issued for the Harrison County Building Commission --- NONE**

8. Review – Discuss – Consider Reappointment of James Harbert to East View PSD --- Term 04-07-2021 to 04-06-2027
9. Review – Discuss – Consider Resolution Authorizing the Acceptance of Funds from the West Virginia Community Development Block Grant Coronavirus Response Program – CVI; Adopting all Special Conditions and Assurances; and in Partnership with Central WV Community Actions, Inc., Committing Sufficient Manpower to Manage All Program Objectives Set Forth in the Application of Said Grant.
10. Review – Discuss – Consider Request to Attend Meeting for Chris Cutright --- APCO Workshop --- April 9-11, 2021--- Charleston, WV
11. Approval on Receipt on the Transfer of Leave per Approved Policy for Tyler A. Gordon for 480 Hours
12. Review – Discuss – Consider approval of the "Access and Remediation Letter Agreement" --- testing, demolition and clean-up of structures at the following locations:
    - 71 Burr Street – East View
    - 4574 Wilsonburg Road
    - Rt. 19 – Hart Building
        - No Access & Remediation Agreement – Property Signed Over to Commission
13. Review – Discuss – Consider the lease of four (4) vehicles for Law Enforcement and purchase of one (1) vehicle for Community Corrections – Day Report Center
14. Review – Discuss – Consider item requested by Commissioner Hinkle related to recent approval by Harrison County Planning Commission of "Meadow View Residential Development" subdivision and an example of a previously approved subdivision – Example for review "The Meadows at Maulsby Cover"
15. Review – Discuss – Consider item requested by Commissioner Hinkle related to an update on zoning for certain areas of Harrison County
16. Review – Discuss – Consider proposal from Commissioner Hinkle related to reforming, altering or modifying the Harrison County Commission form of government according to the West Virginia statues, in particular §7-1-1a
17. Review – Discuss – Consider items requested by Commissioner Hinkle related to Rails-to-Trails:
    - Becoming a part of and a program of the Parks & Recreation Department
    - Expenditures from the Vital Service Levy related to Rails-to-Trails
    - Future Projects for the Rails-to Trails Program
18. Review – Discuss – Consider proposal from Commissioner Trecost regarding certain budget revisions for new equipment from Courthouse (424 department) and Service of Process (701 department) to Law Enforcement (700 department)
19. Review – Discuss – Consider Proposal from Commissioner Trecost regarding realignment of duties and responsibilities of Paul Bump, Director of E911 Services and/or James Copenhaver, Deputy Director of E911 Services
    - Director's duties and responsibilities would be reduced to ten (10) hours per week and remaining thirty (30) hours per week the Director would function

as an E911 Dispatcher --- Duties & responsibilities would need to shift to Deputy Director

20. Review – Discuss – Consider Commissioner Trecost's proposal to eliminate the position of Director of Planning and reassign those responsibilities and duties to Linda Cross, Deputy Director of Planning, and Danny Hamrick, Floodplain Manager-Permit Officer, and reassign Charlotte Shaffer, Director of Planning, to the new position of Assistant Director for the Office of Emergency Management
21. Review – Discuss email from Commissioner Thomas regarding work schedules for various departments and staff members including the Central Garage, Commission administrative staff and the County Administrator – Follow-up documentation and/or comments provided by administrative staff
22. Commissioner Comments – Questions

CONSENT AGENDA - (NOTE: Items May Require Discussion, Review and/or Action)

A. Minutes and /or Amended Minutes of Previous Meeting
   1) March 24, 2021
   2) March 25, 2021
B. Requisitions --- Purchase Orders --- Invoices
   1) Vendor Requisition Payment List
C. Weekly Fiduciary Report from the County Clerk
D. Monthly Fiduciary Commission Settlements
   1. Edward K. Toothman, Jr., Deceased
E. Monthly Minutes/Financial Information from Various Boards, Committees and Public Service Districts
   1. Sun Valley PSD & Enlarged Hepzibah PSD - Agenda – Special Meeting - April 7, 2021
   2. Clarksburg-Harrison Regional Housing Authority --- Agenda – March 25, 2021
   3. Clarksburg-Harrison Regional Housing Authority --- Financials --- November 2020
   4. Clarksburg-Harrison Regional Housing Authority --- Minutes --- February 5, 2021
   5. Clarksburg-Harrison Regional Housing Authority --- Minutes --- January 28, 2021
   6. Clarksburg-Harrison Regional Housing Authority --- Minutes --- February 18, 2021
   7. Clarksburg-Harrison Regional Housing Authority --- Minutes --- February 24, 2021
F. Administrative Order for 2021 & Closing of the Courts in Observance of Good Friday
G. Applying Agreed-Upon Procedures – Harrison County Magistrate Court --- Period Ended 12-31-2018
H. Public Notice for Mountain Valley Pipeline Project

TABLED ITEMS - - Items May Require Discussion and /or Approval

1. Lester Pursley --- Wallace Property --- Donation

THRASHER

COMPLEX PROJECTS
REQUIRE RESOLVE
THRASHER'S GOT IT

10:00
ROOF
AWARD
INFO.

April 5, 2021

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

RE: Harrison County Commission
Harrison County Public Safety Complex Roof Replacement
Architect's Recommendation of Award
Thrasher Project #101-060-10145

Dear Mr. Parker:

The Thrasher Group, Inc. (Thrasher) has documented the bid results for the above-referenced project in the enclosed Certified Bid Tabulation. Thrasher takes no exception to the results as certified.

Based on the certified bid tabulation and contingent upon the availability of sufficient funding for the project, we recommend awarding the project to Tri-State Roofing and Sheet Metal Company with the Base Bid amount of $235,910.00. Although there was a Deductive Alternate Bid for TPO roofing in lieu of EPDM roofing in the amount of $2,830.00, we do not believe this amount is enough to justify going with the TPO system. For this climate region, EPDM is the preferred roofing system and has more years of proven reliability and longevity.

Please provide any questions or comments to me at (304) 326-6383 or dgarvin@thethrashergroup.com.

Sincerely,

THE THRASHER GROUP, INC.

Dan Garvin
Project Manager

Enclosure – Certified Bid Tabulation or Tabulations

HARRISON COUNTY COMMISSION

HARRISON COUNTY, WEST VIRGINIA

HARRISON COUNTY PUBLIC SAFETY COMPLEX ROOF REPLACEMENT

BID TABULATION

Thrasher Project # 060-10145

Bid Opening: Wednesday, March 31, 2021 at 10:00 a.m.

Time of Bid Closing: 10:00 p.m.

Item			Tri-State Roofing and Sheet Metal Company WV License No. WV053078	Boggs Roofing, Inc. WV License No. WV003858	Sutter Roofing and Metal Co. WV License No. WV000463	
		BASE BID	**TOTAL COST**	**TOTAL COST**	**TOTAL COST**	
1		Provide all labor, materials, equipment, fees, bonds, insurance fand taxes to perform the work as detailed in the plans and specifications and addenda	$235,910.00	$285,000.00	$356,000.00	
		DEDUCTIVE ALTERNATE BID NO. 1 - Delete EPDM & Install TPO				
1		Deduct all labor, materials, equipment, fees, bonds, insurance and taxes to perform the work as detailed in the plans and specifications and addenda	-$2,830.00	$2,500.00	$0.00	
		TOTAL BID	**$233,080.00**	**$287,500.00**	**356,000.00**	

Prepared By: THRASHER



PAYROLL CHANGE NOTICE

3-A

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
3/30/21		| | |-| | |-| | | | |

NAME	ADDRESS
SARAH HOGSED	

PHONE	CITY/STATE/ZIP	DEPARTMENT	SHIFT
		402	

THE CHANGE(S):

✓ All Applicable Boxes	FROM	TO
☐ DEPARTMENT		
☐ JOB		
☐ SHIFT		
☐ RATE		
☐ ADDRESS/PHONE		
☐ BENEFIT PLAN		
☐ OTHER _____		
☐ OTHER _____		

THE REASON FOR THE CHANGE(S):

☒ HIRED	☐ PROBATIONARY PERIOD COMPLETED
☐ RE-HIRED	☐ LENGTH OF SERVICE INCREASE
☐ PROMOTION	☐ RE-EVALUATION OF EXISTING JOB
☐ DEMOTION	☐ RESIGNATION
☐ TRANSFER	☐ RETIREMENT
☐ MERIT INCREASE	☐ LAYOFF
☐ WAGE SCALE CHANGE	☐ DISCHARGE

☐ LEAVE OF ABSENCE FROM _____ (DATE) UNTIL _____ (DATE)

TYPE OF LEAVE _____

☐ OTHER (Explain) NEW HIRE - FULL-TIME
EFFECTIVE 4/7/21.
4-1 P-G VOTER'S REGISTRATION

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE	DATE 3/30/21
HUMAN RESOURCES MANAGER	DATE

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Toll Free 1-866-466-1438 or online www.amsterdamforms.com
Amsterdam

Harrison County
03/08/2021 @ 12:33:40 PM

SARAH **HOGSED**

.ost Creek. WV 26385 ·

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

DEAR MR. SPIRES

Are you looking for a Deputy Clerk for Voter's Registration with:

- 20 years of hands-on experience in Customer service and organization?
- Excellent communication skills?
- A passion to learn and to increase his skills?

If so, then you need look no further. You will see from my enclosed resume that I meet all of these qualifications and more.

I would very much like to discuss opportunities for the Deputy Clerk- Voter's Registration. To schedule an interview, please call me at The best time to reach me is between 2p.m. and 10p.m., but you can leave a voice message at any time, and I will return your call.

Thank you for taking the time to review my resume. I look forward to talking with you.

Sincerely,

Sarah Hogsed
Enclosure

SARAH **HOGSED**

... ..ost Creek, WV 26385

I am looking for a long-term career opportunity where I can provide value to others and help make a difference. I love to help people when I have the opportunity. I am good with change and can evolve and learn quickly in a new role or environment.

EXPERIENCE

MAY 28, 1998 – CURRENT

SERVER, BOB EVANS

Greet customers with in two minutes of being seated.
Time management skills and multitasking in a fast paced and stressful environment.
Answer phones and take carryout orders.
Perform opening and closing operations for the store.
Cash and register money handling.
Trained many employees.

1996 – FEBUARY 2003

TITLE CLERK, D& J AUTO SALES

Prepared and processed filing titles.
Performed tasks in as office setting such as, printing, copying, fax, etc.
Maintained the phones.
Greeted guests.

EDUCATION

1998-1999

SOME COLLEGE, FAIRMONT STATE UNIVERSITY

I took general studies. I had classes in Economics, dietetics, speech, English comprehension.

MAY 1998

DIPLOMA, SOUTH HARRISON HIGH SCHOOL

SKILLS

- I can work in a very fast paced and stressful environment.
- Well organized and can handle performing multiple tasks at once.
- Good communication skills.
- Customer service skills. In my job I have had to deal with many disgruntled customers and can handle the situation calmly.

ACTIVITIES

I volunteer at the Duck Creek Mission Church. I am a Sunday school teacher. I have children in school sports activities, and I would volunteer by working the concession stands and helping with and organizing fundraisers. I am very active in my children's after school activities.

PP-12

EXONERATIONS

STATE OF WEST VIRGINIA **COUNTY OF HARRISON**

PERSONAL PROPERTY A-A

At a regular term of the County Commission of Harrison County, West Virginia, held at the Courthouse of said County, Commissioners

David Hinkle ***Susan Thomas*** ***Patsy Trecost II***

on the 7TH day of April, **2021,** issued the following order, which was made and entered, to-wit:

Upon application of ***C Richards, Deputy*** for **GREGORY ADAM & ELIZABETH** whose address is, 410 W PHILADELPHIA AVE BRIDGEPORT WV 26330-1456, who proved to the satisfaction of the Commission that said property owner is aggrieved by an assessment of **26,775** on **2015 GMC TERRAIN,** Class 3/4 in **SIMPSON BRIDGEPORT** District, Harrison County, West Virginia, should have been assessed at **19,845,** in and for the year **2020**, resulting in a difference in assessed value of **6,930.** The Commission therefore, orders that the said applicant be and is hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed in and for the year 2020, if the same has not been paid, and if it has been paid, that the Sheriff refund the same to them.

The commission certifies the following facts upon which it grants said relief:

The above mentioned taxpayer in error reported the 2015 GMC. The vehicle was traded for the 2018 Toyota also reported. Exonerate a value of 6930 at a Class 4 rate of levy to correct the overcharge. Please remove the 15 GMC TERR (6930) from the vehicle description.

District	**SIMPSON BRIDGEPORT 16**	Amount Exonerated:	***209.52***
Account No.	**3038960** ***TIF #***		
Ticket No.	**823645**		
Tax Year	**2020**		

PRESENT: Prosecuting Attorney

(or)

PRESENT: Tax Commissioner

ATTEST: County Clerk

APPROVED: President, County Commission

ASSESSOR

ORDER ENTERED TO STATE AUDITOR

PP-13

EXONERATIONS

STATE OF WEST VIRGINIA **COUNTY OF HARRISON**

PERSONAL PROPERTY 4-B

At a regular term of the County Commission of Harrison County, West Virginia, held at the Courthouse of said County, Commissioners

David Hinkle ***Susan Thomas*** ***Patsy Trecost II***

on the 7th day of April, **2021,** issued the following order, which was made and entered, to-wit:

Upon application of ***Timothy Peet*** for **PEET TIMOTHY D & MARY E** whose address is, 622 STEALEY AVE CLARKSBURG WV 26301-3449, who proved to the satisfaction of the Commission that said property owner is aggrieved by an assessment of **11,235** on **2006 HONDA ODYSSEY,** Class 3/4 in **CLARK CLARKSBURG** District, Harrison County, West Virginia, should have been assessed at **9,795,** in and for the year **2020**, resulting in a difference in assessed value of **1,440.** The Commission therefore, orders that the said applicant be and is hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed in and for the year 2020, if the same has not been paid, and if it has been paid, that the Sheriff refund the same to them.

The commission certifies the following facts upon which it grants said relief:

The above mentioned taxpayer in error reported the 2006 Honda. The correct vehicle should be a 2007 Kia Rio. Exonerate a value of 1440 at a Class 4 rate of levy to correct the overcharge. Please remove the 06 Hond Odys (2205) from the vehicle description. Please add the 07 Kia Rio (765) to the vehicle description.

District	**CLARK CLARKSBURG 3**	Amount Exonerated:	***44.02***
Account No.	**2430649** ***TIF #***		
Ticket No.	**804778**		
Tax Year	**2020**		

PRESENT: Prosecuting Attorney
(or)
PRESENT: Tax Commissioner

APPROVED: President, County Commission

ATTEST: County Clerk

ASSESSOR

ORDER ENTERED TO STATE AUDITOR

4-C PP-2

CORRECTIVE TICKET

STATE OF WEST VIRGINIA **COUNTY OF HARRISON**

PERSONAL PROPERTY

At a regular term of the County Commission of Harrison County, West Virginia, held at the Courthouse of said County, Commissioners

David Hinkle ***Susan Thomas*** ***Patsy Trecost II***

on the 7th day of **April, 2021,** issued the following order, which was made and entered, to-wit

Upon application of ***M Hoffman, Deputy*** for **HUSTEAD MICHAEL W & KATHY L** whose address is, 8041 WESTFALL LANE STONEWOOD WV 26301-8074, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **14,796** on **1991 14X72 NORRIS MOBILE HOME** Class **2** in **CLARK STONEWOOD** District, Harrison County, West Virginia, of which should be assessed at **14,796** in and for the year **2020.** The Commission therefore, orders that the said applicant be and is hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed, and that a corrected assessment and the payment of the correct taxes so assessed in and for the year 2020, as described below, be so ordered.

-

The commission certifies the following facts:

The above mentioned taxpayers were assessed together on the Mobile Home. The taxpayers divorce decree shows that Kathy is responsible for the Mobile Home and the taxes. Create a ticket value of 14796 at a class 4 rate of levy to properly assess and allow discount/half year payments as afforded all taxpayers. Please remove Michael W name from this tax ticket.

District	2 CLARK STONEWOOD	Amount Exonerated:	**226.12**
Account No.	**3042832** ***TIF #***	Corrective Ticket Amount:	**226.12**
Ticket No.	801970	NEW Ticket No.	_____
Tax Year	**2020**		

PRESENT: Prosecuting Attorney
(or)

PRESENT: Tax Commissioner

ATTEST: County Clerk

APPROVED: President, County Commission

ASSESSOR

ORDER ENTERED TO STATE AUDITOR

Hazel Rader

8

From: William A."Willie" Parker
Sent: Monday, March 29, 2021 3:22 PM
To: East View PSD
Cc: Hazel Rader; Jacqui Tennant
Subject: RE: Board member reappointment

This will be an agenda item for the April 7th meeting.

Thanks
William A. "Willie" Parker
Harrison County Administrator
Phone: (304) 624-8500
Cell: (304) 695-0535
Fax: (304) 624-8673
wparker@harrisoncountywv.gov

"Do not let what you cannot do interfere with what you can do" - John Wooden

This e-mail and any attachments may contain private, confidential and privileged material for the sole use of the intended recipient. Any review, copying, or distribution of this email (or any attachments hereto) by others is strictly prohibited. If you are not the intended recipient, please contact the sender immediately and delete the original and any copies of this e-mail and any attachments.

From: East View PSD [mailto:eastviewpsd@gmail.com]
Sent: Monday, March 29, 2021 11:40 AM
To: William A."Willie" Parker <wparker@harrisoncountywv.gov>
Subject: Board member reappointment

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Could you please place us on the agenda for March 31, 2021 to consider the reappointment of current board member James Harbert?

Mr. Harbert was sworn in June 13, 2018 to replace the vacancy left by Clarence Eagle's resignation. The unexpired term left by Mr. Eagle ended April 6, 2020.

Thank you for your consideration on this matter,

Dawn Hogue, Office Manager
East View Public Service District
1655 Philippi Pike
Clarksburg, WV 26301
(304) 623-2502
eastviewpsd@gmail.com

A RESOLUTION AUTHORIZING THE ACCEPTANCE OF FUNDS FROM THE WEST VIRGINIA COMMUNITY DEVELOPMENT BLOCK GRANT CORONAVIRUS RESPONSE PROGRAM – CV1; ADOPTING ALL SPECIAL CONDITIONS AND ASSURANCES; AND IN PARTNERSHIP WITH CENTRAL WV COMMUNITY ACTION, INC., COMMITTING SUFFICIENT MANPOWER TO MANAGE ALL PROGRAM OBJECTIVES SET FORTH IN THE APPLICATION OF SAID GRANT.

WHEREAS, the Harrison County Commission in partnership with Central WV Community Action, Inc., submitted an application to the West Virginia Community Development Block Grant Coronavirus Response Program-CV1, and

WHEREAS, the COVID-19 pandemic has had a significant negative financial impact on many Harrison County residents and created the need for emergency funds to be used for utilities and housing, and

WHEREAS, the Harrison County Commission has determined that this project is eligible for acceptance of funds from West Virginia Community Development Block Grant Coronavirus Response Program-CV1, and

WHEREAS, by the terms and provisions of said program, it is necessary for the Harrison County Commission to adopt an official resolution authorizing and directing the acceptance of funds from the West Virginia Community Development Block Grant Coronavirus Response Program-CV1, and

WHEREAS, the Harrison County Commission is also required to adopt by official resolution all special conditions and assurances contained in, and made a part of, said West Virginia Community Development Block Grant Coronavirus Response Program-CV1, and

WHEREAS, it is required that the Harrison County Commission appoint an official representative of the Harrison County Commission to administer said program and to provide all additional information required by the State government, and

WHEREAS, it is required that the Harrison County Commission in partnership with Central WV Community Action, Inc., commits sufficient manpower to manage all program objectives, and

NOW, THEREFORE, BE IT RESOLVED, by the Harrison County Commission that:

1. The Harrison County Commission authorizes the acceptance of funds in the amount of **$75,000.00** from the West Virginia Community Development Block Grant Coronavirus Response Program-CV1, and with the proper State official and shall be in proper form and comply with all federal, state, and local laws.

2. The Harrison County Commission considers and adopts that certain document entitled *"Standard and Special Conditions and Assurances"* as contained in the contract documents and made a part of said Resolution as if set forth herein.

3. The Harrison County Commission hereby appoints the President of the Harrison County Commission to serve as the official representative of the Harrison County Commission in administering said Community Development Block Grant-CV1, and, including providing necessary additional information to the State government.

4. The Harrison County Commission, in partnership with Central WV Community Action, Inc., commits sufficient manpower to manage all program objectives.

PASSED by the Harrison County Commission on this the 7th day of April, 2021.

Susan J. Thomas, President
Harrison County Commission

ATTEST:

John Spires, County Clerk

10

Harrison County Commission

Request to Attend Meeting

Name	Chris Cutright
Department	9-1-1
Destination	Embassy Suites - Charleston
Travel Dates	
Reason	April 9-11, 2021 West Virginia APCO Committee Workshop

Total Estimated Cost			$ 0
Transportation			$ 0
Air		$ 0	
Private Vehicle:			
Mileage	0	$ 0	
Rental Car		$ 0	
Lodging			$ 0
Registration			$ 0
Meals	(Estimated)		$ 0
Incidentals			$ 0

Employee Signature: Chris A Cutright Date: 03/30/2

Approving Authority: _____ Date: _____
(County Commission or Constitutional Official)

County Commission Action ( ) Approve ( ) Disapprove
Authorized travel within the approved budget by and for other constitutional offices does not require County Commission approval Date: _____

A8 Form Revised: May 1, 2014

TRANSFER OF LEAVE

Employee	Hours Transfer Harrison County	Previous Employer	Verfication Received	Approval Date of Harrison County Commission
Christina L. Murphy	480	Harrison County Schools	Yes	16-Dec-20
William A. Parker	480	Upshur County Commission	Yes	16-Dec-20
Laura J. Pysz	66	City of Bridgeport	Yes	16-Dec-20
Robert G. Waybright	126	City of Bridgeport	Yes	30-Dec-20
Gary M. Hamrick	465.5	State of WV - DHHR	Yes	13-Jan-21
Rebecca S. Keller	137.03	State of WV - DHHR	Yes	13-Jan-21
Mark Senderak	480	Sheriff's Office - Harrison County	Yes	13-Jan-21
Wayne D. Snyder	480	State of WV - State Police	Yes	13-Jan-21
James Terrango	480	State of WV - Auditor	Yes	13-Jan-21
Robert Adam Titchenal	480	Sheriff's Office - Harrison County	Yes	13-Jan-21
Andrew Valentine	375.75	WV Regional Jail Authority	Yes	13-Jan-21
Mark E. Waggamon	480	State of WV - State Police	Yes	13-Jan-21
Wayne Worth	64.73	State of WV - DHHR	Yes	13-Jan-21
Zachary Bartlett	194	State of WV - Division of Corrections	Yes	3-Feb-21
Larry Jay Brewer	478	Town of Nutter Fort	Yes	3-Feb-21
William J Cummingham	256	City of Bridgeport	Yes	3-Feb-21
Brian Deem	208	State of WV - Division of Corrections	Yes	3-Feb-21
Michael P. Hammond	480	City of Bridgeport	Yes	3-Feb-21
James M. Kennedy	205	Upshur County Commission	Yes	3-Feb-21
Jeffrey F. Petroski	452	City of Bridgeport	Yes	3-Feb-21
Zach Kesling	480	Town of Stonewood	Yes	3-Feb-21
Harley F. Lane	236	Town of Nutter Fort	Yes	3-Feb-21
Benjamin Long	480	WV Regional Jail Authority	Yes	3-Feb-21
John W. Morgan	364	WV Regional Jail Authority	Yes	3-Feb-21
Donald J. Navarini	424	State of WV - Auditor	Yes	3-Feb-21
Johnna Post	412	City of Clarksburg	Yes	3-Feb-21
Stephanie Southern	480	State of WV - Salem Correctional	Yes	3-Feb-21
Chris L. Harris	480	Harrison County Commission	Yes	24-Feb-21
John D. Laulis	480	State of West Virginia	Yes	10-Mar-21
Samuel L. Westfall	480	State of West Virginia	Yes	10-Mar-21
Tyler A. Gordon	480	Upshur County Commission	Yes	

CAROL J. SMITH
UPSHUR COUNTY CLERK
Upshur County Courthouse
40 West Main Street, Room 101 • Buckhannon, West Virginia 26201
Telephone: (304) 472-1068 • Fax: (304) 472-1029

November 9, 2020

To Whom It May Concern:

Please be advised that Tyler A. Gordon had accrued 741 sick hours as of his last day of work on November 5, 2020 with the Upshur County Sheriff's department. If you have any questions, please let me know.

Cordially,

Debra A. Hull

Debra A. Hull
Upshur County Clerk's Office
Bookkeeper

12

Comparing Bids for Demolition

	71 Burr Street/ East View		
	Feline Construction	Spruce Creek Enterprises	WV Contracting
Asbestos Testing	x	x	
Demolition	x	x	x
Removal /Haulage	x	x	x
Restoration seeding/mulching	x	x	x
County pay for Dump	x		
	$10,000.00	$7,000.00	$4,187.00

	Route 19 Hart Building		
Asbestos Testing	x	x	
Demolition	x	x	
Removal /Haulage	x	x	
Restoration seeding/mulching	x	x	
County pay for Dump	x		
	$12,400.00	$11,500.00	

	4574 Wilsonburg Road		
Asbestos Testing	x	x	
Demolition	x	x	
Removal /Haulage	x	x	
Restoration seeding/mulching	x	x	
County pay for Dump	x		
	$13,000.00	$13,800.00	

SPRUCE CREEK ENTERPRISES, LLC

WORK ESTIMATE

23 Cambridge Dr
Clarksburg, WV 26301
Phone: (304) 641-3896

ESTIMATE #	DATE
101	2/2/2021

12A

[redacted]

TO

Charlotte Shaffer
Harrison County
Clarksburg, WV 26301
(304) 672-0979

DESCRIPTION OF WORK

71 Burr St
Clarksburg, WV 26301
Demolition and removal of house trailer.
Restoration of affected areas

ITEMIZED COSTS	QTY	UNIT PRICE	AMOUNT
Mobilization Demolition Removal and Haulage Restoration Asbestosis Testing			
Thank you for your business!		**TOTAL ESTIMATE**	**$ 7,000.00**

_____ Note: This estimate is not a contract or a bill. It is our best guess at the total price to complete the work stated above, based upon our initial inspection, but may be subject to change. If prices change or additional parts and labor are required, we will inform you prior to proceeding with the work. In the event hazardous material is found prior to demolition, additional cost shall be added to the estimate.

To schedule a time for us to complete the work, or if you have any questions, please contact Tim Hogue, 304-641-3896, sprucecreekenterprises@gmail.com

Feline Excavation and Construction Inc.

229 Mount Clare Road Clarksburg, WV 26301
Phone (304) 622-2004
Cell (304) 203-5527
Cell (304) 203-2020

Felinellc@ma.rr.com
Feline Excavation.

71 Burr Street

Proposal No. 340

23 March 2021
Harrison Co. Planning Commission of Harrison Co.

Feline Excavation and Construction has looked at 71 Burr St. We will complete a asbestos check and a 10 day air notification . If no asbestos is found, we will proceed with the demolition.
Feline will demolilish the trailer and clean up the property. We will haul the debris to the proper landfill.
We then will seed and mulch the land.
Harrison Co. Commission is to pay the landfill tipping fees.

Price $10,000.00

If there are any questions , Please do not hesiate to contact us.

Thank you,
Rick Bennett

Charlotte Shaffer

From: frank hardman <fhardman59@gmail.com>
Sent: Thursday, April 01, 2021 1:08 PM
To: Charlotte Shaffer
Subject: Charlotte Shaffer

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Charlotte Shaffer

Harrison county
Clarksburg w.v. 26301

WV Contracting llc
PO BOX 475
Anmoore w.v.26323. Mobile home Demolition
71 Burr st.Estimate

Demolition of a mobile home at 86 BURR STREET EAST VIEW W.V.
WV Contracting will call miss utility of West Virginia to locate any under ground utilities in the Work area.
Also bring in two 30 yard dumpsters to place all debris from demolition of mobile home and haul off to approved site.
$3,950.00 6% $. $237.00 $4,187.00
Four thousand one hundred eighty seven dollars.
WV Contracting is license and insured in the state of West Virginia
WV Contracting requires a 50% deposit on the day of contract signing
WV Contracting will supply all materials and labor to complete this project in a safe and timely manner.
Thank you for the opportunity to quote this project
Frank Hardman 304)669-4767
Craig Hardman 304)476-1087

Note: after talking with several mobile home providers, mobile Homes built after 1970 not supposed to have any asbestos.

Sent from my iPad

ACCESS AND REMEDIATION LETTER AGREEMENT

This **ACCESS AND REMEDIATION LETTER AGREEMENT** ["Agreement"] is made and entered into to be effective as of the _____ day of _____, 2021, by and among the Harrison County Commission, West Virginia, ("the Commission"), and Deborah Freeman, ("Ms. Freeman"), an Individual, (collectively "the Parties").

RECITALS

WHEREAS, nuisance conditions exists on Ms. Freeman's property in Harrison County, West Virginia – and thereby requiring specific timeframes for remediation of stipulated, admitted and conceded nuisance conditions; and

WHEREAS, the Parties believe it is in their best interests to reach a full and final agreement resolving the collection matters; and

WHEREAS, the Parties successfully resolved this matter via private negotiation.

AGREEMENT

NOW, THEREFORE, in consideration of the recitals, mutual covenants and agreements contained herein, and for other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the Parties, intending to be legally bound, agree as follows:

TERMS OF THE AGREEMENT

1.1 In consideration of the execution of this Agreement, the Parties agree as follows:

- That Ms. Freeman's property located at Tax Map 102, Parcel 119.1 is a nuisance in Harrison County, West Virginia – and the provisions herein apply as to this parcel, and the materials situate thereon.

- That Ms. Freeman shall refrain from allowing construction materials, tires or material/car/rubbish parts to be deposited on her properties within Harrison County, or to accumulate on her properties within Harrison County.

- Ms. Freeman shall allow the Commission remove all such materials, construction materials, tires, car parts/rubbish/trailers and other unsightly and offensive materials on Ms. Freeman's properties situate within the County, no sooner than fifteen (15) days of the execution of Agreement, at a time convenient to the Commission or its contractors. **THIS FIFTEEN (15) DAY TIMEFRAME IS INSERTED HEREIN SO THAT MS. FREEMAN HAS TIME TO REMOVE PERSONAL ITEMS.**

- Ms. Freeman hereby authorizes the Commission, and its authorized agents, representatives and contractors to enter upon Ms. Freeman's property situate in Harrison County, West Virginia for the purpose of satisfying the terms and conditions, and intent, of this Agreement. Stated differently, Ms. Freeman expressly vests in the Commission, and its authorized agents, representatives and contractors, a temporary, unrestricted construction easement to complete the work and remediation contemplated by this Agreement – said easement terminating upon the completion of remediation work to the sole and lone satisfaction of the Commission – consistent with this Agreement.

- Ms. Freeman unconditionally waives, releases, acquits and forever discharges the Commission, and its authorized employees, officers, directors, partners, shareholders, affiliates agents, representatives and contractors or and from any and all claims, actions, causes of actions, demands, rights, damages, costs, expenses, right of contribution or compensation whatsoever, direct or indirect, known or unknown, foreseen or unforeseen, on account of or in any way related to the remediation of her parcels in Harrison County, West Virginia, and the presence of the Commission, and/or its authorized employees, officers, directors, partners, shareholders, affiliates agents, representatives and contractors on Ms. Freeman's property/the Parcels.

- The Commission states that it shall attempt to schedule and coordinate all remediation work with Ms. Freeman, and shall attempt to utilize cost-effective contractors.

- Ms. Freeman also specifically grants a construction/remediation lien for the full amount of the actual, paid expense necessary to remediate the nuisance conditions located on her parcels in Harrison County, West Virginia, to the benefit of the Harrison County Commission; and consents to the recordation of said lien in any and all relevant county offices and indexes by the Harrison County Commission.

- Ms. Freeman covenants that she shall refrain prospectively from maintaining a nuisance on her parcels located in Harrison County, West Virginia. Among others, Ms. Freeman will not cause, directly or indirectly, vehicles, trailers, or garbage (abandoned or otherwise) to accumulate on her property.

- Ms. Freeman tenders one dollar (1.00) unto the Commission as consideration for this Agreement and specifically agrees that she/Ms. Freeman shall not challenge this Agreement for lack of consideration.

- It is expressly understood that should Ms. Freeman breach any provision of this Agreement the Commission preserves its right to seek full relief, and all remedies available under West Virginia law. Further, in the event of breach, Ms. Freeman shall be immediately obligated to reimburse the Commission for all remediation costs incurred, as well as for all reasonable attorney's fees, court costs, and finance or interest charges relating to the remediation of Ms. Freeman's parcels situate in Harrison County, West Virginia.

REPRESENTATIONS AND WARRANTIES

2.1 All parties represent and warrant as follows: (a) that they have the absolute right, power, authority and capacity to enter into and perform this Agreement without any other or further authorization, action or proceeding whatsoever; (b) that they knowingly and voluntarily execute and deliver this Agreement, and in doing so, that they are fully aware of the contents of this Agreement; (c) that the execution and delivery of this Agreement is not the result of any fraud, duress, mistake or undue influence of any nature whatsoever; (d) that they have been advised to and have had the opportunity to consult with counsel prior to executing this Agreement; (e) that no promise, inducement or agreement not herein expressed has been made to or relied upon by it prior to executing this Agreement; (f) that this Agreement has been duly executed by a person with appropriate authority and the performance of this Agreement by it shall not violate, result in a breach of, or constitute a default under any agreement, instrument judgment, or decree to which it is a party or to which it may be subject; and (g) that this Agreement constitutes a valid and binding Agreement.

GOVERNING LAW

3.1 This Agreement shall be governed, construed and enforced in accordance with the laws of the State of West Virginia. The Parties agree that any action arising from or relating to this Agreement shall be instituted in the Circuit Court of Harrison County, West Virginia.

COUNTERPARTS

4.1 This Agreement may be executed in multiple counterparts, each which shall be deemed an original, and all of which shall constitute one Agreement. The signature of a Party to any counterpart shall be deemed to be a signature to, and may be appended to, any other counterpart. Telecopy, facsimile, PDF and other electronically transmitted copies of signatures shall be deemed effective as originals.

FURTHER ASSURANCES

5.1 The Parties shall execute such further document(s) and do any and all such further things as may be reasonably necessary to implement and carry out this Agreement.

UNKNOWN AND UNANTICIPATED DAMAGES

6.1 It is expressly understood and agreed by the Parties that the releases set forth in this Agreement as to property damage are full and final releases, and that such releases are intended to and do embrace not only known and anticipated damages and expenses alleged, but also unknown and unanticipated damages and expenses that may later be alleged to develop or be discovered, including all effects and consequences thereof, whether foreseen or unforeseen.

HEADINGS

7.1 The headings or the sections of this Agreement are inserted for convenience of reference only and shall not be deemed to constitute a part of the Agreement.

MUTUAL DRAFTING

8.1 The Parties agree that this Agreement, in its final form, is the product of mutual efforts by the Parties following review and consideration by each, and this Agreement shall not be construed or interpreted against any Party based presumably upon that Party drafting this Agreement.

ENTIRE AGREEMENT; AMENDMENT

9.1 This Agreement contains the entire understanding of all the Parties to this Agreement with respect to the subject matter hereof, superseding all prior oral or written understandings relating thereto. No amendments, modification, or termination of this Agreement or any waiver of any provision hereof shall be valid or effective unless in writing and signed by all the Parties.

SEVERABILITY

10.1 In the event that any of the provisions of this Agreement shall be held invalid or unenforceable by reason of any final judgment or administrative ruling or by reason of any legislation not existing or hereinafter enacted, such invalidity or unenforceability shall have no effect on the remaining provisions of this Agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement to be effective as of the day and dates set forth below.

THE HARRISON COUNTY COMMISSION, WEST VIRGINIA

By:_____

Its:_____

Dated:_____

Deborah Ellen

DEBORAH ~~ALLEN~~ FREEMAN EIEN

Dated: Feb 17/21

The foregoing Agreement was acknowledged before me this 17 day of February, 2021, by Deborah Allen Freeman.

My commission expires July 18. 2022

OFFICIAL SEAL
NOTARY PUBLIC
State of West Virginia
LINDA S. CROSS
Harrison County Planning Commission
301 West Main Street
Clarksburg, WV 26301
My Commission Expires July 18, 2022

Linda S Cross

NOTARY PUBLIC

[SEAL]

[insert Exhibit 1 – Nuisance Packet]

Property Owners Name	DEBORAH ELLEN FREEMAN Case # 226				
Address	410 LEE AVE CLARKSBURG WV list view				
Address of Property In Review	410 LEE AVE CLARKSBURG Sardis Map: 102/119.1 Parcel:				
Date of Complaint	3/13/19	**Date of Notice of hearing**	10/9/2019	**Date of Certified Mail**	
Date of 1st Notice	4/3/19	**Date of Certified Letter**	10/9/2019	**Date of Served Process to Sheriff**	
Date of Certified Letter sent	4/3/19	**Date of Served Process to Sheriff**	10/9/2019	**Received Date of Certified Mail**	
Date of Served Process to Sheriff	4/3/19	**Received Date of Certified Letter**	Returned	**Received Date of Served Process**	
Received Date of Certified Letter	4/9/19	**Received Date of Served Process**	11/14/2019	**Date File transferred to Legal**	
Received Date of Served Process	5/10/19	**Hearing Date** 10:00 am	11/20/2019	**Court Date and Time**	
Time for Correction	30 days	**Action Taken @ Hearing**	5/1/2020	**Hearing Outcome**	
Extended Time	121 days	**Date of Certified Mail**			
		Date of Served Process to Sheriff			
		Date of Received Certified Mail			
		Received Date of Served Process			
		Extended Time			

Notes:

Date: April 3, 2019

Case # 226

Property Owner/Address
Deborah Ellen Freeman
410 Lee Ave
Clarksburg WV, 26301

Identification/ Location of Property
Tax Map: 102
Parcel: 119.1

An initial determination has been made that you have created a public nuisance because of the condition of the referenced property. The problems noted are:

1. An uninhabitable, dilapidated structure on the property

You are requested to submit an action plan to this office within thirty (30) days from the date of receipt of this letter. Failure to do so within thirty (30) days from the date of receipt of this notice shall be cause for the Harrison County Commission to conduct a show cause hearing to determine if a nuisance exists. Upon such determination, the County Commission may seek an injunction in circuit court to abate the nuisance. In the event that removal by the Harrison County Commission is necessary, the property owner may be liable for all expenses incurred by Harrison County.

Information concerning this ordinance can be obtained from the office of the Harrison County Planning Department, located in the Harrison County Courthouse, 301 West Main Street, Clarksburg, West Virginia, 26301. Telephone (304) 624-8690.

HARRISON COUNTY PLANNING COMMISSION

By Linda Cox
Code Enforcement

1670

2019 MAY 13 A 10:44
CIRCUIT COURT

The within named Deborah Freeman
is not found in my bailiwick. (Responded to certified mail)
This 10th day of May 2019
at 1408 hours
Robert G. Matheny. dN
Sheriff of Harrison County, W.Va.
By Tim Cox, II dN
His Deputy



Harrison County
Public Nuisance Complaint Form

Harrison County Commission
301 W Main Street
Clarksburg, WV 26301
Phone: 304-624-8721
Fax: 304-626-1070
www.harrisoncountywv.com

RECEIVED
MAR 25 2019
HARRISON COUNTY
COMMISSION

Complainant

Date: 13 March 19

Name: Barbara Ward Shepherd Phone Number: 304-838-4078

Address: 85 Burr ST. East View

Complainant Category (please check the applicable category)

- ☐ Animals running at large
- ☐ Stagnant Water
- ☐ Dead Animals
- ☒ Rubbish and/or more
- ☒ Trash, waste
- ☐ Pollution of any private body of water
- ☐ Noxious growth of vegetation
- ☐ Old scrap metal(s)
- ☒ Rope, rags, paper or rubber MATTRESS
- ☐ Batteries
- ☐ Junked, dismantled, wrecked machinery or vehicles
- ☐ Other

Description of Complaint:

Old VACANT Trailor, in back. Portion of said Trailor collapsed spilling garbage etc. on the groud covering A Large Area -

Location of Complaint:

83 Burr ST.
The (2) Two complaints are located both sides of my home.

Reset Form Print Form Submit Form

Harrison County
Public Nuisance Complaint Form

RECEIVED
MAR 25 2019
HARRISON COUNTY COMMISSION

Harrison County Commission
301 W Main Street
Clarksburg, WV 26301
Phone: 304-624-8771
Fax: 304-626-1070
www.harrisoncountywv.com

Complainant

Date: 13 March 19

Name: Barbara Ward Shepherd Phone Number: 304-838-4078

Address: 85 Burr ST. East View. Harrison Co.

Complainant Category (please check the applicable category)

- [ ] Animals running at large
- [ ] Stagnant Water
- [ ] Dead Animals
- [x] Rubbish and/or more
- [x] Trash, waste
- [ ] Pollution of any private body of water
- [ ] Noxious growth of vegetation
- [ ] Old scrap metal(s)
- [ ] Rope, rags, paper or rubber
- [ ] Batteries
- [ ] Junked, dismantled, wrecked machinery or vehicles
- [ ] Other

Description of Complaint:

Old garge Facing Burr ST. Next door To my home
No door, Crambed Full of old Furniture, Tires, hoose hold garbage,
out door grill.
Held in from spilling out by Something proped AGAinST iT.

Location of Complaint:

87 Burr ST. East View

Reset Form Print Form Submit Form

MENU Software Systems, Inc. System: S7806460

TICKET SEARCH

LIVE 1—2

Real Property

LIVE Ticket: 2018 978

Taxpayer:
FREEMAN DEBORAH ELLEN

Hold:

410 LEE AVE
CLARKSBURG WV 263013638

Property:
1 LOT PT 83 UNION LAND CO
(1974 12X60 M/HOME)

FIRST ST 115

Due 1st:$48.58 2nd:$46.51 Total:$95.09

Acct: 06613177
01 CLARK-OUTSIDE
Map: 102 0119 0001 0000
Book: 1384 Page: 362
Acreage:
Lot Size:

Class: 3

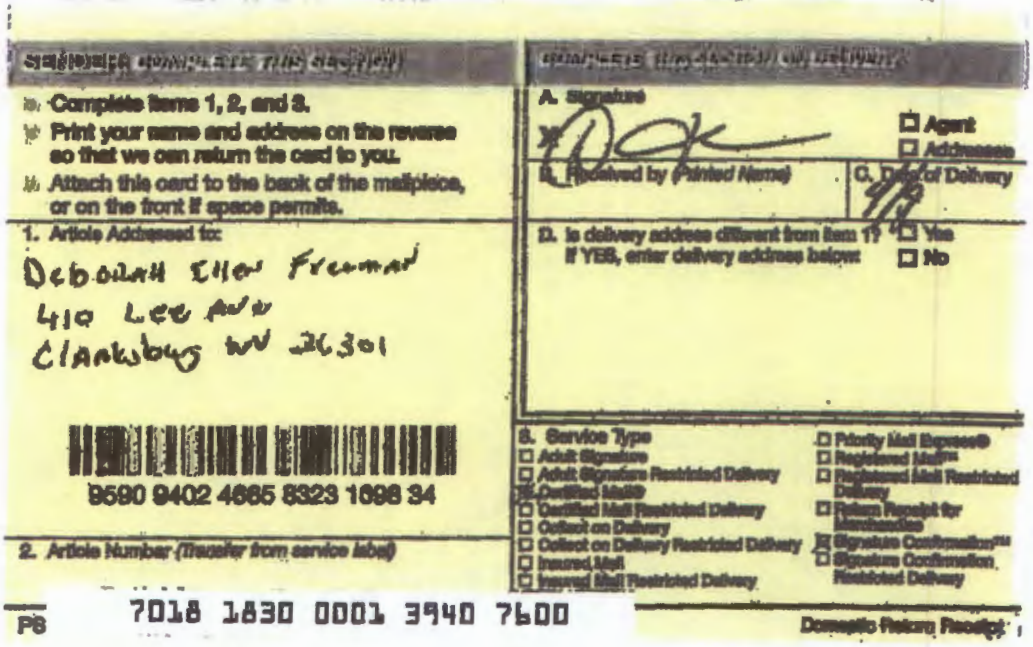
	Gross	Net
Land:	2580	2580
Bldg:	1440	1440
Total:	4020	4020

Half Yr Tax: 46.16
Exon: N Exemption:

Enter=Continue F4=More Info F9=Notes F12=Previous

"S"-5=Display F10=Toggle Addr/Desc F12=Return


CERTIFIED MAIL® RECEIPT
7018 1830 0001 3940 7600
4/3/19
Deborah Ellen Freeman
410 Lee Ave
Clarksburg WV 26301


Complete items 1, 2, and 3.
Print your name and address on the reverse so that we can return the card to you.
Attach this card to the back of the mailpiece, or on the front if space permits.
A. Signature
Agent
Addressee
B. Received by (Printed Name)
C. Date of Delivery
D. Is delivery address different from item 1? Yes
If YES, enter delivery address below: No
1. Article Addressed to:
Deborah Ellen Freeman
410 Lee Ave
Clarksburg WV 26301
9590 9402 4665 8323 1698 34
2. Article Number (Transfer from service label)
7018 1830 0001 3940 7600
8. Service Type
Adult Signature
Adult Signature Restricted Delivery
Certified Mail®
Certified Mail Restricted Delivery
Collect on Delivery
Collect on Delivery Restricted Delivery
Insured Mail
Insured Mail Restricted Delivery
Priority Mail Express®
Registered Mail™
Registered Mail Restricted Delivery
Return Receipt for Merchandise
Signature Confirmation™
Signature Confirmation Restricted Delivery
PS
Domestic Return Receipt







MENU _ Software Systems, Inc. System: S7806460

TICKET SEARCH

LIVE 1--2

Real Property

LIVE Ticket: 2017 1003 _ Acct: 06613177

Taxpayer: 01 CLARK-OUTSIDE

FREEMAN DEBORAH ELLEN Map: 102 0119 0001 0000

Hold: Book: 1384 Page: 362

Acreage:

410 LEE AVE Lot Size:

CLARKSBURG WV 263013638

Property: Class: 3 Gross Net

1 LOT PT 83 UNION LAND CO Land: 2580 2580

(1974 12X60 M/HOME) Bldg: 1380 1380

Total: 3960 3960

Half Yr Tax: 45.27

FIRST ST 115 Exon: N Exemption: _

Paid in Full-1st:$47.31 03/07/2018 2nd:$45.27 03/07/2018

Enter=Continue F4=More Info F9=Notes F12=Previous

"S"-5=Display F10=Toggle Addr/Desc F12=Return

MENU _ Software Systems, Inc. System: S7806460

TICKET SEARCH

LIVE 1--2

Real Property

LIVE Ticket: 2017 1003 _ Acct: 06613177

Taxpayer: 01 CLARK-OUTSIDE

FREEMAN DEB Which Information 102 0119 0001 0000

Payment Transactions

LIVE 2017 1003 _

S	Date	Operator	Src	Typ	Amount	Check Number/Payer
_	03/07/2018	DAC	P	1	92.58	111
		NORMAL COLLECTION				deborah freeman
_	03/07/2018	DAC	F	1	.00	111
						deborah freeman

Bottom

"S"-5=Display F10-Toggle Detail F12=Return

Case #226 Deborah 226 See attached pic. Trailer is busted out in back and has trash and rubbish falling out of it. Time was up 5-9-19 gave extra time they mowed once. Trailer was to be torn down.





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

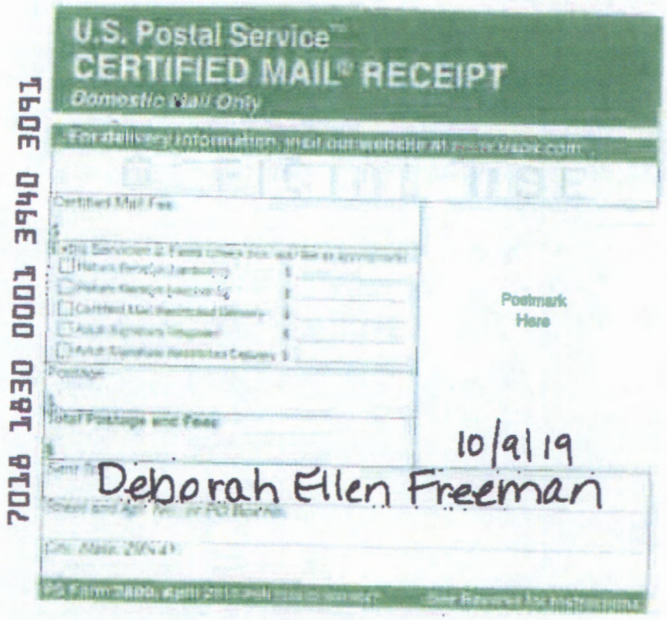
Deborah Ellen Freeman
410 Lee Avenue
Clarksburg, WV 26301
Tax Map 102 Parcel 119.1
Case # 226 - East View

October 9, 2019

NOTICE OF HEARING

You are hereby notified that the Harrison County Commission has scheduled a hearing on Wednesday, November 20, 2019 at 10:00 a.m. at the Harrison County Commission meeting chambers on third (3) floor of the Harrison County Courthouse. The purpose of the hearing is to determine if the County will move forward with legal action against you for the violations of the Public Nuisance Ordinance. As you are aware, notice and or certified mail has previously been served on you regarding this matter and little or no action has been commenced to resolve these violations. If you have any questions on this matter, please contact me at the above phone number of address.

William A. Parker, County Administrator


7018 1830 0001 3940 3991
U.S. Postal Service
CERTIFIED MAIL® RECEIPT
Domestic Mail Only
For delivery information, visit our website at
OFFICIAL USE
Certified Mail Fee
Postage
Total Postage and Fees
Postmark
Here
10/9/19
Deborah Ellen Freeman



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

Deborah Ellen Freeman
410 Lee Avenue
Clarksburg, WV 26301
Tax Map 102 Parcel 119.1
Case # 226 - East View

October 9, 2019

NOTICE OF HEARING

You are hereby notified that the Harrison County Commission has scheduled a hearing on Wednesday, November 20, 2019 at 10:00 a.m. at the Harrison County Commission meeting chambers on third (3) floor of the Harrison County Courthouse. The purpose of the hearing is to determine if the County will move forward with legal action against you for the violations of the Public Nuisance Ordinance. As you are aware, notice and or certified mail has previously been served on you regarding this matter and little or no action has been commenced to resolve these violations. If you have any questions on this matter, please contact me at the above phone number of address.

William A. Parker, County Administrator

US 4.6



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

IN THE COUNTY COMMISSION OF HARRISON COUNTY, WEST VIRGINIA ORDER

Effective Date of Order: November 20, 2019

Hearing related to compliance with an ordinance for public nuisances and for the abatement of such nuisance.

On the 20th day of November, 2019, Charlotte Shaffer, Director of Planning Department, appeared before the County Commission of Harrison County regarding a scheduled hearing for Deborah Ellen Freeman on property identified as tax map 102, parcel 119.1 in reference to case number 225.

Whereas, Charlotte Shaffer presented evidence and testimony to support the need for abatement of the public nuisance as noted and outlined in the case file.

Whereas, the Commission called upon the property owner, Deborah Ellen Freeman to ascertain as to whether or not she concurred with the assessment as outlined by the staff.

Whereas, Deborah Ellen Freeman did appear but did not provide any facts and/or testimony to negate the need for remediation of the nuisance.

Whereas, the County Commission concluded the evidence component of the hearing.

On a duly made motion, the County Commission of Harrison County West Virginia does hereby order as follows:

1. Deborah Ellen Freeman is hereby directed to perform necessary actions to abate said nuisance by May 1, 2020
2. Deborah Ellen Freeman is to communicate with Planning Department staff on the status and/or abate process every thirty (30) days.
3. County staff are authorized to take any/and all necessary actions to enforce this Order if such abatement has not been completed by the time period noted above.

Entered: 01-07-2020

Ronald Watson

Ronald R. Watson, President
County Commission of Harrison County

Instrument Prepared By:

William A. Parker, County Administrator
County Commission Harrison County

0141

erved the within Order on
he within named Deborah Ellen Freeman
y delivering a copy of the within order
o him/her in person in Harrison County, West Virginia, or
he 14th day of January 20 20,
t 1179 hours.

Robert G. Matheny dk
Sheriff of Harrison County, W. Va.
By Tim Cox, II dk

I received the within Notice

and the within named Deborah Freeman

did deliver a copy of the within Notice

to him/her in person in Harrison County, West Virginia, or

on the 14th day of Nov 20 19

at 0957 hours.

Robert G. Matheny dN

Sheriff of Harrison County, W. Va.

By Tim Cox, II dN

His Deputy

SPRUCE CREEK ENTERPRISES, LLC

WORK ESTIMATE

23 Cambridge Dr
Clarksburg, WV 26301
Phone: (304) 641-3896

ESTIMATE #	DATE
104	3/8/2021

12B

TO

Charlotte Shaffer
Harrison County
Clarksburg, WV 26301
304-672-0979

DESCRIPTION OF WORK

4574 Wilsonburg Rd
Salem, WV 26426
Demolition and removal of structure
Reclaimation of distrubed areas

ITEMIZED COSTS	QTY	UNIT PRICE	AMOUNT
Mobilization/COST OF MACHINE			
Demolition			
Removal and Haulage			
Restoration/SEEDING AND MULCHING			
Asbestosis Testing			
Thank you for your business!	**TOTAL ESTIMATE**		**$ 13,800.00**

_____ Note: This estimate is not a contract or a bill. It is our best guess at the total price to complete the work stated above, based upon our initial inspection, but may be subject to change. If prices change or additional parts and labor are required, we will inform you prior to proceeding with the work. In the event hazardous material is found prior to demolition, additional cost shall be added to the estimate.

To schedule a time for us to complete the work, or if you have any questions, please contact Tim Hogue, 304-641-3896, sprucecreekenterprises@gmail.com

Feline Excavation and Construction Inc.

229 Mount Clare Road Clarksburg, WV 26301
Phone (304) 622-2004
Cell (304) 203-5527
Cell (304) 203-2020

Felinellc@ma.rr.com
Feline Excavation.

4574 Wilsonburg Road

Proposal No. 340 B

23 March 2021
Harrison Co. Planning Commission of Harrison Co.

Feline Excavation and Construction has looked at 4574 Wilsonburg Road. We will complete a 10 day air notification . The structure is falling down and not safe to check for asbestos. 8x8 floor tile is in seeing distance asbestos.
Feline will demolilish the structure and clean up the property. We will haul the debris to the proper landfill.
We then will seed and mulch the land.
Harrison Co. Commission is to pay the landfill tipping fees.

Price $13,000.00

If there are any questions , Please do not hesiate to contact us.

Thank you,
Rick Bennett

ACCESS AND REMEDIATION LETTER AGREEMENT

This **ACCESS AND REMEDIATION LETTER AGREEMENT** ["Agreement"] is made and entered into to be effective as of the _____ day of _____, 2021, by and among the Harrison County Commission, West Virginia, ("the Commission"), and Clarice E. Dixon, ("Ms. Dixon"), who has a mailing address of 4574 Wilsonburg Road, Salem, WV 26426, an Individual, (collectively "the Parties").

RECITALS

WHEREAS, the Commission previously determined that Ms. Dixon's property situate at Wolf Summit, Tax Map 2608, Parcel 63 constitutes a public nuisance insofar as an uninhabitable, dilapidated structure exists on the property.

WHEREAS, the Parties believe it is in their best interests to reach a full and final agreement resolving this matter, which allows the Commission to remediate the conditions on the property, in exchange for a remediation lien; and

WHEREAS, the Parties successfully resolved this matter via private negotiation.

AGREEMENT

NOW, THEREFORE, in consideration of the recitals, mutual covenants and agreements contained herein, and for other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the Parties, intending to be legally bound, agree as follows:

TERMS OF THE AGREEMENT

1.1 In consideration of the execution of this Agreement, the Parties agree as follows:

- That Ms. Dixon's property is a nuisance in Harrison County, West Virginia.

- That Ms. Dixon shall refrain from allowing construction materials, tires or material/car/rubbish parts to be deposited on her properties within Harrison County, or to accumulate on her properties within Harrison County.

- Ms. Dixon shall allow the Commission to remove, demolish, remediate and abate all such materials, construction materials, properties, structures, tires, and other unsightly and offensive materials on Ms. Dixon's property located at Tax Max 2608, Parcel 63, as identified in the packet of information set forth as Exhibit 1, no sooner than fifteen (15) days of the execution of Agreement, at a time convenient to the Commission or its contractors. **THIS FIFTEEN (15) DAY TIMEFRAME IS INSERTED HEREIN SO THAT MS. DIXON HAS TIME TO REMOVE PERSONAL ITEMS.**

- Ms. Dixon hereby authorizes the Commission, and its authorized agents, representatives and contractors to enter upon Ms. Dixon's property situate in Harrison County, West Virginia for the purpose of satisfying the terms and conditions, and intent, of this Agreement. Stated differently, Ms. Dixon expressly vests in the Commission, and its authorized agents, representatives and contractors, a temporary, unrestricted construction easement to complete the work and remediation contemplated by this Agreement– said easement terminating upon the completion of remediation work to the sole and lone satisfaction of the Commission.

- Ms. Dixon unconditionally waives, releases, acquits and forever discharges the Commission, and its authorized employees, officers, directors, partners, shareholders, affiliates agents, representatives and contractors or and from any and all claims, actions, causes of actions, demands, rights, damages, costs, expenses, right of contribution or compensation whatsoever, direct or indirect, known or unknown, foreseen or unforeseen, on account of or in any way related to the remediation of her parcels in Harrison County, West Virginia, and the presence of the Commission, and/or its authorized employees, officers, directors, partners, shareholders, affiliates agents, representatives and contractors on Ms. Dixon's property/the Parcel(s).

- The Commission states that it shall attempt to schedule and coordinate all remediation work with Ms. Dixon and shall attempt to utilize cost-effective contractors.

- Ms. Dixon also specifically grants a construction/remediation and/or demolition lien for the full amount of the actual, paid expense necessary to remediate the nuisance conditions located on her parcel(s) in Harrison County, West Virginia, to the benefit of the Harrison County Commission; and consents to the recordation of said lien in any and all relevant county offices and indexes by the Harrison County Commission.

- Ms. Dixon covenants that she shall refrain prospectively from maintaining a nuisance on her parcels located in Harrison County, West Virginia. Among others, Ms. Dixon will not cause, directly or indirectly, vehicles. Dilapidated structures or garbage (abandoned or otherwise) to accumulate on her property.

- Beyond the benefits of remediation, Ms. Dixon tenders one dollar (1.00) unto the Commission as consideration for this Agreement and specifically agrees that she shall not challenge this Agreement for lack of consideration.

- It is expressly understood that should Ms. Dixon breach any provision of this Agreement the Commission preserves its right to seek full relief, and all remedies available under West Virginia law. Further, in the event of breach, Ms. Dixon shall be immediately obligated to reimburse the Commission for all remediation costs incurred, as well as for all reasonable attorney's fees, court costs, and finance or interest charges relating to the remediation of Ms. Dixon parcels situate in Harrison County, West Virginia.

REPRESENTATIONS AND WARRANTIES

2.1 All parties represent and warrant as follows: (a) that they have the absolute right, power, authority and capacity to enter into and perform this Agreement without any other or further authorization, action or proceeding whatsoever; (b) that they knowingly and voluntarily execute and deliver this Agreement, and in doing so, that they are fully aware of the contents of this Agreement; (c) that the execution and delivery of this Agreement is not the result of any fraud, duress, mistake or undue influence of any nature whatsoever; (d) that they have been advised to and have had the opportunity to consult with counsel prior to executing this Agreement; (e) that no promise, inducement or agreement not herein expressed has been made to or relied upon by it prior to executing this Agreement; (f) that this Agreement has been duly executed by a person with appropriate authority and the performance of this Agreement by it shall not violate, result in a breach of, or constitute a default under any agreement, instrument judgment, or decree to which it is a party or to which it may be subject; and (g) that this Agreement constitutes a valid and binding Agreement.

GOVERNING LAW

3.1 This Agreement shall be governed, construed and enforced in accordance with the laws of the State of West Virginia. The Parties agree that any action arising from or relating to this Agreement shall be instituted in the Circuit Court of Harrison County, West Virginia.

COUNTERPARTS

4.1 This Agreement may be executed in multiple counterparts, each which shall be deemed an original, and all of which shall constitute one Agreement. The signature of a Party to any counterpart shall be deemed to be a signature to, and may be appended to, any other counterpart. Telecopy, facsimile, PDF and other electronically transmitted copies of signatures shall be deemed effective as originals.

FURTHER ASSURANCES

5.1 The Parties shall execute such further document(s) and do any and all such further things as may be reasonably necessary to implement and carry out this Agreement.

UNKNOWN AND UNANTICIPATED DAMAGES

6.1 It is expressly understood and agreed by the Parties that the releases set forth in this Agreement as to property damage are full and final releases, and that such releases are intended to and do embrace not only known and anticipated damages and expenses alleged, but also unknown and unanticipated damages and expenses that may later be alleged to develop or be discovered, including all effects and consequences thereof, whether foreseen or unforeseen.

HEADINGS

7.1 The headings or the sections of this Agreement are inserted for convenience of reference only and shall not be deemed to constitute a part of the Agreement.

MUTUAL DRAFTING

8.1 The Parties agree that this Agreement, in its final form, is the product of mutual efforts by the Parties following review and consideration by each, and this Agreement shall not be construed or interpreted against any Party based presumably upon that Party drafting this Agreement.

ENTIRE AGREEMENT; AMENDMENT

9.1 This Agreement contains the entire understanding of all the Parties to this Agreement with respect to the subject matter hereof, superseding all prior oral or written understandings relating thereto. No amendments, modification, or termination of this Agreement or any waiver of any provision hereof shall be valid or effective unless in writing and signed by all the Parties.

SEVERABILITY

10.1 In the event that any of the provisions of this Agreement shall be held invalid or unenforceable by reason of any final judgment or administrative ruling or by reason of any legislation not existing or hereinafter enacted, such invalidity or unenforceability shall have no effect on the remaining provisions of this Agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement to be effective as of the day and dates set forth below.

THE HARRISON COUNTY COMMISSION, WEST VIRGINIA

By:_____

Its:_____

Dated:_____

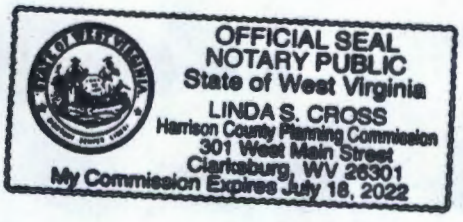
x Clarice Ellen Dixon

CLARICE E. DIXON

Dated: 2-1-2021

The foregoing Agreement was acknowledged before me this 1 day of February

_____, 2021, by Clarice E. Dixon.



My commission expires July 18, 2022

Linda S. Cross

NOTARY PUBLIC

[SEAL]

[insert Exhibit 1 – Nuisance Packet]

Property Owners Name	Clarice E. Dixon				Case# 182
Address	4574 Wilsonburg Road Salem 26426				
Address of Property In Review	Wolf Summit TM 2608 Parcel 63				
Date Of Complaint	11-16-18	Date of Notice	7/17/2020	Date of Certified Mail	
Date of 1st Notice	11-16-18	Date of Certified Letter	7/17/2020	Date of Served Process to Sheriff	
Date of Certified Letter sent	11-16-18	Date of Served Process to Sheriff	7/17/2020	Received Date of Certified Mail	
Date of Served Process to Sheriff		Received Date of Certified Letter	7/21/2020	Received Date of Served Process	
Received Date of Certified Letter	11-20-18	Received Date of Served Process	8/13/2020	Date File transferred to Legal	
Received Date of Served Process		Hearing Date and Time 10:00	9/2/2020	Court Date and Time	
Time for Correction	30days	Action Taken @ Hearing		Hearing Outcome	
Extended Time		Date of Certified Mail			
		Date of Served Process to Sheriff			
		Date of Received Certified Mail			
		Received Date of Served Process			
		Extended Time			

Notes:

HARRISON COUNTY PLANNING DEPARTMENT
301 WEST MAIN STREET
CLARKSBURG, WEST VIRGINIA 26301

PHONE (304) 624-8690
FAX (304) 626-1070



Date: November 16, 2018

Case # 182

Property Owner/Address

Clarice E. Dixon
4574 Wilsonburg Road
Salem, WV 26426

Identification/ Location of Property

Wolf Summit
Tax Map: 2608
Parcel: 63

An initial determination has been made that you have created a public nuisance because of the condition of the referenced property. The problems noted are:

1. An uninhabitable, dilapidated structure on the property

You are requested to submit a corrective action plan to this office within thirty (30) days from the date of receipt of this letter. Failure to do so within thirty (30) days from the date of receipt of this notice shall be cause for the Harrison County Commission to conduct a show cause hearing to determine if a nuisance exists. Upon such determination, the County Commission may seek an injunction in circuit court to abate the nuisance. In the event that removal by the Harrison County Commission is necessary, the property owner may be liable for all expenses incurred by Harrison County.

Information concerning this ordinance can be obtained from the office of the Harrison County Planning Department, located in the Harrison County Courthouse, 301 West Main Street, Clarksburg, West Virginia, 26301. Telephone (304) 624-8690.

HARRISON COUNTY PLANNING COMMISSION

By _____
Code Enforcement

Danny Hamrick
Planning Comm
December 3, 20

Mr. Hamrick,

In response to your letter of November 16 and your phone call of November 30, regarding the "uninhabited, dilapidated structure" on my property, formerly known as the Wolf Summit Post Office. I just want to tell you that if I could do anything to make it disappear, I would have done so years ago. But I am unable to do so, both financially or physically. I am 82 years old, widowed for almost 11 years, and I have a number of serious health issues, including my heart and I'm on oxygen.

My only son is 61 years old and has his own health issue but he is still working. My grandson, just recently married has his own share of responsibilities. I have no one else to help me.

As for finances, I live entirely on a small Social Security check each month and an even smaller retirement check from my husband's employment years ago. These two checks are very quickly used up for utilities and health prescriptions.

So I just don't know what to do about that building. I wish it could just be knocked down, or torn down and let to fall into deep basement beneath. The road

and the floor are already gone.

Thats about all I can sa about it. Whatever you decide to do about it, I will do my best to comply.

Thank you so much for giving me the opportunity to explain.

Sincerely,
Clarice E. Wilson

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

CLARICE E. DIXON
4574 WILSONBURG ROAD
SALEM, WV 26426

9590 9402 3983 8079 9666 19

2. Article Number *(Transfer from service label)*

7018 0680 0000 8343 6244

COMPLETE THIS SECTION ON DELIVERY

A. Signature

x Ellen Dixon ☐ Agent ☐ Addressee

B. Received by *(Printed Name)* ELLEN DIXON

C. Date of Delivery

D. Is delivery address different from item 1? ☐ Yes
If YES, enter delivery address below: ☐ No

3. Service Type

- ☐ Adult Signature
- ☐ Adult Signature Restricted Delivery
- ☒ Certified Mail®
- ☐ Certified Mail Restricted Delivery
- ☐ Collect on Delivery
- ☐ Collect on Delivery Restricted Delivery
- ☐ ...ail
- ☐ ...ail Restricted Delivery
- ☐ Priority Mail Express®
- ☐ Registered Mail™
- ☐ Registered Mail Restricted Delivery
- ☑ Return Receipt for Merchandise
- ☐ Signature Confirmation™
- ☐ Signature Confirmation Restricted Delivery

PS Form 3811, July 2015 PSN 7530-02-000-9053 Domestic Return Receipt



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

In Person 11:05
8/13/2020
Sandra Mikes

Clarice Dixon
4574 Wilsonburg Road
Salem, WV 26426
Tax Map 2608 Parcel 63
Case # 182 Wolf Summit

July 17, 2020

NOTICE OF HEARING

You are hereby notified that the Harrison County Commission has scheduled a hearing on Wednesday, September 2, 2020 at 10:00 a.m. at the Harrison County Commission meeting chambers on third (3) floor of the Harrison County Courthouse. The purpose of the hearing is to determine if the County will move forward with legal action against you for the violations of the Public Nuisance Ordinance. As you are aware, notice and or certified mail has previously been served on you regarding this matter and little or no action has been commenced to resolve these violations. If you have any questions on this matter, please contact me at the above phone number of address.

William A. Parker, County Administrator

287

Served the within notice on
the within named Clarice Dixon
by delivering a copy of the within notice
to him/her in person in Harrison County, West Virginia, on
the 13th day of August 20 20,
at 1105 hours.

Robert G. Matheny /s
Sheriff of Harrison County, W. Va.

By Sandra Mikes /s
His Deputy

7018 1830 0001 3940 3480

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Domestic Mail Only

For delivery information, visit our website at www.usps.com

OFFICIAL USE

Certified Mail Fee
$

Extra Services & Fees (check box, add fee as appropriate)
- ☐ Return Receipt (hardcopy) $
- ☐ Return Receipt (electronic) $
- ☐ Certified Mail Restricted Delivery $
- ☐ Adult Signature Required $
- ☐ Adult Signature Restricted Delivery $

Postage
$

Total Postage and Fees
$

Postmark Here

July 17 2020

Sent To: Clarice Dixon

Street and Apt. No., or PO Box No.: 4574 Wilsonburg

City, State, ZIP+4®: Salem WV 26426

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

---

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

CLARICE DIXON
4574 WILSONBURG Rd.
SALEM WV 26426

9590 9402 4664 8323 2215 68

2. Article Number (Transfer from service label)
7018 1830 0001 3940 3480

COMPLETE THIS SECTION ON DELIVERY

A. Signature
X [signature] ☑ Agent ☐ Addressee

B. Received by (Printed Name): [signature]

C. Date of Delivery: 7-21-20

D. Is delivery address different from item 1? ☐ Yes
If YES, enter delivery address below: ☐ No

3. Service Type
- ☐ Adult Signature
- ☐ Adult Signature Restricted Delivery
- ☐ Certified Mail®
- ☐ Certified Mail Restricted Delivery
- ☐ Collect on Delivery
- ☐ Collect on Delivery Restricted Delivery
- ☐ ed Mail
- ☐ ed Mail Restricted Delivery ($500)
- ☐ Priority Mail Express®
- ☐ Registered Mail™
- ☐ Registered Mail Restricted Delivery
- ☐ Return Receipt for Merchandise
- ☐ Signature Confirmation™
- ☐ Signature Confirmation Restricted Delivery

PS Form 3811, July 2015 PSN 7530-02-000-9053 Domestic Return Receipt

09/01/2020



SPRUCE CREEK ENTERPRISES, LLC

WORK ESTIMATE

23 Cambridge Dr
Clarksburg, WV 26301
Phone: (304) 641-3896

ESTIMATE #	DATE
103	2/2/2021

12C [redacted]

TO

Charlotte Shaffer
Harrison County
Clarksburg, WV 26301
304-672-0979

DESCRIPTION OF WORK
Rt 19 N Hepzibah, WV 26369 Demolition and removal of structure Reclaimation of distrubed areas

ITEMIZED COSTS	QTY	UNIT PRICE	AMOUNT
Mobilization Demolition Removal and Haulage Restoration Asbestosis Testing			
Thank you for your business!		**TOTAL ESTIMATE**	**$ 11,500.00**

_____ Note: This estimate is not a contract or a bill. It is our best guess at the total price to complete the work stated above, based upon our initial inspection, but may be subject to change. If prices change or additional parts and labor are required, we will inform you prior to proceeding with the work. In the event hazardous material is found prior to demolition, additional cost shall be added to the estimate.

To schedule a time for us to complete the work, or if you have any questions, please contact Tim Hogue, 304-641-3896, sprucecreekenterprises@gmail.com

Feline Excavation and Construction Inc.

229 Mount Clare Road Clarksburg, WV 26301
Phone (304) 622-2004
Cell (304) 203-5527
Cell (304) 203-2020

Felinellc@ma.rr.com
Felineexcavation.

3507 Shinnston Pike

Proposal No. 340 A

23 March 2021
Harrison Co. Planning Commission of Harrison Co.

Feline Excavation and Construction has looked at 3507 Shinnston Pike. We will complete a asbestos check and a 10 day air notification . If no asbestos is found, we will proceed with the demolition.
Feline will demolilish the structure and clean up the property. We will haul the debris to the proper landfill.
We then will seed and mulch the land.
Harrison Co. Commission is to pay the landfill tipping fees.

Price $12,400.00

If there are any questions , Please do not hesiate to contact us.

Thank you,
Rick Bennett

BK1707 PG1201

Harrison County
John R Spires, Clerk
Instrument 202100003167
02/26/2021 @ 02:10:33 PM
DEED
Book 1707 @ Page 1201
Pages Recorded 2
Recording Cost $ 26.00

THIS DEED is made this 24th day of February, 2021, by and between DONALD HART and ELLEN HART, husband and wife, hereinafter collectively referred to as "Grantor", and THE HARRISON COUNTY COMMISSION, a West Virginia public entity, party of the second part, hereinafter referred to as "Grantee".

WITNESSETH: That for and in consideration of the sum of Ten Dollars ($10.00), cash in hand paid, the receipt and sufficiency of which is hereby acknowledged, Grantor does hereby remise, release and forever warrant, under covenants of warranty, unto Grantee, all of their right, title and interest in and to that certain lot or parcel of land, more particularly bounded and described as follows:

1 Lot, #1 Lyon Addition to Hepzibah
Tax Map 1119, Parcel 0104 0000 0000
Coal District, Harrison County, West Virginia

Said lot or parcel of land is the same property conveyed to Donald and Ellen Hart, by deed dated December 6, 2008, of record in the office of the Clerk of the County Commission of Harrison County, West Virginia, in Deed Book No. 1426, page 0498.

This conveyance is made subject to all existing reservations, restrictions, exceptions, agreements, covenants, conditions, easements, rights-of-way or other servitudes, if any, made retained or created in prior deeds of record in the chain of title to the property herein conveyed.

The undersigned Grantor hereby declares that this conveyance is a deed without consideration, except for the consideration noted above, of a nuisance property and is, therefore, not subject to the excise tax of the State of West Virginia. Further, this transfer is exempt pursuant to West Virginia Code § 11-22-1, et seq., from the imposition of the excise tax on the privilege of transferring real property as it is a transfer to a West Virginia political subdivision.

WITNESS the following signatures and seals:

DONALD HART

Donald Hart

ELLEN HART

Ellen Hart

STATE OF WEST VIRGINIA)
) TO-WIT:
COUNTY OF HARRISON)

The foregoing instrument was acknowledged before me this 24TH day of FEBRUARY, 2021, by Donald Hart.

(NOTARIAL SEAL)

OFFICIAL SEAL
Stacey L. Fox
Notary Public
State of West Virginia
My Commission Expires
April 03, 2023
8405 CARRIAGE LANE
FAIRMONT, WV 26554

Stacey L. Fox
Notary Public

My commission expires:

April 3, 2023

STATE OF WEST VIRGINIA)
) TO-WIT:
COUNTY OF HARRISON)

The foregoing instrument was acknowledged before me this 24TH day of FEBRUARY, 2021, by Ellen Hart.

(NOTARIAL SEAL)

OFFICIAL SEAL
Stacey L. Fox
Notary Public
State of West Virginia
My Commission Expires
April 03, 2023
8405 CARRIAGE LANE
FAIRMONT, WV 26554

Stacey L. Fox
Notary Public

My commission expires:

April 3, 2023

This instrument was prepared, without a title examination, by:

Frank E. Simmerman, III, Esquire
Simmerman Law Office, PLLC
254 East Main Street
Clarksburg, West Virginia 26301
(304) 623-4900

13

William A."Willie" Parker

From: Robert G. Matheny
Sent: Thursday, April 01, 2021 1:44 PM
To: Susan Thomas; David Hinkle; Patsy Trecost II
Cc: William A."Willie" Parker; Gary Hamrick; Joseph Carbacio; Gregg Dale; Wayne Snyder
Subject: FY 2020-2021 4 Vehicle SO Purchase
Attachments: 2021 HCSO Vehicle Purchase.docx; 2021 Comm. Corr. Vehicle Purchase.docx; 2021 HCSO Vehicle Quotes.pdf

Good afternoon all,

Thank you for the opportunity to purchase 4 new Patrol Vehicles for the Sheriff's Law Enforcement Division.

Please find attached the information that I feel you will need for future discussions and hopefully to include on the agenda for next week's County Commission Meeting.

At the request of Community Corrections Director, Gary Hamrick, I have also included the same information on a vehicle for the Home Confinement Unit.

I have located and placed a non-binding hold on 5 vehicles that I have located at Statewide Ford Lincoln, in Van Wert, Ohio. All vehicles are black in color and are "Ready for Patrol" and 4 of the vehicles are set up with outside light bars and the other with inside lights, this meets the standard setup of our current fleet and are about 85% ready to be placed in service upon delivery. I have attached three price comparisons on "Ready for Patrol" Vehicles. There are no local options for this type of vehicle.

I have attached a breakdown of what additional equipment is necessary to place the vehicles in service within a very short time frame. If approved, these vehicles would be delivered within one week.

I've had a discussion with Wayne Snyder and with the approval of Greg Dale we believe that the Garage employees can install the additional equipment, which would eliminate any extra cost.

This project includes the trade in of 4 surplus vehicles that are currently in the counties inventory. The trade in amount is $4,300.00 and will be applied to the Sheriff's Office vehicles.

2009 Ford Last 4 of VIN # 2765 Mileage 116172
2009 Ford Last 4 of Vin# 7057 Mileage 94700
2010 Ford Last 4 Of Vin# 8641 Mileage91142 (Old Clarksburg K-9 Vehicle)
2006 Liberty Last 4 Of Vin# 3142 Mileage118950 (Old Task Force Vehicle)

Total project cost for the Sheriff's Office: $197,574.48

Total project cost for Comm. Corr.: $46,986.87

I appreciate your consideration and please feel free to call me with any questions.

Harrison County Vehicle Purchase for Sheriff's Office
Law Enforcement Division Vehicles

Item	Vender	Unit Price	Quantity	Total
Vehicle	Statewide Ford Lincoln 1108 W. Main Street Van Wert, Ohio 45891	$42,149.00	4	$168,596.00
Vehicle Delivery	Statewide Ford Lincoln 1108 W. Main Street Van Wert, Ohio 45891	Included	4	Included
Radio	Motorola Solutions Inc. 13104 Collections Center Dr. Chicago , IL 60693	$4,839.97	4	$19,352.45
Radar	Kustom Signals Inc. 9652 Loiret Blvd. Lenexa, KS 66219	$2,013.00	4	$8,052.00
Window Bars	Dana Safety Supply Inc. 4809 Kroger Blvd. Greensboro, NC 27407	$223.75	4	$895.00
Computer Base	Statewide Emergency Products 1108 W. Main Street Van Wert, Ohio 45891	$300.00	4	$1,200.00
Stop Sticks	Stop Stick 365 Industrial Drive Harrison OH 45030	$475.00	4	$1,900.00
Wrapping	Auto Trim 418 Ann Marie Drive Bridgeport, WV 26330	$550.00	4	$2,200.00
		$49.393.62		$201,874.48
Trade In	Statewide Ford Lincoln 1108 W. Main Street Van Wert, Ohio 45891		4	$4,300.00
		Total		$197,574.48

Harrison County Vehicle Purchase for Community Corrections Vehicle

Item	Vender	Unit Price	Quantity	Total
Vehicle	Statewide Ford Lincoln 1108 W. Main Street Van Wert, Ohio 45891	$42,149.00	1	$42,149.00
Vehicle Delivery	Statewide Ford Lincoln 1108 W. Main Street Van Wert, Ohio 45891	Included	1	$0
Radio	Motorola Solutions Inc. 13104 Collections Center Dr. Chicago , IL 60693	$4,837.87	1	$4,837.87
		Total		$46,986.87

StateWide

Ford | LINCOLN

2021 Ford Police Interceptor Ready For Patrol



Vehicle Options Included:

17T - Rear Cargo Area Dome Light
43D - Courtesy Lamps Inoperative
59B – Keyed Alike 1284X
18D – Global Unlock
549 – Heated Mirrors
68G – Rear Door Handles, Locks, and Windows Deactivated
Exterior Color Your Choice Black or White

Emergency Equipment Included:

Your Choice of L.E.D Exterior Full Lightbar or Interior Front Lightbar
4 Corner LED Warning
Single Color Under Mirror L.E.D Lights
Tri Color L.E.D Spoiler and Grill Lights
Under Hatch L.E.D Warning Lights
Front and Rear Partition
Dual Vertical Weapon Mount
Equipment Console with Faceplates, Arm Rest, Computer Mount and Cup Holder
100-Watt Siren and Speaker
Headlight Flasher
Radio Pre-Wire and Magnetic Mic Clip

$41,899.00

Price Valid in Michigan, West Virginia and Pennsylvania
Delivery Available Call for Quote.

330 - 204 - 6637
Cell 567 | 259 8081
Curt | Gipe

11'17

Fleet Safety

New Black 2021 Ford (Explorer) Police Interceptor PI Utility V6 Gas Engine AWD For Sale, Ready to be Built as a Marked Patrol, Turnkey FPIU, featuring Whelen, Soundoff, Setina, Havis, + Delivery, choose Your LED Lighting Colors

$45,955.00

fleetsafety.com

1-800-847-8762

Defender Supply

Manufacturer in Denton County, Texas
Address: 845 FM407, Argyle, TX 76226
Hours:
Closes soon · 5PM · Opens 8AM Fri
Phone: (903) 564-5641

2021 Ford Police Interceptor "Patrol Equipped"

$53,209.00

14A

Civil & Environmental Consultants, Inc.

March 26, 2021

Charlotte Shaffer
Harrison County Planning Department
301 West Main Street
Clarksburg, WV 26301

Dear Mrs. Shaffer:

Subject: Meadow View Residential Development
Harrison County Subdivision Standards Construction Plan Review
CEC Project 311-775

Civil and Environmental Consultants, Inc. (CEC) has performed a cursory review of the Meadow View Residential Development Construction Plans and associated stormwater calculations and has provided review comments addressing items within the attached Subdivision Standards Checklist that were found to be non-conforming to the Harrison County Subdivision Regulations dated 12/1979.

Construction Plan Review Comments:

1. Article V, Section 1 – Checklist Item 1 – CEC was not provided a list or plans for monuments of the proposed Meadow View Residential Development and therefore compliance of monuments with regard to placement, material, or size could not be reviewed.

2. Article V, Section 2.B1 – Checklist Item 3 – Upon review of the typical cross sections provided on sheets 4 and 5 of the Construction plans, it is noted that the proposed pavement section (1.5" Asphalt Wear Course, 2" Asphalt Base Course, and 6" Aggregate Base Course with 2-3" lifts) does not align with the County's published pavement section standard (2" Asphalt Wear Course, 8" Aggregate Base Course with 2-4" lifts). It is assumed by CEC that the engineer of record has completed the appropriate testing and design to determine that the proposed pavement section meets or exceeds the required pavement strength.

3. Article V, Section 2.B – Checklist Item 5 – Upon review of the typical cross sections provided on sheets 4 and 5 of the Construction plans, it is noted that the required Class I crushed aggregate shoulder of 3' width and 4" depth has been omitted from the design and instead replaced with 1' wide Combination Concrete Curb and Gutter, Type IV, with embankment backing of various widths ranging from 2' to 10'. It is assumed by CEC that this was replaced for drainage purposes.

4. Article V, Section 4.4f – Checklist Item 10 – CEC is aware of the Variance Request by the engineer of record dated February 19, 2021 in regards to the site only having one point of ingress and egress as it relates to the cul-de-sac requirements. CEC recommends that the engineer of record investigate adding an additional point of ingress and egress that connects the development from the cul-de-sac at the end of Crimson Lane to the north with the private road which runs northbound along the west side of the development. Additionally, CEC recommends investigating the widening of Bloomfield and Crimson Lanes to allow for the safer passing of emergency vehicles in the event that an alternative point of ingress and egress is not found. It is CEC's belief that investigating and implementing one of these remedies would assist in the mitigation of the risk in having a single ingress and egress point and would provide the County with additional information to consider as part of the Variance Request review process.

5. Article V, Section 4.4a – Checklist Item 11 – CEC is aware of the Variance Request by the engineer of record dated February 19, 2021 in regards to the site containing lots which are smaller than the required 2,000 sf minimum for a lot. Upon review of the request and the Construction Plans, CEC believes that the reasoning provided is sufficient.

6. Article V, Section 4.3c – Checklist Item 15 – Upon review of the Construction Plans it was noted that there was no designated 10' Pedestrian Easement included in the plan documents. CEC recommends that the 10' Pedestrian Easement be provided at a minimum along Bloomfield and Crimson Lanes to allow for the safe passage of pedestrians to the existing clubhouse and other onsite amenities.

Should you have any questions or concerns, please feel free to contact Steve Cain at (304) 669-3940 or Ryan Haws at (304) 841-2114.

Sincerely,

CIVIL & ENVIRONMENTAL CONSULTANTS, INC.

Steven A. Cain

Steve Cain, P.E.
Vice President

C Ryan Haws

Ryan Haws, E.I.
Project Manager

Enclosures: CEC Completed Subdivision Standards Checklist



PRELIMINARY APPLICATION FOR MAJOR SUBDIVISION APPROVAL
HARRISON COUNTY PLANNING COMMISSION

Please submit one *(1)* original and one *(1)* copy of this application, including all attachments

DATE SUBMITTED: _____
DATE APPROVED: _____

1. Subdivider Information
   a. Name Meadow View Development, LLC
   b. Address 5521 Ohio River Rd. Pt. Pleasant, WV 25550
   c. Telephone No. 304 625-1986

2. Authorized Representative Information
   a. Name Randy Spellman
   b. Address 5521 River Rd Pt. Pleasant WV 2555c
   c. Telephone No. 304-625-1986

3. Subdivider Information

a. Type of Subdivision
(check / may be more than one)
Residential ✓
Commercial _____
Hillside _____

b. Location of Subdivision
Tax Map 250 Parcel No. 28, 13
Floodplain Map Panel No. 54033C0179D
Narrative Description of Location Approximately 0.35 miles southeast of I-79 & WV 131 intersection at Exit 125.

4. Please provide name of a through f and initial review for each of the following, if applicable:

a. Water City of Bridgeport
b. Sewer City of Bridgeport
c. Electric First Energy - Dave Kuhn
d. Gas Peoples - Charles Forsyth
e. Telephone City Net - Ray Williamson
f. Cable City Net - Ray Williamson
g. WVDOH (for entrance onto State road) Mike Davis
h. Harrison County EMS (for street names) Mike Pizzino
i. ~~Post Office (for street names)~~

5. Please attach a copy of applicable Soil Conservation Service soil map. Outline the boundaries of the subdivision. Indicate below the classification and rating for each soil type: This will assist in determining if a soils study must be performed.

6. Requirements for the Preparation of the Preliminary Plat
Please provide two *(2)* copies of the preliminary plat containing the following information. The plats shall be drawn to a scale of not less than one *(1)* inch equals two hundred *(200)* feet. The information may be provided on one or more sheets. One *(1)* additional copy reduced to *11" x 14"* shall be provided.

a. Name of subdivision.

b. Name and address of subdivider.

c. Contour lines at vertical intervals of *5* feet for slopes in excess of *10%*, or at intervals of *2* feet for slopes less than *10%*. Include date to which the contour line refer.

d. Boundary survey information.

e. Date of survey.

f. Name, address and registration number of survey or engineer making plat.

g. Total acreage.

h. Number and layout of lots.

i. Layout of streets, including proposed street names.

j. Layout of existing easements and rights-of-way.

k. Layout of proposed easements and rights-of-way.

l. Layout of areas dedicated to public use.

m. Elevation of existing and proposed ground surface at all street intersections and points of major grade change along center lines of streets together with proposed connection grade lines.

n. Location in relationship to the floodplain. If a floodplain is located on the property, please show the boundaries of the floodplain.

7. **Development Standards**
Attached are development standards required by the Harrison County Subdivision Regulations for use in preparation of the preliminary plat, variance request, plans, and specifications. A checklist which summarizes all standards is attached for your use and is to be submitted with the Application for Approval of Construction Plans and Specifications.

8. **Variance Request**
Please provide written request for variance for any subdivision standard which cannot be satisfied. A Request for Variance form is provided with this application. Use one form for each variance that is requested.

9. **Preliminary Plat Fee**
The fee for the Preliminary Plat Application is *$2.00* per lot but not less than *$25.00*. Please make checks payable to the Harrison County Planning Commission.

Signature of authorized person

ACKNOWLEDGEMENT

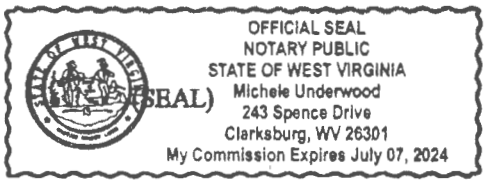
(Individual)

I hereby certify that Randy Spellman, whose name is signed to the foregoing instrument, has this day acknowledged the same before me.

Given under my hand this 19th day of February, 2021.

My commission expires July 7, 2024.

Michele Underwood
Notary Public in and for Harrison County
State of WV



(Corporation)

I hereby certify that the foregoing instrument was acknowledged before me this day by _____, _____ of _____, on behalf of the Corporation.

Given under my hand this _____ day of _____, _____.

My commission expires _____.

_____
Notary Public in and for _____
State of _____

(SEAL)

VARIANCE REQUEST
HARRISON COUNTY SUBDIVISION REGULATIONS

I/WE request a variance from the provisions of the Harrison County Subdivision Ordinance.

1. Property Owner (s): Meadow View Development, LLC
2. Mailing Address: 5521 Ohio River Rd
   Pt. Pleasant, WV 25550
3. Telephone No.: Home: 304.625.1986 Work: _____
4. Location of Property for which Variance is requested:
   a. Subdivision: Meadow View
   b. Tax Map: 250 Parcel: 28.13
   c. Attach vicinity map showing location of property.
5. Lot Size (acres/square feet): 41.57
6. Other Permits or Approvals: Are any other municipal, county, state, or federal permits or approvals required for submission with this variance request form: Yes: _____ No: X
   If Yes, please list: _____
7. Section of the Subdivision Ordinance for which this variance is requested:
   Article: V, Section: 4.4.f, Title: _____
8. Describe by specific reference to a plat, plan or sketch the nature of your variance request. The plat, plan or sketch, which is to be attached, shall show the following, as applicable:
   a. lot shape, size and dimensions;
   b. existing buildings, structures, land uses, rights-of-way, and easements on the property;
   c. existing buildings, structures, and land uses on surrounding property;
   d. location of proposed construction or land use, including setback and size;
   e. names and rights-of-way boundaries of adjoining streets, roads, or highways;
   f. any other pertinent information.
   See attached description
9. In accordance with Article *III*, Section *5* of the Harrison County Subdivision Ordinance and Chapter *8*, Article *24*, Section *55* (*4*) of the WV Code, a variance shall be granted only if <u>all</u> of the following findings are made:

Finding 1. <u>The variance will not be contrary to the public interest.</u>
<u>Explanation:</u> If the variance is granted, other people in the area will not be injured by traffic increase or congestion, safety issues (traffic, emergency vehicles, etc.), overcrowding or incompatible uses, health issues, erosion and all other factors which affect the quality of life, health, and safety in the area.

Finding 2. <u>Special conditions prohibit compliance with this ordinance.</u>
<u>Explanation:</u> Special conditions are those reasons why you need a variance such as topographical or title limitations. Special conditions are not conditions you have created, such as, after selling a portion of your property, your lot is now too small.

Finding 3. A literal enforcement of the ordinance will result in unnecessary hardship.
Explanation: By not granting the variance, you will be prevented from using your land or doing something that others in the same area have been lawfully permitted to do.

Finding 4. The spirit of the Ordinance shall be observed and substantial justice done.
Explanation: The spirit of the Ordinance is to be fair and reasonable to all property owners in Harrison County. In other words, if the variance is granted, you are being treated no differently than any other property owner in Harrison County.

Describe how your request for a variance satisfies each of the four *(4)* findings to grant a variance listed above:

See attached description

Property Owner

2-19-21
Date

VERIFICATION

STATE OF WEST VIRGINIA,
COUNTY OF HARRISON, to-wit:

The undersigned applicant, Randy Spellman, being by me first duly sworn, upon oath certifies that the undersigned has read and inspected the foregoing variance request and all documents and papers attached thereto, and, to the best of the undersigned's knowledge and belief, all the facts contained in the foregoing variance request and in all documents, exhibits and papers attached hereto, are true and accurate in all respects.

Taken, subscribed and sworn to before me this 19th day of February, 20 21.

My commission expires: July 7, 2024

Michele Underwood
Notary Public

Official Seal
OFFICIAL SEAL
NOTARY PUBLIC
STATE OF WEST VIRGINIA
Michele Underwood
243 Spence Drive
Clarksburg, WV 26301
My Commission Expires July 07, 2024

DO NOT WRITE BELOW THIS LINE-FOR PLANNING COMMISSION USE ONLY

Staff Review and Recommendations:

Action by Planning Commission:

Date: _____
Approve: _____
Approve with Conditions: _____

Disapprove: _____
Reasons: _____

VARIANCE REQUEST
HARRISON COUNTY SUBDIVISION REGULATIONS

I/WE request a variance from the provisions of the Harrison County Subdivision Ordinance.

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   a. Subdivision: Meadow View
   b. Tax Map: 250 Parcel: 28, 13
   c. Attach vicinity map showing location of property.
5. Lot Size (acres/square feet): 41.57
6. Other Permits or Approvals: Are any other municipal, county, state, or federal permits or approvals required for submission with this variance request form: Yes: _____ No: X
   If Yes, please list: _____
7. Section of the Subdivision Ordinance for which this variance is requested:
   Article: V, Section: 4.4.g, Title: _____
8. Describe by specific reference to a plat, plan or sketch the nature of your variance request. The plat, plan or sketch, which is to be attached, shall show the following, as applicable:
   a. lot shape, size and dimensions;
   b. existing buildings, structures, land uses, rights-of-way, and easements on the property;
   c. existing buildings, structures, and land uses on surrounding property;
   d. location of proposed construction or land use, including setback and size;
   e. names and rights-of-way boundaries of adjoining streets, roads, or highways;
   f. ~~any other~~ pertinent information.
   See attached description
9. In accordance with Article *III*, Section *5* of the Harrison County Subdivision Ordinance and Chapter *8*, Article *24*, Section *55* (*4*) of the WV Code, a variance shall be granted only if all of the following findings are made:

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Finding 2. Special conditions prohibit compliance with this ordinance.
Explanation: Special conditions are those reasons why you need a variance such as topographical or title limitations. Special conditions are not conditions you have created, such as, after selling a portion of your property, your lot is now too small.

Finding 3. A literal enforcement of the ordinance will result in unnecessary hardship.
Explanation: By not granting the variance, you will be prevented from using your land or doing something that others in the same area have been lawfully permitted to do.

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Explanation: The spirit of the Ordinance is to be fair and reasonable to all property owners in Harrison County. In other words, if the variance is granted, you are being treated no differently than any other property owner in Harrison County.

Describe how your request for a variance satisfies each of the four *(4)* findings to grant a variance listed above:

See attached description

Property Owner

2-19-21
Date

VERIFICATION

STATE OF WEST VIRGINIA,
COUNTY OF HARRISON, to-wit:

The undersigned applicant, Randy Spellman, being by me first duly sworn, upon oath certifies that the undersigned has read and inspected the foregoing variance request and all documents and papers attached thereto, and, to the best of the undersigned's knowledge and belief, all the facts contained in the foregoing variance request and in all documents, exhibits and papers attached hereto, are true and accurate in all respects.

Taken, subscribed and sworn to before me this 19th day of February, 2021.

My commission expires: July 7, 2024

Michele Underwood
Notary Public

(Notarial Seal)
OFFICIAL SEAL
NOTARY PUBLIC
STATE OF WEST VIRGINIA
Michele Underwood
243 Spence Drive
Clarksburg, WV 26301
My Commission Expires July 07, 2024

DO NOT WRITE BELOW THIS LINE-FOR PLANNING COMMISSION USE ONLY

Staff Review and Recommendations:

Action by Planning Commission:

Date: _____
Approve: _____
Approve with Conditions: _____

Disapprove: _____
Reasons: _____

SUBDIVISION STANDARDS CHECKLIST

	Compliance (To be completed by Developer).		Concurrence (To be completed by HCPC).	
Standard	**Yes**	**No**	**Yes**	**No**
1. MONUMENTS	✓			
a. Placement	✓			
b. Material	✓			
c. Size	✓			
2. STREETS-GENERAL	✓			
a. Crowning	✓			
b. Grade ≤ 17%	✓			
c. Grass slope ≤ 5% Cross slope	✓			
d. Right angle intersection	✓			
e. Sight distance at intersection	✓			
f. 40' ROW	✓			
g. Rock base	✓			
h. Paved	✓			
3. ASPHALT PAVEMENT-RESIDENTIAL	✓			
a. 18' Wide	✓			
b. 8" Class I aggregate	✓			
c. 2" Wearing course	✓			
d. Engineering fabric	✓			
4. CONCRETE PAVEMENT-RESIDENTIAL	N/A			
a. 18' Wide				
b. Welded wire fabric				
c. Coated dowel bars				
d. Joint tie bolt assemblies				
e. 18' Wide				
f. 6" Depth, rough surface				
g. Engineering fabric				

SUBDIVISION STANDARDS CHECKLIST

	Compliance (To be completed by Developer).		Concurrence (To be completed by HCPC).	
Standard	**Yes**	**No**	**Yes**	**No**
5. SHOULDERS-RESIDENTIAL	N/A			
a. Width				
b. Class I aggregate				
6. ASPHALT STREETS-COMMERCIAL, RESIDENTIAL	N/A			
a. 20' Width				
b. Engineering fabric				
c. 20' Class I aggregate				
d. 6" Wearing course				
7. CONCRETE STREETS-COMMERCIAL, INDUSTRIAL	N/A			
a. 20' Width				
b. Welded wire fabric				
c. Coated dowel bars				
d. Joint tie bolt assemblies				
e. Engineering fabric				
f. 8" Depth, roughened				
8. SHOULDERS-COMMERCIAL, INDUSTRIAL	N/A			
a. 5' Wide				
b. 4" Class I aggregate				
9. CUL-DE-SACS				
a. < 600' Length				
b. < 21 Homes				
c. Adequate turn-around				
10. MORE THAN 20 SITES, 2 ACCESSES		✓		
11. LOTS				
a. 8000 s.f.	✓	✓		
b. 2000-8000 s.f.	✓	✓		
c. 50' Frontage	✓			
d. Irregular shape		✓		
12. BLOCK LENGTH 400'-1600'	✓			

SUBDIVISION STANDARDS CHECKLIST

	Compliance (To be completed by Developer).		Concurrence (To be completed by HCPC).	
Standard	**Yes**	**No**	**Yes**	**No**
13. TWO TIER LOT LAYOUT		✓		
14. DRAINAGE EASEMENT CHANNEL + 10'	✓			
15. 10' PEDESTRAIN EASEMENT	✓			
16. DRAINAGE ONTO SITE	✓			
17. ALL LOTS DRAIN TO STREET OR TO APPROVED CHANNELS	✓			
18. MINIMUM DRAINAGE FOR 10 YEAR STORM	✓			
19.DRAINAGE DESIGNED ON BASIS OF FULL DEVELOPMENT POTENTIAL OF ALL CONTRIBUTING AREAS	✓			
20. FLOODPLAIN BOUNDARIES SHOWN	N/A			
21.FLOODPLAIN REQUIREMENTS (See attached requirements)				
22. BUILDING SITES < 15%	✓			
23. HILLSIDE DEVELOPMENT STANDARDS	N/A			
a. Building sites > 15%				
b. Existing slopes or proposed cut slopes < 66%				
c. Existing or proposed fill slopes < 50%				
d. Retaining walls, building sites > 15%				
e. Terracing of building sites > 15%				
f. Use of retaining walls, rip rap embankment for manufactured slopes > 15%				
g. Cut and fill slopes rounded and contoured				

APPLICATION FOR APPROVAL OF CONSTRUCTION PLANS AND SPECIFICATIONS

Please submit one *(1)* original and
One *(1)* copy of this application,
Including all attachments.

DATE SUBMITTED: _____

DATE APPROVED: _____

1. Subdivision Name: Meadow View

2. Please attach soils report, if required.

3. Please check the plans, specifications and permits required/submitted.

a. Water ✓
Health Dept. ✓
Utility Provider ✓
(includes agreement)

b. Sewer ✓
Health Dept. ✓
NPDES _____
Utility Provider ✓
(includes agreement)

c. Grading and Drainage
NPDES ✓

d. Street ✓
Plan ✓
Profile of existing and proposed grades at 50' intervals _____
Cross-section ✓
DOH _____

e. Gas ✓
Utility Provider ✓

f. Electric ✓
Utility Provider ✓

4. Please list names and addresses of all contractors. Attach copies of WV Contractor's License for each.

a. AB Contracting Inc 5521 Ohio River Rd, Pt Pleasant, WV 25550
b. Prime Contracting Inc PO Box 325, South Point, WV 25560
c. _____
d. _____
e. _____
f. _____

5. Please attach Subdivision Standards Checklist.

6. Please list and attach any Requests for Variance:

a. More than 20 sites, 2 accesses
b. Min. 2,000 sf lot size
c. _____

7. Please attach Design Certification.

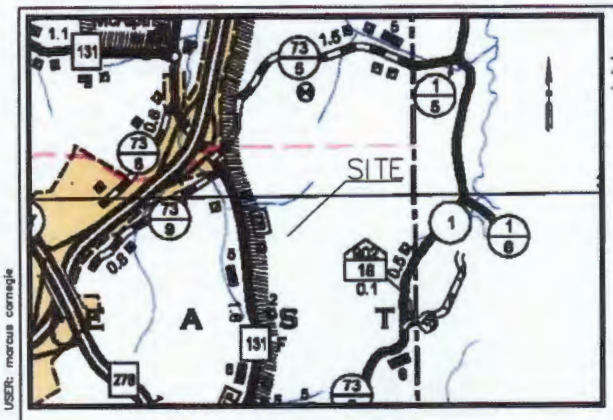
8. Please attach proposed construction time schedule. Begin Construction Feb. 2021 Complete site infrastructure Oct. 2021. Complete home build out Spring 2025.

9. Please submit form of performance guarantee, if applicable.

IMPORTANT

Be advised that construction of any improvements cannot commence unless a Location Improvement Permit is issued by the Harrison County Planning Commission

Submitted by: _____



VICINITY MAP
1"=5,000'

N/F
BAKER HUGHS OILFIELD
OPERATIONS, INC.
TM 250 PAR 14.4
DB 1481 PG 844

FREEDOM KIA

JOY LANE

N/F
3 GUYS
DEVELOPMENT, LLC
P/O TM 250 PAR 28
DB 1628 PG 1140

EXISTING PAVED ROAD

SR 131

N/F
MEADOW VIEW
MANAGEMENT, LLC
TM 250 P/O PAR 28
DB 1628 PG 1140

N/F
MONONGAHELA
POWER COMPANY
TM 250 PAR 13.2
DB 1307 PG 1228

CRIMSON LANE

SUNBURY LANE

BLOOMFIELD LANE

Saffron Court

Club House

20' SANITARY EASEMENT TYP.

STORMWATER POND 1

STORMWATER POND 2

BG:1139.98
FG:1141.12

BG:1146.5
FG:1147.8

BG:1092.91
FG:1102.40

BG:1127.40
FG:1122.55

BG:1098.13
FG:1097.64

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NO.	BY	DATE	DESCRIPTION

MEADOW VIEW DEVELOPMENT, LLC
5521 OHIO RIVER ROAD
PT. PLEASANT, WV 25550

SCALE: AS
DRAWN:
CHECKED:
APPROVED
SURVEY D
SURVEY B
FIELD BOO

CAD FILE: R:\030\030-10193.00-Meadow Valley Development-Meadow Valley Development, LLC-\Drawing\Exhibits\Meadow View Plat For Planning Commission.dwg PLOT DATE/TIME: 2/16/2021 4:24 PM LAYOUT: Exhibit-overall USER: marcus carnegie

The information contained herein is the sole property of The Thrasher Group Inc. Reproduction



0' 800' 1600'

FLOOD MAP SCALE

FLOOD NOTE:

SAID DESCRIBED PROPERTY IS NOT WITHIN ANY IDENTIFIED FLOOD HAZARD AREA AS SHOWN ON A MAP PREPARED BY THE SECRETARY OF HOUSING AND URBAN DEVELOPMENT, PER FLOOD INSURANCE RATE MAP NO. 54033C0179 WITH A DATE OF IDENTIFICATION OF OCTOBER 2, 2012, FOR COMMUNITY NUMBER 540053, IN HARRISON, COUNTY, STATE OF WEST VIRGINIA, WHICH IS THE CURRENT FLOOD INSURANCE RATE MAP FOR THE COMMUNITY IN WHICH SAID PROPERTY IS SITUATED.

GRID NORTH - WV NORTH ZONE, NAD 83

N/F
MEADOW VIEW
DEVELOPMENT, LLC
TM 250 P/O PAR 28
DB 1628 PG 1140

APARTMENT COMPLEX

Amenity Area

EG:1146.87
FG:1148.76

EG:1140.52
FG:1141.38

LEGEND/ABBREVIATIONS

•	= POINT
●	= 3/4" SET REBAR W/CAP
□	= 4" SET CONCRETE MONUMENT
○	= MONUMENT FOUND (AS NOTED)
(T)	= TOTAL
P.O.B.	= POINT OF BEGINNING
TM	= TAX MAP NUMBER
PAR	= PARCEL NUMBER
P/O	= PART OF
IRF	= REBAR FOUND (size as noted)

SURVEYED LINE
ADJOINER/NOT SURVEYED
EXISTING RIGHT OF WAY/EASEMENT
PROPOSED RIGHT OF WAY/EASEMENT
EDGE OF ROAD
PROPOSED LOT BOUNDARY
= EXISTING DELINEATED WETLANDS
TRUNCATED TIE LINE

0' 100' 200'

MEADOW VIEW RESIDENTIAL DEVELOPMENT

SHOWING A

SUBDIVISION

ON THE LANDS OF

MEADOW VIEW DEVELOPMENT, LLC

CONTAINING 41.57 ACRES ±
LOCATED ALONG WV ROUTE 131
COMMUNITY OF BRIDGEPORT
SIMPSON OUT DISTRICT
HARRISON COUNTY
WEST VIRGINIA
P/O TM 250 PAR 28 DB 1628 PG 1
DATE: 02-16-2021

DATE: 02/21
DATE:
DATE:

THRASHER
600 WHITE OAKS BLVD. P.O. BOX 940
BRIDGEPORT WV 26330
www.thrashereng.com
PHONE (304) 624-4108 FAX (304) 624-7831

PHASE No.
CONTRACT No.
PROJECT No. 030-10193.00

SUBDIVISION EXHIBIT OF
MEADOW VIEW RESIDENTIAL DEVELOPMENT
ALONG WV. ST. RT. 131
SIMPSON OUT DISTRICT
HARRISON COUNTY, WEST VIRGINIA

SHEET No. P4

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Variance Request

Article V, Section 4.4.f

Article V, Section 4.4.f states that "with more than twenty (20) sites, two accesses must be provided". As shown on the attached Subdivision Exhibit, the proposed Meadow View residential development proposed the development of 62 residential lots and an apartment building. Providing multiple entrances to the Meadow View development, at this time, is prevented by adjacent development and existing topography. The only main road that can be connected to is WV SR 131, located southwest of the property. Access to WV SR 131 is provided via an Existing Paved Road that is privately owned. One entrance to the Existing Paved Road is currently proposed. Topography prevents additional entrances being provided to the Existing Paved Road at this time.

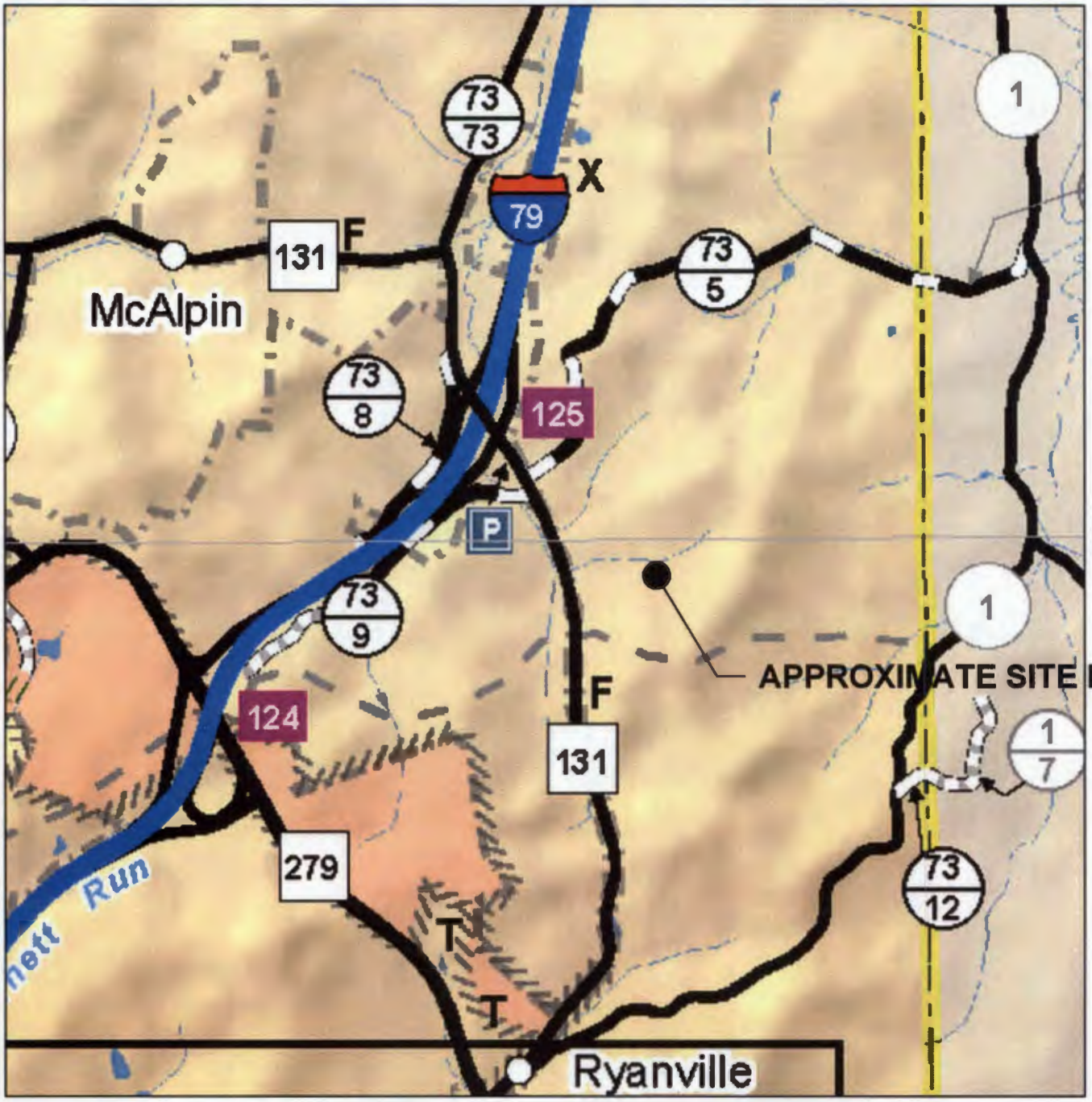
Variance Request

Article V, Section 4.4.g

Article V, Section 4.4.g states that "in no case shall the lot size be less than two thousand (2,000) square feet". Townhome lots 1-13, referenced as Saffron Court on the attached Subdivision Exhibit, are less than 2,000 sf in total area. To make the lots meet the required minimum square footage, they would have to be extended in length, since they cannot be widened. Aligning Lots 1-13 along Bloomfield Lane would allow the lots to be extended to the depth required to achieve the minimum 2,000 sf requirement. This option was abandoned in favor of creating the proposed Saffron Court layout in order to make parking and circulation in front of the townhomes safer by separating them from Bloomfield Lane. It also creates a common area between the townhome parking area and Bloomfield Lane for residents to use. Saffron Court is also strategically located between the Club House and the Amenity Area that provide open space and a variety of recreational opportunities for community residents.

Townhome lots 25-36, located on the north side of Bloomfield Lane, across from the Amenity Area, are less than 2,000 sf in total area. To make the lots meet the required minimum square footage, they would have to be extended in length, since they cannot be widened. The extension of Lots 25-28 is limited by on overhead power right-of-way. Lots 29-39 can be extended to create the minimum 2,000 sf area, but the lot extensions will be covering a 2:1 hill slope that will be maintained by the development's HOA. Ample open space surrounds these townhome lots that cannot be developed in the future due to the presence of existing rights-of-way and topography restrictions. The Amenity Area is located directly across Bloomfield Lane from these lots so residents will have outdoor recreational opportunities within a short walking distance.

2018 HARRISON COUNTY WVDOH COUNTY MAP



VICINITY MAP SCALE

Soil Map—Harrison and Taylor Counties, West Virginia



Map Scale: 1:4,970 if printed on A landscape (11" x 8.5") sheet.

N

Meters
0 50 100 200 300

Feet
0 200 400 600 1200

Map projection: Web Mercator Corner coordinates: WGS84 Edge tics: UTM Zone 17N WGS84

MAP LEGEND

Area of Interest (AOI)
- Area of Interest (AOI)

Soils
- Soil Map Unit Polygons
- Soil Map Unit Lines
- Soil Map Unit Points

Special Point Features
- Blowout
- Borrow Pit
- Clay Spot
- Closed Depression
- Gravel Pit
- Gravelly Spot
- Landfill
- Lava Flow
- Marsh or swamp
- Mine or Quarry
- Miscellaneous Water
- Perennial Water
- Rock Outcrop
- Saline Spot
- Sandy Spot
- Severely Eroded Spot
- Sinkhole
- Slide or Slip
- Sodic Spot
- Spoil Area
- Stony Spot
- Very Stony Spot
- Wet Spot
- Other
- Special Line Features

Water Features
- Streams and Canals

Transportation
- Rails
- Interstate Highways
- US Routes
- Major Roads
- Local Roads

Background
- Aerial Photography

MAP INFORMATION

The soil surveys that comprise your AOI were mapped at 1:20,000.

Warning: Soil Map may not be valid at this scale.

Enlargement of maps beyond the scale of mapping can cause misunderstanding of the detail of mapping and accuracy of soil line placement. The maps do not show the small areas of contrasting soils that could have been shown at a more detailed scale.

Please rely on the bar scale on each map sheet for map measurements.

Source of Map: Natural Resources Conservation Service
Web Soil Survey URL:
Coordinate System: Web Mercator (EPSG:3857)

Maps from the Web Soil Survey are based on the Web Mercator projection, which preserves direction and shape but distorts distance and area. A projection that preserves area, such as the Albers equal-area conic projection, should be used if more accurate calculations of distance or area are required.

This product is generated from the USDA-NRCS certified data as of the version date(s) listed below.

Soil Survey Area: Harrison and Taylor Counties, West Virginia
Survey Area Data: Version 14, Jun 3, 2020

Soil map units are labeled (as space allows) for map scales 1:50,000 or larger.

Date(s) aerial images were photographed: Sep 4, 2009—Dec 27, 2016

The orthophoto or other base map on which the soil lines were compiled and digitized probably differs from the background imagery displayed on these maps. As a result, some minor shifting of map unit boundaries may be evident.

Map Unit Legend

Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
ClC	Clarksburg silt loam, 8 to 15 percent slopes	18.1	42.8%
ClD	Clarksburg silt loam, 15 to 25 percent slopes	14.0	33.1%
GyD	Guernsey silt loam, 15 to 25 percent slopes	0.5	1.3%
Me	Melvin silt loam, 0 to 3 percent slopes, occasionally flooded	1.2	2.8%
MoB	Monongahela silt loam, 3 to 8 percent slopes	4.0	9.6%
WmE	Westmoreland silt loam, 25 to 35 percent slopes	4.4	10.4%
Totals for Area of Interest		42.3	100.0%

Map Unit Description (Brief, Generated)

The map units delineated on the detailed soil maps in a soil survey represent the soils or miscellaneous areas in the survey area. The map unit descriptions in this report, along with the maps, provide information on the composition of map units and properties of their components.

A map unit delineation on a soil map represents an area dominated by one or more major kinds of soil or miscellaneous areas. A map unit is identified and named according to the taxonomic classification of the dominant soils. Within a taxonomic class there are precisely defined limits for the properties of the soils. On the landscape, however, the soils are natural phenomena, and they have the characteristic variability of all natural phenomena. Thus, the range of some observed properties may extend beyond the limits defined for a taxonomic class. Areas of soils of a single taxonomic class rarely, if ever, can be mapped without including areas of other taxonomic classes. Consequently, every map unit is made up of the soils or miscellaneous areas for which it is named and some minor components that belong to taxonomic classes other than those of the major soils.

The Map Unit Description (Brief, Generated) report displays a generated description of the major soils that occur in a map unit. Descriptions of non-soil (miscellaneous areas) and minor map unit components are not included. This description is generated from the underlying soil attribute data.

Additional information about the map units described in this report is available in other Soil Data Mart reports, which give properties of the soils and the limitations, capabilities, and potentials for many uses. Also, the narratives that accompany the Soil Data Mart reports define some of the properties included in the map unit descriptions.

Report—Map Unit Description (Brief, Generated)

Harrison and Taylor Counties, West Virginia

Map Unit: CIC—Clarksburg silt loam, 8 to 15 percent slopes

Component: Clarksburg (88%)

The Clarksburg component makes up 88 percent of the map unit. Slopes are 8 to 15 percent. This component is on hillslopes on uplands. The parent material consists of fine-loamy colluvium derived from limestone, sandstone, and shale. Depth to a root restrictive layer, fragipan, is 24 to 37 inches. The natural drainage class is moderately well drained. Water movement in the most restrictive layer is low. Available water to a depth of 60 inches (or restricted depth) is moderate. Shrink-swell potential is low. This soil is not flooded. It is not ponded. A seasonal zone of water saturation is at 23 inches during January, February, March, April, May, June, November, December. Organic matter content in the surface horizon is about 3 percent. Nonirrigated land capability classification is 3e. This soil does not meet hydric criteria.

Component: Dormont (5%)

Generated brief soil descriptions are created for major soil components. The Dormont soil is a minor component.

Component: Guernsey (5%)

Generated brief soil descriptions are created for major soil components. The Guernsey soil is a minor component.

Component: Melvin (2%)

Generated brief soil descriptions are created for major soil components. The Melvin soil is a minor component.

Map Unit: ClD—Clarksburg silt loam, 15 to 25 percent slopes

Component: Clarksburg (83%)

The Clarksburg component makes up 83 percent of the map unit. Slopes are 15 to 25 percent. This component is on hillslopes on uplands. The parent material consists of fine-loamy colluvium derived from limestone, sandstone, and shale. Depth to a root restrictive layer, fragipan, is 24 to 37 inches. The natural drainage class is moderately well drained. Water movement in the most restrictive layer is low. Available water to a depth of 60 inches (or restricted depth) is moderate. Shrink-swell potential is low. This soil is not flooded. It is not ponded. A seasonal zone of water saturation is at 23 inches during January, February, March, April, May, June, November, December. Organic matter content in the surface horizon is about 3 percent. Nonirrigated land capability classification is 4e. This soil does not meet hydric criteria.

Component: Dormont (8%)

Generated brief soil descriptions are created for major soil components. The Dormont soil is a minor component.

Component: Guernsey (7%)

Generated brief soil descriptions are created for major soil components. The Guernsey soil is a minor component.

Component: Melvin (2%)

Generated brief soil descriptions are created for major soil components. The Melvin soil is a minor component.

Map Unit: GyD—Guernsey silt loam, 15 to 25 percent slopes

Component: Guernsey (80%)

The Guernsey component makes up 80 percent of the map unit. Slopes are 15 to 25 percent. This component is on hills on uplands. The parent material consists of colluvium derived from limestone and shale over residuum weathered from limestone and shale. Depth to a root restrictive layer, bedrock, paralithic, is 59 to 62 inches. The natural drainage class is moderately well drained. Water movement in the most restrictive layer is moderately low. Available water to a depth of 60 inches (or restricted depth) is high. Shrink-swell potential is moderate. This soil is not flooded. It is not ponded. A seasonal zone of water saturation is at 22 inches during January, February, March, April. Organic matter content in the surface horizon is about 2 percent. Nonirrigated land capability classification is 4e. This soil does not meet hydric criteria.

Component: Culleoka (10%)

Generated brief soil descriptions are created for major soil components. The Culleoka soil is a minor component.

Component: Berks (5%)

Generated brief soil descriptions are created for major soil components. The Berks soil is a minor component.

Component: Westmoreland (5%)

Generated brief soil descriptions are created for major soil components. The Westmoreland soil is a minor component.

Map Unit: Me—Melvin silt loam, 0 to 3 percent slopes, occasionally flooded

Component: Melvin (80%)

The Melvin component makes up 80 percent of the map unit. Slopes are 0 to 3 percent. This component is on flood plains on valleys. The parent material consists of fine-silty alluvium derived from interbedded sedimentary rock. Depth to a root restrictive layer is greater than 60 inches. The natural drainage class is poorly drained. Water movement in the most restrictive layer is moderately high. Available water to a depth of 60 inches (or restricted depth) is very high. Shrink-swell potential is low. This soil is occasionally flooded. It is not ponded. A seasonal zone of water saturation is at 0 inches during January, February, March, April, May, November, December. Organic matter content in the surface horizon is about 2 percent. Nonirrigated land capability classification is 3w. This soil meets hydric criteria.

Component: Ashton (5%)

Generated brief soil descriptions are created for major soil components. The Ashton soil is a minor component.

Component: Huntington (5%)

Generated brief soil descriptions are created for major soil components. The Huntington soil is a minor component.

Component: Lindside (5%)

Generated brief soil descriptions are created for major soil components. The Lindside soil is a minor component.

Component: Sensabaugh (5%)

Generated brief soil descriptions are created for major soil components. The Sensabaugh soil is a minor component.

Map Unit: MoB—Monongahela silt loam, 3 to 8 percent slopes

Component: Monongahela (85%)

The Monongahela component makes up 85 percent of the map unit. Slopes are 3 to 8 percent. This component is on terraces on river valleys. The parent material consists of fine-loamy alluvium derived from sandstone and siltstone. Depth to a root restrictive layer, fragipan, is 18 to 30 inches. The natural drainage class is moderately well drained. Water movement in the most restrictive layer is moderately low. Available water to a depth of 60 inches (or restricted depth) is moderate. Shrink-swell potential is low. This soil is not flooded. It is not ponded. A seasonal zone of water saturation is at 22 inches during January, February, March, April, May, June. Organic matter content in the surface horizon is about 2 percent. Nonirrigated land capability classification is 2e. This soil does not meet hydric criteria.

Component: Allegheny (10%)

Generated brief soil descriptions are created for major soil components. The Allegheny soil is a minor component.

Component: Purdy (5%)

Generated brief soil descriptions are created for major soil components. The Purdy soil is a minor component.

Map Unit: WmE—Westmoreland silt loam, 25 to 35 percent slopes

Component: Westmoreland (80%)

The Westmoreland component makes up 80 percent of the map unit. Slopes are 25 to 35 percent. This component is on hills on uplands. The parent material consists of fine-loamy residuum weathered from siltstone. Depth to a root restrictive layer, bedrock, paralithic, is 39 to 67 inches. The natural drainage class is well drained. Water movement in the most restrictive layer is moderately high. Available water to a depth of 60 inches (or restricted depth) is moderate. Shrink-swell potential is low. This soil is not flooded. It is not ponded. There is no zone of water saturation within a depth of 72 inches. Organic matter content in the surface horizon is about 5 percent. Nonirrigated land capability classification is 6e. This soil does not meet hydric criteria.

Component: Coshocton (10%)

Generated brief soil descriptions are created for major soil components. The Coshocton soil is a minor component.

Component: Berks (10%)

Generated brief soil descriptions are created for major soil components. The Berks soil is a minor component.

Data Source Information

Soil Survey Area: Harrison and Taylor Counties, West Virginia
Survey Area Data: Version 14, Jun 3, 2020

CONTRACTOR LICENSE

Authorized by the

West Virginia Contractor Licensing Board

Number: WV003452

Classification:

ELECTRICAL
GENERAL BUILDING
GENERAL ENGINEERING
HEATING, VENTILATING & COOLING
MULTIFAMILY
PIPING
PLUMBING
RESIDENTIAL

AB CONTRACTING INC
DBA AB CONTRACTING INC
5521 OHIO RIVER RD
PT PLEASANT, WV 25550

Date Issued	Expiration Date
SEPTEMBER 05, 2020	SEPTEMBER 05, 2020

Authorized Company Signature

Chair, West Virginia Contractor Licensing Board

WEST VIRGINIA CONTRACTOR LICENSING BOARD

This license, or a copy thereof, must be posted in a conspicuous place at every construction site where work is being performed. This license number must appear in all advertisements, on all bid submissions and on all fully executed and binding contracts. This license cannot be assigned or transferred by licensee. Issued under provisions of West Virginia Code, Chapter 21, Article 11.

Terah Estep
terah@primecontractingwv.com
Josh Ilderton 304-687-4964 BBV

CONTRACTOR LICENSE

Authorized by the

West Virginia Contractor Licensing Board

Number: WV049213

Classification:

EXCAVATION
DEMOLITION
LANDCLEARING
WELDING

PRIME CONTRACTING LLC
DBA PRIME CONTRACTING LLC
PO BOX 325
SCOTT DEPOT, WV 25560

Date Issued	Expiration Date
FEBRUARY 15, 2019	FEBRUARY 15, 2020

Authorized Company Signature

Chair, West Virginia Contractor Licensing Board

WEST VIRGINIA CONTRACTOR LICENSING BOARD

This license, or a copy thereof, must be posted in a conspicuous place at every construction site where work is being performed. This license number must appear in all advertisements, on all bid submissions and on all fully executed and binding contracts. This license cannot be assigned or transferred by licensee. Issued under provisions of West Virginia Code, Chapter 21, Article 11.

14B

To: Harrison County Planning Commission

From: Dan Wheeler, Project Manager, Jewel City Church

Date: July 15, 2020

Subject: Answers to Engineering Review by Chad Biller, PE regarding application for "The Meadows at Maulsby Cove" subdivision dated July 8, 2020.

1. Item 1a applicant states that the placement of corner monuments are not completed. P1 of the plans state that the property corners and monuments have been set.

   Answer: All boundary monuments will be set as per WV law on approval of the subdivision from the Harrison County Planning Commission. Permanent surveying control monuments have been set within the planned subdivision area. Future road and utilities installation will be completed prior to permanent rebar and concrete boundary monument placement. No lot or tracts can be sold or deeded prior to permanent boundary monument control being set.

2. Item 2f applicant states there is a 40' R/W. This R/W man exist but it is not completely shown on the plat. The proposed road ends at a parking lot and R/W to US Route 19 is not shown.

   Answer: Developer takes issue with this question. The Jewel City Boulevard does extend to the end of the paved area at location RC1 as shown on the plat of survey. 911 in Harrison County has given the church a physical address of 511 Jewel City Boulevard and recognizes the roadway to the point as shown on the plat of survey. In the interest of satisfying the Engineering Reviewer, an insert showing the existing 40' R/W through the church parking lot is shown on the plat of survey. The Engineering Reviewer has approved this visual insert.

3. Item 3b is 6" Instead of the required 8: and is shown in 1 lift vs. required 2 lifts. Subdivision regulations page 15 & 16.

   Answer: Changes made from 6" to 8" and required 2 lifts. See Revised Construction Plans, "Typical Road Section" Page 16.

4. Item 5a is checked yes there are shoulders. Plan Sheet #16 does not indicate any shoulders in the typical road section. Page 15 of the subdivision regulations state that shoulders shall be 3 feet in width on each side and 4 inches deep.

   Answer: Changes made to reflect 3' shoulders with 4" depth on each side of paved roadway. See Revised Construction Plans, "Typical Road Section" Page 16.

5. Item 9a the road length is greater than 600 feet. Subdivision regulations on page 19 item 4f state that length of the roadway shall be less than 600 feet when installing a cul-de-sac.

Answer: Developer is aware of this regulation and is filing a Variance Request to allow the existing designed cul-de-sac to remain in place. Due to special conditions regarding an existing wet-land, the relocation of the cul-de-sac will create an unnecessary hardship on proper development and the loss of valuable acreage to develop.

6. Item 11c is checked yes. Tract A only has 45 feet of road frontage. Subdivision regulations page 19 4c.

   Answer: Radius of cul-de-sac is indeed 45', but if you refer to Road Curve Data Table, you will find the "Cord Length" to be 56.87' meeting the limits of the Harrison County Planning Commission regulations.

7. Item 14 states there are drainage easements shown. I cannot find easement for ditches, ponds and sanitary sewer drain fields.

   Answer: Developer has gone back and placed easements around all ditches, ponds and sanitary sewer drain fields as requested by the Engineering Reviewer.

8. There is no health department permit for the sanitary drain field.

   Answer: There is a valid signed permit in place and submitted to the Harrison County Planning Commission. It is assumed Engineering Reviewer did not have a copy of this permit.

VARIANCE REQUEST
HARRISON COUNTY SUBDIVISION REGULATIONS

I/WE request a variance from the provisions of the Harrison County Subdivision Ordinance.

1. Property Owner (s): Jewel City Church
2. Mailing Address: 511 Jewel City Blvd
   Meadowbrook WV 26404
3. Telephone No.: Home: _____ Work: 3045925678
4. Location of Property for which Variance is requested:
   a. Subdivision: Meadows at Mavisby Cove
   b. Tax Map: 228 Parcel: 23.3
   c. Attach vicinity map showing location of property.
5. Lot Size (acres/square feet): 8.9 acres
6. Other Permits or Approvals: Are any other municipal, county, state, or federal permits or approvals required for submission with this variance request form: Yes: _____ No: X
   If Yes, please list: _____
7. Section of the Subdivision Ordinance for which this variance is requested:
   Article: V, Section: 4, Title: Lots 4f
8. Describe by specific reference to a plat, plan or sketch the nature of your variance request. The plat, plan or sketch, which is to be attached, shall show the following, as applicable:
   a. lot shape, size and dimensions;
   b. existing buildings, structures, land uses, rights-of-way, and easements on the property;
   c. existing buildings, structures, and land uses on surrounding property;
   d. location of proposed construction or land use, including setback and size;
   e. names and rights-of-way boundaries of adjoining streets, roads, or highways;
   f. any other pertinent information.

   Our request is for installation of the road thru the Meadows subdivision to be permitted for a length greater than 600', even with a cul-de-sac. Furthermore, the provision 4f states the 600' limit to be "most desirable". Consequently, the church believes this not to be a strict ordinance but a reasonable guideline to allow for a variance.
9. In accordance with Article *III*, Section *5* of the Harrison County Subdivision Ordinance and Chapter *8*, Article *24*, Section *55* (*4*) of the WV Code, a variance shall be granted only if all of the following findings are made:

Finding 1. The variance will not be contrary to the public interest.
Explanation: If the variance is granted, other people in the area will not be injured by traffic increase or congestion, safety issues (traffic, emergency vehicles, etc.), overcrowding or incompatible uses, health issues, erosion and all other factors which affect the quality of life, health, and safety in the area.

Finding 2. Special conditions prohibit compliance with this ordinance.
Explanation: Special conditions are those reasons why you need a variance such as topographical or title limitations. Special conditions are not conditions you have created, such as, after selling a portion of your property, your lot is now too small.

Finding 3. A literal enforcement of the ordinance will result in unnecessary hardship.
Explanation: By not granting the variance, you will be prevented from using your land or doing something that others in the same area have been lawfully permitted to do.

Finding 4. The spirit of the Ordinance shall be observed and substantial justice done.
Explanation: The spirit of the Ordinance is to be fair and reasonable to all property owners in Harrison County. In other words, if the variance is granted, you are being treated no differently than any other property owner in Harrison County.

Describe how your request for a variance satisfies each of the four *(4)* findings to grant a variance listed above:

FINDING 1 – THE CHURCH OWNS ALL PROPERTY SURROUNDING THE SUBDIVISION, THE VARIANCE ONLY AFFECTS THE DEVELOPMENT.

FINDING 2 – THE [redacted] ROAD WAY REQUIRES ADDITIONAL LENGTH AS TO AVOID A DELINEATED WETLAND.

FINDING 3 – IN ORDER TO FULLY DEVELOP AND ACCESS ALL LAND, THE VARIANCE FOR ROAD LENGTH IS REQUIRED.

FINDING 4 – THE CHURCH IS NOT ASKING FOR PREFERENTIAL TREATMENT, SIMPLY TO BE ABLE TO DEVELOP ITS PROPERTY.

[signature] – Jewel City Church
Property Owner

7/12/20
Date

VERIFICATION

STATE OF WEST VIRGINIA,
COUNTY OF HARRISON, to-wit:

The undersigned applicant, Mike Hill, being by me first duly sworn, upon oath certifies that the undersigned has read and inspected the foregoing variance request and all documents and papers attached thereto, and, to the best of the undersigned's knowledge and belief, all the facts contained in the foregoing variance request and in all documents, exhibits and papers attached hereto, are true and accurate in all respects.

Taken, subscribed and sworn to before me this 13TH day of July, 2020.

My commission expires: OCT. 24, 2021.

Nancy M. Weaver
Notary Public

(Notarial Seal)

OFFICIAL SEAL
Notary Public, State of West Virginia
NANCY M WEAVER
Jewel City Church
PO Box 1
Shinnston, WV 26431
My commission expires October 24, 2021

PRELIMINARY APPLICATION FOR MAJOR SUBDIVISION APPROVAL
HARRISON COUNTY PLANNING COMMISSION

Please submit one *(1)* original and one *(1)* copy of this application, including all attachments

DATE SUBMITTED: June 10, 2020
DATE APPROVED: _____

1. Subdivider Information
   a. Name Trustees of the Jewel City Non-Denominational Church
   b. Address 511 Jewel City Blvd., Meadowbrook, WV 26404
   c. Telephone No. 304-592-5678

2. Authorized Representative Information
   a. Name Mike Hill, Operations Manager, Jewel City Church
   b. Address 511 Jewel City Blvd., Meadowbrook, WV 26404
   c. Telephone No. _____

3. Subdivider Information

a. Type of Subdivision
(check / may be more than one)
Residential X
Commercial _____
Hillside _____

b. Location of Subdivision
Tax Map 228 Parcel No. P/O 23.7 & 23.3
Floodplain Map Panel No. 54033C0156D
Narrative Description of Location
Situate outside of the Flood Zone on the waters of the West Fork River.

4. Please provide name of a through f and initial review for each of the following, if applicable:

   a. Water Enlarged Hepzibah PSD District
   b. Sewer Harrison County Health Dept. - By permit
   c. Electric MonPower, First Energy Company
   d. Gas Cardinal Natural Gas Company
   e. Telephone Frontier
   f. Cable Frontier
   g. WVDOH (for entrance onto State road) Existing Permit onto US Rt. 19, Mausby Cove Estates.
   h. Harrison County EMS (for street names) Jewel City Blvd.
   i. ~~Post Office (for street names)~~ Meadowbrook, WV

5. Please attach a copy of applicable Soil Conservation Service soil map. Outline the boundaries of the subdivision. Indicate below the classification and rating for each soil type: This will assist in determining if a soils study must be performed.

6. Requirements for the Preparation of the Preliminary Plat
Please provide two *(2)* copies of the preliminary plat containing the following information. The plats shall be drawn to a scale of not less than one *(1)* inch equals two hundred *(200)* feet. The information may be provided on one or more sheets. One *(1)* additional copy reduced to *11" x 14"* shall be provided.

   a. Name of subdivision. The Meadows at Maulsby Cove

   b. Name and address of subdivider. Trustees of the Jewel City Non-Denominational Church

   c. Contour lines at vertical intervals of *5* feet for slopes in excess of *10%*, or at intervals of *2* feet for slopes less than *10%*. Include date to which the contour line refer.

d. Boundary survey information.

e. Date of survey.

f. Name, address and registration number of survey or engineer making plat.

g. Total acreage.

h. Number and layout of lots.

i. Layout of streets, including proposed street names.

j. Layout of existing easements and rights-of-way.

k. Layout of proposed easements and rights-of-way.

l. Layout of areas dedicated to public use.

m. Elevation of existing and proposed ground surface at all street intersections and points of major grade change along center lines of streets together with proposed connection grade lines.

n. Location in relationship to the floodplain. If a floodplain is located on the property, please show the boundaries of the floodplain.

7. **Development Standards**
Attached are development standards required by the Harrison County Subdivision Regulations for use in preparation of the preliminary plat, variance request, plans, and specifications. A checklist which summarizes all standards is attached for your use and is to be submitted with the Application for Approval of Construction Plans and Specifications.

8. **Variance Request**
Please provide written request for variance for any subdivision standard which cannot be satisfied. A Request for Variance form is provided with this application. Use one form for each variance that is requested.

9. **Preliminary Plat Fee**
The fee for the Preliminary Plat Application is *$2.00* per lot but not less than *$25.00*. Please make checks payable to the Harrison County Planning Commission.

Signature of authorized person

ACKNOWLEDGEMENT

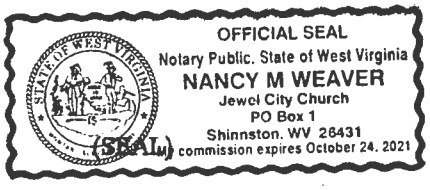
(Individual)

I hereby certify that Mike Hill, whose name is signed to the foregoing instrument, has this day acknowledged the same before me.

Given under my hand this 10TH day of June, 2020.

My commission expires Oct. 24, 2021.

Nancy M. Weaver
Notary Public in and for Harrison County
State of West Virginia



(Corporation)

I hereby certify that the foregoing instrument was acknowledged before me this day by _____, _____ of _____, on behalf of the Corporation.

Given under my hand this _____ day of _____, _____.

My commission expires _____.

_____
Notary Public in and for _____
State of _____

(SEAL)

SUBDIVISION STANDARDS CHECKLIST

	Compliance (To be completed by Developer).		Concurrence (To be completed by HCPC).	
Standard	**Yes**	**No**	**Yes**	**No**
1. MONUMENTS	X			
a. Placement		X		
b. Material	Rebar & Conc.			
c. Size	As required by code			
2. STREETS-GENERAL				
a. Crowning	X			
b. Grade ≤ 17%	X			
c. Grass slope ≤ 5% Cross slope		X		
d. Right angle intersection	None			
e. Sight distance at intersection	N/A			
f. 40' ROW	X			
g. Rock base	x			
h. Paved	X			
3. ASPHALT PAVEMENT-RESIDENTIAL				
a. 18' Wide	X			
b. 8" Class I aggregate	X			
c. 2" Wearing course	X			
d. Engineering fabric	X			
4. CONCRETE PAVEMENT-RESIDENTIAL	N/A			
a. 18' Wide				
b. Welded wire fabric				
c. Coated dowel bars				
d. Joint tie bolt assemblies				
e. 18' Wide				
f. 6" Depth, rough surface				
g. Engineering fabric				

SUBDIVISION STANDARDS CHECKLIST

	Compliance (To be completed by Developer).		Concurrence (To be completed by HCPC).	
Standard	**Yes**	**No**	**Yes**	**No**
5. SHOULDERS-RESIDENTIAL				
a. Width	X			
b. Class I aggregate				
6. ASPHALT STREETS-COMMERCIAL, RESIDENTIAL	N/A			
a. 20' Width				
b. Engineering fabric				
c. 20' Class I aggregate				
d. 6" Wearing course				
7. CONCRETE STREETS-COMMERCIAL, INDUSTRIAL	N/A			
a. 20' Width				
b. Welded wire fabric				
c. Coated dowel bars				
d. Joint tie bolt assemblies				
e. Engineering fabric				
f. 8" Depth, roughened				
8. SHOULDERS-COMMERCIAL, INDUSTRIAL	N/A			
a. 5' Wide				
b. 4" Class I aggregate				
9. CUL-DE-SACS				
a. < 600' Length	X			
b. < 21 Homes	X			
c. Adequate turn-around	X			
10. MORE THAN 20 SITES, 2 ACCESSES	N/A			
11. LOTS				
a. 8000 s.f.	X			
b. 2000-8000 s.f.		X		
c. 50' Frontage	X			
d. Irregular shape		X		
12. BLOCK LENGTH 400'-1600'	X			

SUBDIVISION STANDARDS CHECKLIST

	Compliance (To be completed by Developer).		Concurrence (To be completed by HCPC).	
Standard	**Yes**	**No**	**Yes**	**No**
13. TWO TIER LOT LAYOUT		X		
14. DRAINAGE EASEMENT CHANNEL + 10'	x			
15. 10' PEDESTRAIN EASEMENT		X		
16. DRAINAGE ONTO SITE		X		
17. ALL LOTS DRAIN TO STREET OR TO APPROVED CHANNELS	X			
18. MINIMUM DRAINAGE FOR 10 YEAR STORM	x			
19.DRAINAGE DESIGNED ON BASIS OF FULL DEVELOPMENT POTENTIAL OF ALL CONTRIBUTING AREAS	X			
20. FLOODPLAIN BOUNDARIES SHOWN	x			
21.FLOODPLAIN REQUIREMENTS (See attached requirements)				
22. BUILDING SITES < 15%	x			
23. HILLSIDE DEVELOPMENT STANDARDS		X		
a. Building sites > 15%		X		
b. Existing slopes or proposed cut slopes < 66%	x			
c. Existing or proposed fill slopes < 50%	x			
d. Retaining walls, building sites > 15%		X		
e. Terracing of building sites > 15%		X		
f. Use of retaining walls, rip rap embankment for manufactured slopes > 15%		X		
g. Cut and fill slopes rounded and contoured	x			

APPLICATION FOR APPROVAL OF
CONSTRUCTION PLANS AND SPECIFICATIONS

Please submit one *(1)* original and
One *(1)* copy of this application,
Including all attachments.

DATE SUBMITTED: _____

DATE APPROVED: _____

1. Subdivision Name: The Meadows at Maulsby Cove

2. Please attach soils report, if required.

3. Please check the plans, specifications and permits required/submitted.

a. Water X
Health Dept. x
Utility Provider x
(includes agreement)

b. Sewer X
Health Dept. X
NPDES X
Utility Provider X
(includes agreement)

c. Grading and Drainage
NPDES X

d. Street x
Plan x
Profile of existing and proposed
grades at 50' intervals x
Cross-section x
DOH x

e. Gas x
Utility Provider x

f. Electric x
Utility Provider x

4. Please list names and addresses of all contractors. Attach copies of WV Contractor's License for each.

a. Tom Chickerell Excavating WV#004220
b. _____
c. _____
d. _____
e. _____
f. _____

5. Please attach Subdivision Standards Checklist.

6. Please list and attach any Requests for Variance:

a. None
b. _____
c. _____

7. Please attach Design Certification.

8. Please attach proposed construction time schedule.

9. Please submit form of performance guarantee, if applicable.

IMPORTANT

Be advised that construction of any improvements cannot commence unless a Location Improvement Permit is issued by the Harrison County Planning Commission.

Submitted by: _____

Maulsby Cove Review of Preliminary Application for Subdivision

By: Chad Biller The Thrasher Group

Date: 7/8/2020

Below are my comments on the preliminary application for Maulsby Cove a 15 Lot subdivision located in Meadowbrook, Harrison County WV.

1. Item 1a applicant states that the placement of corner monuments are not completed. P1 of the plans state that the property corners and monuments have been set.
2. Item 2f applicant states there is a 40 R/W. This R/W may exist but it is not completely shown on the plat. The proposed road ends at a parking lot and R/W to US Route 19 is not shown.
3. Item 3b is 6" instead of the required 8" and is shown in 1 lift vs. required 2 lifts. Subdivision regulations page 15 & 16.
4. Item 5a is checked yes there are shoulders. Plan sheet #16 does not indicate any shoulders in the typical road section. Page 15 of the subdivision regulations state that shoulders shall be 3 feet in width on each side and 4 inches deep.
5. Item 9a the road length is greater than 600 feet. Subdivision regulations on page 19 item 4f state that length of the roadway shall be less than 600 feet when installing a cul-de-sac.
6. Item 11c is checked yes. Tract A only has 45 feet of road frontage. Subdivision regulations page 19 4c.
7. Item 14 states there are drainage easements shown. I cannot find easements for ditches, ponds and sanitary sewer drain fields.
8. There is no health department permit for the sanitary sewer drain field.

SUBDIVISION STANDARDS CHECKLIST

3/26/2021

	Compliance (To be completed by Developer).		Concurrence (To be completed by HCPC).	
Standard	**Yes**	**No**	**Yes**	**No**
1. MONUMENTS		X		
a. Placement		X		
b. Material		X		
c. Size		X		
2. STREETS-GENERAL				
a. Crowning	X			
b. Grade ≤ 17%	X			
c. Grass slope ≤ 5% Cross slope	X			
d. Right angle intersection	X			
e. Sight distance at intersection	X			
f. 40' ROW	X			
g. Rock base	X			
h. Paved	X			
3. ASPHALT PAVEMENT-RESIDENTIAL				
a. 18' Wide	X			
b. 8" Class I aggregate		X		
c. 2" Wearing course		X		
d. Engineering fabric	X			
4. CONCRETE PAVEMENT-RESIDENTIAL	N/A	N/A		
a. 18' Wide				
b. Welded wire fabric				
c. Coated dowel bars				
d. Joint tie bolt assemblies				
e. 18' Wide				
f. 6" Depth, rough surface				
g. Engineering fabric				

SUBDIVISION STANDARDS CHECKLIST

3/26/2021

	Compliance (To be completed by Developer).		Concurrence (To be completed by HCPC).	
			CEC Review	
Standard	**Yes**	**No**	**Yes**	**No**
5. SHOULDERS-RESIDENTIAL	N/A	N/A		
a. Width	|	|		
b. Class I aggregate	|	|		
6. ASPHALT STREETS-COMMERCIAL, RESIDENTIAL	N/A	N/A		
a. 20' Width	|	|		
b. Engineering fabric	|	|		
c. 20' Class I aggregate	|	|		
d. 6" Wearing course	|	|		
7. CONCRETE STREETS-COMMERCIAL, INDUSTRIAL	N/A	N/A		
a. 20' Width	|	|		
b. Welded wire fabric	|	|		
c. Coated dowel bars	|	|		
d. Joint tie bolt assemblies	|	|		
e. Engineering fabric	|	|		
f. 8" Depth, roughened	|	|		
8. SHOULDERS-COMMERCIAL, INDUSTRIAL	N/A	N/A		
a. 5' Wide	|	|		
b. 4" Class I aggregate	|	|		
9. CUL-DE-SACS	|	|		
a. < 600' Length	|	|		
b. < 21 Homes	|	|		
c. Adequate turn-around	|	|		
10. MORE THAN 20 SITES, 2 ACCESSES		X		
11. LOTS				
a. 8000 s.f.		X		
b. 2000-8000 s.f.	X			
c. 50' Frontage	X			
d. Irregular shape	X			
12. BLOCK LENGTH 400'-1600'	X			

SUBDIVISION STANDARDS CHECKLIST

3/26/2021

	Compliance (To be completed by Developer).		Concurrence (To be completed by HCPC).	
Standard	**Yes**	**No**	**Yes**	**No**
13. TWO TIER LOT LAYOUT	X			
14. DRAINAGE EASEMENT CHANNEL + 10'	X			
15. 10' PEDESTRAIN EASEMENT		X		
16. DRAINAGE ONTO SITE	X			
17. ALL LOTS DRAIN TO STREET OR TO APPROVED CHANNELS	X			
18. MINIMUM DRAINAGE FOR 10 YEAR STORM	X			
19.DRAINAGE DESIGNED ON BASIS OF FULL DEVELOPMENT POTENTIAL OF ALL CONTRIBUTING AREAS	X			
20. FLOODPLAIN BOUNDARIES SHOWN	N/A	N/A		
21.FLOODPLAIN REQUIREMENTS (See attached requirements)	|	|		
22. BUILDING SITES < 15%	|	|		
23. HILLSIDE DEVELOPMENT STANDARDS	N/A	N/A		
a. Building sites > 15%	|	|		
b. Existing slopes or proposed cut slopes < 66%	|	|		
c. Existing or proposed fill slopes < 50%	|	|		
d. Retaining walls, building sites > 15%	|	|		
e. Terracing of building sites > 15%	|	|		
f. Use of retaining walls, rip rap embankment for manufactured slopes > 15%	|	|		
g. Cut and fill slopes rounded and contoured	|	|		

Maulsby Cove Review of Preliminary Application for Subdivision

By: Chad Biller The Thrasher Group

Date: 7/8/2020

Below are my comments on the preliminary application for Maulsby Cove a 15 Lot subdivision located in Meadowbrook, Harrison County WV.

1. Item 1a applicant states that the placement of corner monuments are not completed. P1 of the plans state that the property corners and monuments have been set.
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5. Item 9a the road length is greater than 600 feet. Subdivision regulations on page 19 item 4f state that length of the roadway shall be less than 600 feet when installing a cul-de-sac.
6. Item 11c is checked yes. Tract A only has 45 feet of road frontage. Subdivision regulations page 19 4c.
7. Item 14 states there are drainage easements shown. I cannot find easements for ditches, ponds and sanitary sewer drain fields.
8. There is no health department permit for the sanitary sewer drain field.

PRELIMINARY APPLICATION FOR MAJOR SUBDIVISION APPROVAL
HARRISON COUNTY PLANNING COMMISSION

Please submit one *(1)* original and one *(1)* copy of this application, including all attachments

DATE SUBMITTED: June 10, 2020
DATE APPROVED: _____

1. Subdivider Information
   a. Name Trustees of the Jewel City Non-Denominational Church
   b. Address 511 Jewel City Blvd., Meadowbrook, WV 26404
   c. Telephone No. 304-592-5678

2. Authorized Representative Information
   a. Name Mike Hill, Operations Manager, Jewel City Church
   b. Address 511 Jewel City Blvd., Meadowbrook, WV 26404
   c. Telephone No. _____

3. Subdivider Information

a. Type of Subdivision
(check / may be more than one)
Residential x
Commercial _____
Hillside _____

b. Location of Subdivision
Tax Map 22B Parcel No. P/O 22.7 & 22.3
Floodplain Map Panel No. 54033C0185D
Narrative Description of Location
Situate outside of the Flood Zone on the waters of the West Fork River.

4. Please provide name of a through f and initial review for each of the following, if applicable:

a. Water Enlarged Hepzibah PSD District
b. Sewer Harrison County Health Dept. - By permit
c. Electric MonPower, First Energy Company
d. Gas Cardinal Natural Gas Company
e. Telephone Frontier
f. Cable Frontier
g. WVDOH (for entrance onto State road) Existing Permit onto US Rt. 19, Maulsby Cove Entrance
h. Harrison County EMS (for street names) Jewel City Blvd.
i. Post Office (for street names) Meadowbrook, WV

5. Please attach a copy of applicable Soil Conservation Service soil map. Outline the boundaries of the subdivision. Indicate below the classification and rating for each soil type: This will assist in determining if a soils study must be performed.

6. Requirements for the Preparation of the Preliminary Plat
Please provide two *(2)* copies of the preliminary plat containing the following information. The plats shall be drawn to a scale of not less than one *(1)* inch equals two hundred *(200)* feet. The information may be provided on one or more sheets. One *(1)* additional copy reduced to *11" x 14"* shall be provided.

✓a. Name of subdivision. The Meadows at Maulsby Cove

✓b. Name and address of subdivider. Trustees of the Jewel City Non-Denominational Church

✓c. Contour lines at vertical intervals of *5* feet for slopes in excess of *10%*, or at intervals of *2* feet for slopes less than *10%*. Include date to which the contour line refer.

✓d. Boundary survey information.

✓e. Date of survey.

✓f. Name, address and registration number of survey or engineer making plat.

✓g. Total acreage.

✓h. Number and layout of lots.

✓i. Layout of streets, including proposed street names.

✓j. Layout of existing easements and rights-of-way.

✓k. Layout of proposed easements and rights-of-way.

✓l. Layout of areas dedicated to public use.

✓m. Elevation of existing and proposed ground surface at all street intersections and points of major grade change along center lines of streets together with proposed connection grade lines.

✓n. Location in relationship to the floodplain. If a floodplain is located on the property, please show the boundaries of the floodplain.

✓7. As Noted **Development Standards**
Attached are development standards required by the Harrison County Subdivision Regulations for use in preparation of the preliminary plat, variance request, plans, and specifications. A checklist which summarizes all standards is attached for your use and is to be submitted with the Application for Approval of Construction Plans and Specifications.

8. **Variance Request**
Please provide written request for variance for any subdivision standard which cannot be satisfied. A Request for Variance form is provided with this application. Use one form for each variance that is requested.

9. **Preliminary Plat Fee**
The fee for the Preliminary Plat Application is *$2.00* per lot but not less than *$25.00*. Please make checks payable to the Harrison County Planning Commission.

Signature of authorized person

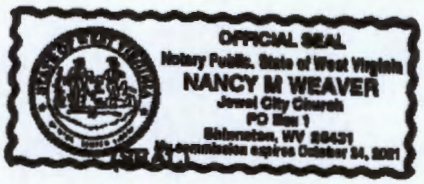
ACKNOWLEDGEMENT

(Individual)

I hereby certify that Mike Hill, whose name is signed to the foregoing instrument, has this day acknowledged the same before me.

Given under my hand this 10th day of June, 2020.

My commission expires Oct. 24, 2021.



Nancy M. Weaver
Notary Public in and for Harrison County
State of West Virginia

(Corporation)

I hereby certify that the foregoing instrument was acknowledged before me this day by _____, _____ of _____, on behalf of the Corporation.

Given under my hand this _____ day of _____, _____.

My commission expires _____.

_____
Notary Public in and for _____
State of _____

(SEAL)

SUBDIVISION STANDARDS CHECKLIST

Standard	Compliance (To be completed by Developer). Yes	No	Concurrence (To be completed by HCPC). Yes	No
1. MONUMENTS	X			
a. Placement		X	X	
b. Material	Rebar & Conc.		X	
c. Size	As required by code		X	
2. STREETS-GENERAL				
a. Crowning	X		X	
b. Grade ≤ 17%	X		X	
c. Grass slope ≤ 5% Cross slope		X		X
d. Right angle intersection	None		N/A	
e. Sight distance at intersection	N/A		N/A	
f. 40' ROW	X			X
g. Rock base	X		X	
h. Paved	X		X	
3. ASPHALT PAVEMENT-RESIDENTIAL				
a. 18' Wide	X		X	
b. 8" Class I aggregate	X			X
c. 2" Wearing course	X			X
d. Engineering fabric	X		X	
4. CONCRETE PAVEMENT-RESIDENTIAL	N/A			
a. 18' Wide			N/A	
b. Welded wire fabric			N/A	
c. Coated dowel bars			N/A	
d. Joint tie bolt assemblies			N/A	
e. 18' Wide			N/A	
f. 6" Depth, rough surface			N/A	
g. Engineering fabric			N/A	

SUBDIVISION STANDARDS CHECKLIST

	Compliance (To be completed by Developer).		Concurrence (To be completed by HCPC). Chad Bell	
Standard	**Yes**	**No**	**Yes**	**No**
5. SHOULDERS-RESIDENTIAL				
a. Width	X			X
b. Class I aggregate				X
6. ASPHALT STREETS-COMMERCIAL, RESIDENTIAL	N/A			
a. 20' Width			N/A	
b. Engineering fabric			N/A	
c. 20' Class I aggregate			N/A	
d. 6" Wearing course			N/A	
7. CONCRETE STREETS-COMMERCIAL, INDUSTRIAL	N/A			
a. 20' Width			N/A	
b. Welded wire fabric			N/A	
c. Coated dowel bars			N/A	
d. Joint tie bolt assemblies			N/A	
e. Engineering fabric			N/A	
f. 8" Depth, roughened			N/A	
8. SHOULDERS-COMMERCIAL, INDUSTRIAL	N/A			
a. 5' Wide			N/A	
b. 4" Class I aggregate			N/A	
9. CUL-DE-SACS				
a. < 600' Length	X			X
b. < 21 Homes	X		X	
c. Adequate turn-around	X		X	
10. MORE THAN 20 SITES, 2 ACCESSES	N/A		N/A	
11. LOTS				
a. 8000 s.f.	X		X	
b. 2000-8000 s.f.		X		X
c. 50' Frontage	X			X
d. Irregular shape		X		X
12. BLOCK LENGTH 400'-1600'	X		X	

SUBDIVISION STANDARDS CHECKLIST

Standard	Compliance (To be completed by Developer). Yes	Compliance (To be completed by Developer). No	Concurrence (To be completed by HCPC). Yes	Concurrence (To be completed by HCPC). No
13. TWO TIER LOT LAYOUT		X		X
14. DRAINAGE EASEMENT CHANNEL + 10'	x			X
15. 10' PEDESTRAIN EASEMENT		X		X
16. DRAINAGE ONTO SITE		X		
17. ALL LOTS DRAIN TO STREET OR TO APPROVED CHANNELS	X		X	
18. MINIMUM DRAINAGE FOR 10 YEAR STORM	x		X	
19.DRAINAGE DESIGNED ON BASIS OF FULL DEVELOPMENT POTENTIAL OF ALL CONTRIBUTING AREAS	X		X	
20. FLOODPLAIN BOUNDARIES SHOWN	x		X	
21.FLOODPLAIN REQUIREMENTS (See attached requirements)				
22. BUILDING SITES < 15%	x		X	
23. HILLSIDE DEVELOPMENT STANDARDS		X	N/A	
a. Building sites > 15%		X	N/A	
b. Existing slopes or proposed cut slopes < 66%	x		N/A	
c. Existing or proposed fill slopes < 50%	x		N/A	
d. Retaining walls, building sites > 15%		X	N/A	
e. Terracing of building sites > 15%		X	N/A	
f. Use of retaining walls, rip rap embankment for manufactured slopes > 15%		X	N/A	
g. Cut and fill slopes rounded and contoured	x		X	

APPLICATION FOR APPROVAL OF
CONSTRUCTION PLANS AND SPECIFICATIONS

Please submit one *(1)* original and
One *(1)* copy of this application,
Including all attachments.

DATE SUBMITTED: _____

DATE APPROVED: _____

1. Subdivision Name: The Meadows at Maulsby Cove

2. Please attach soils report, if required.

3. Please check the plans, specifications and permits required/submitted.

a. Water X
Health Dept. x
Utility Provider x
(includes agreement)

b. Sewer X
Health Dept. X
NPDES X
Utility Provider X
(includes agreement)

c. Grading and Drainage
NPDES X

d. Street x
Plan x
Profile of existing and proposed grades at 50' intervals x
Cross-section x
DOH x

e. Gas x
Utility Provider x

f. Electric x
Utility Provider x

4. Please list names and addresses of all contractors. Attach copies of WV Contractor's License for each.

a. Tom Chiaravell Excavating WV#004220
b.
c.
d.
e.
f.

5. Please attach Subdivision Standards Checklist.

6. Please list and attach any Requests for Variance:

a. None
b.
c.

7. Please attach Design Certification.

8. Please attach proposed construction time schedule.

9. Please submit form of performance guarantee, if applicable.

IMPORTANT

Be advised that construction of any improvements cannot commence unless a Location Improvement Permit is issued by the Harrison County Planning Commission.

Submitted by: _____

CHAPTER 7. COUNTY COMMISSIONS AND OFFICERS.

16

ARTICLE 1. COUNTY COMMISSIONS GENERALLY.

§7-1-1a. Requirements for reforming, altering or modifying a county commission; alternative forms of county government.

(a) A county government may be reformed, altered or modified as follows:

(1) The county commission or county council of the county may pass a resolution making application to the Legislature to reform, alter or modify an existing form of county government in accordance with the requirements of the West Virginia Constitution and this section; or

(2) Ten percent of the registered voters of the county may sign a petition requesting reformation, alteration or modification of the existing form of county government in accordance with the requirements of the West Virginia Constitution and this section.

(b) A county commission or county council seeking to make application to reform, alter or modify its county government pursuant to the provisions of section thirteen, article IX of the West Virginia Constitution shall adopt a resolution containing the following information:

(1) The reasons for the reformation, alteration or modification of the county commission or county government;

(2) The form of the proposed county government selected from the alternatives authorized by this section;

(3) The proposed name of the county government;

(4) When the question of reformation, alteration or modification of the county government will be on the ballot;

(5) How and when the officers of the proposed county government will be elected or appointed, taking into consideration the following:

(A) When the election on the question of reformation, alteration or modification of the county government will be held;

(B) The normal election cycles for county officials; and

(C) The time frames for early and absentee voting provided in article three, chapter three of this code; and

(6) When the new county government will become effective.

(c) Prior to the adoption of a resolution seeking to reform, alter or modify a county commission or county council, the governing body of the county shall publish by a Class II legal advertisement in one

or more newspapers of general circulation throughout the county, in compliance with the provisions of article three, chapter fifty-nine of this code, notice of the proposed changes to the current form of county government. The publication area shall be the entire county. The notice shall summarize the proposed changes to the county government and include the date, time and place for the meeting or meetings in which the resolution will be considered.

(d) After the publication and adoption of the resolution, the following information shall be submitted by the county to the Clerk of the Senate and to the Clerk of the House of Delegates no later than the tenth day of a regular legislative session in which the request for reforming, altering or modifying a county commission or county government is to be considered by the Legislature:

(1) A certified copy of the adopted resolution;

(2) A copy of the required public notice;

(3) The vote on the adoption of the resolution; and

(4) The date the resolution was adopted.

(e) Registered voters of a county seeking to reform, alter or modify the county commission or county council pursuant to section thirteen, article IX of the West Virginia Constitution shall submit a petition, signed by ten percent of the registered voters in the county, to the county commission or county council, setting forth the information required in subsection (b) of this section. Upon receipt of the petition, the county commission or county council shall verify that the signatures on the petition are: (1) Legally registered voters of the county; and (2) equal to ten percent of the registered voters of the county.

(f) The county commission or county council shall, within thirty days of receipt of a Constitutionally defective petition, return it to the petitioners with a written statement as to why the petition is defective. The petitioners may, within ninety days of receipt of the written statement from the county commission or council and after making the necessary changes, resubmit the petition to the county commission or county council.

(g) After verifying that the signatures on the petition meet the Constitutional requirements, the county commission or council shall forward the petition to the Clerk of the Senate and to the Clerk of the House of Delegates no later than the tenth day of a regular legislative session in which the request for reforming, altering or modifying a county commission or county government is to be considered by the Legislature.

(h) After receipt of a certified resolution or verified petition by the Clerk of the Senate and the Clerk of the House of Delegates, the Legislature shall determine whether all Constitutional and statutory requirements have been met. If such requirements have not been met, the certified resolution or verified petition shall be returned with a written statement of the deficiencies. A certified resolution or verified petition may be revised following the procedures set forth in this section for an original submission and then may be resubmitted to the Clerk of the Senate and the Clerk of the House of Delegates for consideration by the Legislature. The requirement that the petition be submitted prior to the tenth day of the legislative session shall not apply to resubmitted resolutions or petitions.

(i) Following passage of an act by the Legislature authorizing an election on the question of reforming, altering or modifying a county commission or council, the question shall be placed on the ballot of the county at the next general election following such passage or, at the expense of the county, a special election.

(j) Following approval of the reformation, alteration or modification of the county commission or council by a majority of the county's registered voters, nomination of the county commission or council members and, where authorized, the chief executive, shall be held in the next primary election or the primary election set forth in the resolution or petition to reform, alter or modify the county commission or council. Election of the county commissioners or council members and, where authorized, the chief executive shall be held in the next general election or the general election set forth in the resolution or petition to change the form of the county commission.

(k) All elections required by this section shall be held in accordance with the provisions of chapter three of this code.

(l) The following are guidelines for forms of county government:

(1) "Chief executive - county commission plan". -- Under this plan:

(A) There shall be a chief executive elected by the registered voters of the county at large and three county commissioners that shall be elected at large;

(B) The commission shall be the governing body;

(C) The chief executive shall have the exclusive authority to supervise, direct and control the administration of the county government. The chief executive shall carry out, execute and enforce all ordinances, policies, rules and regulations of the commission;

(D) The salary of the chief executive shall be set by the Legislature;

(E) Other nonelected officers and employees shall be appointed by the chief executive subject to the approval of the county commission; and

(F) The chief executive shall not be a member of the county commission nor shall he or she hold any other elective office.

(2) "County manager - county commission plan". -- Under this plan:

(A) There shall be a county manager appointed by the county commission and three county commissioners that may be elected at large;

(B) The commission shall be the governing body;

(C) The county manager shall have the exclusive authority to supervise, direct and control the administration of the county government. The county manager shall carry out, execute and enforce all ordinances, policies, rules and regulations of the commission;

(D) The salary of the county manager shall be set by the county commission;

(E) Other nonelected officers and employees shall be appointed by the county manager subject to the approval of the commission; and

(F) The county manager shall not be a member of the county commission nor shall he or she hold any other elective office.

(3) "County administrator - county commission plan". -- Under this plan:

(A) There shall be a county administrator appointed by the county commission and three county commissioners that shall be elected at large;

(B) The commission shall be the governing body;

(C) The county administrator shall have the authority to direct the administration of the county government under the supervision of the county commission. The county administrator shall carry out, execute and enforce all ordinances, policies, rules and regulations of the commission;

(D) The salary of the county administrator shall be set by the county commission;

(E) The county administrator shall appoint or employ all subordinates and employees for whose duties or work he or she is responsible to the commission; and

(F) The county administrator shall not be a member of the county commission nor shall he or she hold any other elective office.

(4) A county council consisting of four or more members that shall be elected at large.

(5) Any form of county government adopted pursuant to section thirteen, article IX of the West Virginia Constitution and this section may, by the methods set forth in this section, return to the traditional county commission or change to another form of county government, as set out in this section.

(m) The purpose of this section is to establish the basic requirements for reforming, altering or modifying a county commission or county council pursuant to section thirteen, article IX of the West Virginia Constitution. The structure and organization of a county government may be specified in greater detail by resolution or ordinance so long as such provisions do not conflict with the purposes and provisions set forth in this section, chapter seven-a of this code or the Constitution.

HARRISON COUNTY COMMISSION
STATEMENT OF EXPENDITURES,ENCUMBRANCES & APPROPRIATIONS
GENERAL FUND
AS OF 03/2021

	APPROPRIATIONS (REVISED)	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	EXPENDED and ENCUMBERED %
001-401-101-00 CO COMMISSION SALARY	124185.00	10348.71	93138.70		31046.30	74.99
001-401-103-00 CO COMMISSION EMPLOYEES	1000000.00	42927.26	655155.14		344844.86	65.51
001-401-104-00 CO COMMISSION FICA	77029.00	4215.14	37033.20		39995.80	48.07
001-401-105-00 CO COMMISSION INSURANCE	1350000.00	114120.66	1056021.62		293978.38	78.22
001-401-106-00 CO COMMISSION RETIREMENT	100690.00	5381.45	53885.37		46804.63	53.51
001-401-108-00 OVERTIME	3000.00	230.46	1714.17		1285.83	57.13
001-401-109-00 EXTRA HELP	67750.00	2723.59	25830.33		41919.67	38.12
001-401-112-00 LONGEVITY	3960.00	307.78	2850.23		1109.77	71.97
001-401-212-00 CO COMMISSIONS PRINTING	5000.00		335.53		4664.47	6.71
001-401-214-00 CO COMMISSIONS TRAVEL	15000.00		131.91		14868.09	.87
001-401-218-00 CO COMMISSION POSTAGE	250000.00	93.74	152719.01		97280.99	61.08
001-401-219-00 RENTS/CO COMM	10000.00		4362.27		5637.73	43.62
001-401-220-00 CO COMMISSION ADVERTISING	175000.00	19345.59	127710.77		47289.23	72.97
001-401-221-00 CO COMMISSION TRAINING	15000.00		286.67		14713.33	1.91
001-401-222-00 CO COMMISSION DUES & SUBS	75000.00	10607.38	13110.11		61889.89	17.48
001-401-223-00 CO COMM PROF SERVICES	400000.00	31263.33	307213.06		92786.94	76.80
001-401-224-00 CO COMMISSION AUDITS	60000.00		59315.00		685.00	98.85
001-401-226-00 CO COMM OFFICIAL BONDS	250000.00	-4287.74	-857.97		250857.97	-.34
001-401-232-00 BANK FEES/CHARGES	1000.00				1000.00	
001-401-236-00 REFUNDING ERR PYMTS COMM	1000.00				1000.00	
001-401-237-00 OTHER TAXES AND FEES	16000.00		11147.46		4852.54	69.67
001-401-240-00 REFUNDS & REIMBURSEMENTS	10000.00	96.00	1805.77		8194.23	18.05
001-401-457-00 CAPITAL OUTLA BLDGS	50000.00				50000.00	
001-401-458-00 CAPITOL OUTLAY/IMPROVEMEN	650000.00		192230.00		457770.00	29.57
001-401-458-01 CAP OUTLAY-JUDICIAL ANNEX	1000.00		870.00		130.00	87.00

	APPROPRIATIONS (REVISED)	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	EXPENDED and ENCUMBERED %
001-401-458-03						
GENERAL SERVICES ANNEX	400000.00	297008.21	373105.70		26894.30	93.27
001-401-458-04						
CAPITAL OUTLAY SR CENTER	75000.00		51850.00		23150.00	69.13
001-401-458-06						
CAP OUTLAY-MAINT GARAGE	125000.00		123451.00		1549.00	98.76
001-401-458-07						
W MAIN ST PROPERTY	175000.00	13413.62	22135.74		152864.26	12.64
001-401-458-08						
AIRPORT PROPERTY	220000.00	68790.96	103186.44		116813.56	46.90
001-401-458-09						
E THRASHER PROPERTY	175000.00	174000.00	174000.00		1000.00	99.42
001-401-459-00						
CO COMM CAP OUT EQUIPMENT	278848.00	3180.74	18393.13		260454.87	6.59
001-401-566-00						
TRANSFER TO OTHER FUNDS	150000.00				150000.00	
001-401-567-00						
CNTRB TO OTHER GOV UNIT	5000.00				5000.00	
001-401-568-00						
CONTRIBUTIONS	5000.00				5000.00	
TOTALS FOR 401 COUNTY COMMISSION	6319462.00	793766.88	3662130.36		2657331.64	57.95

	APPROPRIATIONS (REVISED)	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	EXPENDED and ENCUMBERED %
001-402-101-00 COUNTY CLERKS SALARY	62093.00	5174.42	45158.55		16934.45	72.72
001-402-103-00 CO CLERK DEPUTIES	639597.00	48026.29	489715.71		149881.29	76.56
001-402-104-00 CO CLERK FICA	55988.00	4005.12	35873.67		20114.33	64.07
001-402-106-00 CO CLERK RETIREMENT	73187.00	5405.12	55377.69		17809.31	75.66
001-402-108-00 OVERTIME/CO CLERKS OFFICE	7000.00	245.37	7035.78		-35.78	100.51
001-402-109-00 EXTRA HELP	15500.00	810.00	3570.00		11930.00	23.03
001-402-112-00 LONGEVITY	7680.00	605.00	5584.86		2095.14	72.71
001-402-212-00 CO CLERK PRINTING	500.00	120.00	120.00		380.00	24.00
001-402-214-00 CO CLERK TRAVEL	2000.00		108.68		1891.32	5.43
001-402-221-00 CO CLERK TRAINING	1500.00		371.00		1129.00	24.73
001-402-222-00 COUNTY CLERK'S DUES	1500.00	264.00	914.00		586.00	60.93
001-402-223-00 PROFESSIONAL SERVICES	500.00				500.00	
001-402-341-00 CO CLERK MAT & SUPPLIES	10000.00	1869.29	11107.22		-1107.22	111.07
001-402-342-00 CO CLERK RECORD BOOKS	22500.00		7472.46		15027.54	33.21
001-402-459-00 CO CLERKS/NEW EQUIPMENT	1500.00		1047.98		452.02	69.86
TOTALS FOR 402 COUNTY CLERK	901045.00	66524.61	663457.60		237587.40	73.63

ISSUE - Reviewed w/ E. Wilson

HARRISON COUNTY COMMISSION
STATEMENT OF EXPENDITURES,ENCUMBRANCES & APPROPRIATIONS
GENERAL FUND
AS OF 03/2021

	APPROPRIATIONS (REVISED)	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	EXPENDED and ENCUMBERED %
001-403-101-00						
CIRCUIT CLERKS SALARY	62093.00	5174.41	46569.75		15523.25	75.00
001-403-103-00						
CIR CLERK DEPUTY SALARIES	544349.00	43115.46	409516.58		134832.42	75.23
001-403-104-00						
CIRCUIT CLERKS FICA	48836.00	3625.99	30900.04		17935.96	63.27
001-403-106-00						
CIR CLERKS RETIREMENT	63838.00	4876.95	47198.76		16639.24	73.93
001-403-108-00						
OVERTIME/CIR CLKS OFFICE	10000.00	34.72	10954.81		-954.81	109.54
001-403-109-00						
EXTRA HELP	16000.00	1136.25	12086.55		3913.45	75.54
001-403-112-00						
LONGEVITY	5940.00	445.00	3995.69		1944.31	67.26
001-403-212-00						
CIRCUIT CLERKS PRINTING	2000.00		787.35		1212.65	39.36
001-403-214-00						
CIRCUIT CLERKS TRAVEL	2250.00				2250.00	
001-403-221-00						
CIRCUIT CLERKS TRAINING	3000.00				3000.00	
001-403-222-00						
CIR CLERKS DUES & SUBS	100.00	300.00	300.00		-200.00	300.00
001-403-341-00						
CIRCUIT CLERKS MAT & SUPP	11500.00	95.50	748.77		10751.23	6.51
001-403-342-00						
CIR CLERKS RECORD BOOKS	1500.00	214.75	1339.75		160.25	89.31
001-403-459-00						
NEW EQUIPMENT/CIR CLERK	3000.00				3000.00	
TOTALS FOR 403 CIRCUIT CLERK	774406.00	59019.03	564398.05		210007.95	72.88

HARRISON COUNTY COMMISSION
STATEMENT OF EXPENDITURES,ENCUMBRANCES & APPROPRIATIONS
GENERAL FUND
AS OF 03/2021

	APPROPRIATIONS (REVISED)	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	EXPENDED and ENCUMBERED %
001-404-101-00						
SHERIFFS SALARY	50266.00	4188.84	37699.51		12566.49	75.00
001-404-102-00						
SHERIFF COMMISSION	15000.00		15000.00			100.00
001-404-103-00						
SHERIFFS TAX DEPUTIES	484625.00	35119.55	352450.37		132174.63	72.72
001-404-104-00						
SHERIFF & TAX OFF FICA	43771.00	3063.43	27035.79		16735.21	61.76
001-404-106-00						
SHERIFF & TAX OFF RET	57217.00	4026.60	41909.16		15307.84	73.24
001-404-108-00						
OVERTIME/TAX OFFICE	2000.00	302.51	6810.60		-4810.60	340.53
001-404-109-00						
EXTRA HELP	9000.00	1616.30	2615.39		6384.61	29.05
001-404-112-00						
LONGEVITY	11280.00	655.00	6374.16		4905.84	56.50
001-404-212-00						
TAX OFFICE PRINTING	2500.00				2500.00	
001-404-214-00						
TAX OFFICE TRAVEL	1000.00		490.00		510.00	49.00
001-404-221-00						
TAX OFFICE TRAINING	5700.00		875.00		4825.00	15.35
001-404-222-00						
DUES & SUBSCRIPTIONS	60.00		50.00		10.00	83.33
001-404-341-00						
TAX OFFICE MAT & SUPPLIES	5050.00	808.43	2347.43		2702.57	46.48
001-404-342-00						
TAX OFFICE RECORD BOOKS	1600.00				1600.00	
001-404-459-00						
NEW EQUIPMENT-COMPUTER	3000.00	944.00	2232.89		767.11	74.42
TOTALS FOR 404 TAX OFFICE	692069.00	50724.66	495890.30		196178.70	71.65

	APPROPRIATIONS (REVISED)	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	EXPENDED and ENCUMBERED %
001-405-101-00						
PROS ATTY SALARY	108192.00	9016.00	81144.00		27048.00	75.00
001-405-103-00						
PROS ATTY EMPLOYEE SALARY	1586159.00	130277.84	1187156.74		399002.26	74.84
001-405-104-00						
PROS ATTY FICA	131642.00	10407.17	83592.89		48049.11	63.50
001-405-106-00						
PROS ATTY RETIREMENT	171980.00	14054.44	127934.06		44045.94	74.38
001-405-108-00						
OVERTIME	1000.00		148.27		851.73	14.82
001-405-109-00						
EXTRA HELP	10500.00		5518.75		4981.25	52.55
001-405-112-00						
LONGEVITY	15000.00	1250.00	11072.97		3927.03	73.81
001-405-212-00						
PROS ATTY PRINTING	2000.00		142.00		1858.00	7.10
001-405-214-00						
PROS ATTY TRAVEL	10000.00				10000.00	
001-405-221-00						
PROS ATTY TRAINING	7500.00		275.00		7225.00	3.66
001-405-222-00						
PROS ATTY DUES & SUBS	12500.00	24.04	1236.17		11263.83	9.88
001-405-223-00						
PROS ATTY PROF SERVICES	6000.00	542.85	6816.45		-816.45	113.60
001-405-230-00						
CONTRACTUAL	5000.00				5000.00	
001-405-233-00						
PROS ATTY INVESTIGATIONS	1250.00				1250.00	
001-405-240-00						
REFUNDS/REIMBURSEMENTS	100.00				100.00	
001-405-341-00						
PROS ATTY MAT & SUPPLIES	11250.00	344.17	1352.99		9897.01	12.02
001-405-349-00						
CHARGES TO OTHER GOV UNIT	100.00				100.00	
001-405-459-00						
NEW EQUIPMENT	12500.00		2775.00		9725.00	22.20
TOTALS FOR 405 PROSECUTING ATTORNEY	2092673.00	165916.51	1509165.29		583507.71	72.11

move $1000 TO ↓

REQUEST FROM P.A. TO MOVE $1000 FROM TRAVEL TO PRO. SERV.

HARRISON COUNTY PROSECUTING ATTORNEY'S OFFICE
RACHEL ROMANO, PROSECUTING ATTONEY

Memo

To: Willie Parker

From: Rachel Romano

Date: March 15, 2021

Re: Budget Revision

Please make the following line item budget revisions to the current 2020-2021 budget for the Prosecuting Attorney's Office:

From:
405-214 Travel $1,000.00

To:
405-223 Professional Services $1,000.00

Rachel Romano

Signature Line

	APPROPRIATIONS (REVISED)	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	EXPENDED and ENCUMBERED %
001-406-101-00						
ASSESSOR SALARY	50266.00	4188.84	37699.51		12566.49	75.00
001-406-102-00						
ASSRS SUPPLEP & AGRIC	25000.00		22873.62		2126.38	91.49
001-406-103-00						
ASSESSORS DEPUTIES SALARY	905525.00	70612.87	683809.96		221715.04	75.51
001-406-104-00						
ASSESSORS & DEPUTIES FICA	77505.00	5561.49	49573.58		27931.42	63.96
001-406-106-00						
ASSR & DEPUTIES RET	101313.00	7589.55	75678.13		25634.87	74.69
001-406-108-00						
OVERTIME/ASSESSORS OFFICE	8000.00		1263.76		6736.24	15.79
001-406-109-00						
EXTRA HELP	7000.00		3888.00		3112.00	55.54
001-406-112-00						
LONGEVITY	17340.00	1261.20	10811.95		6528.05	62.35
001-406-212-00						
ASSESSORS PRINTING	8000.00		3696.61		4303.39	46.20
001-406-214-00						
ASSESSORS TRAVEL	2250.00				2250.00	
001-406-220-00						
ADVERTISING	2000.00				2000.00	
001-406-221-00						
ASSESSORS TRAINING	7000.00				7000.00	
001-406-222-00						
ASSESSORS DUES & SUBS	1000.00				1000.00	
001-406-341-00						
ASSESSOR MAT & SUPPLIES	8500.00	1889.91	5903.84		2596.16	69.45
001-406-342-00						
ASSESSORS RECORD BOOKS	4000.00		2933.22		1066.78	73.33
001-406-459-00						
ASSESSOR/NEW EQUIPMENT	6500.00		464.00		6036.00	7.13
TOTALS FOR 406 ASSESSOR	1231199.00	91103.86	898596.18		332602.82	72.98

	APPROPRIATIONS (REVISED)	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	EXPENDED and ENCUMBERED %
001-408-349-00						
RE/APPRAISAL PMT SERVICE	125000.00	47420.68	103812.05		21187.95	83.04
TOTALS FOR 408 STATE COMPUTER NETWK	125000.00	47420.68	103812.05		21187.95	83.04

	APPROPRIATIONS (REVISED)	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	EXPENDED and ENCUMBERED %
001-412-103-00						
EXT OFFICE SALARIES	104250.00	5601.11	55158.62		49091.38	52.90
001-412-104-00						
EXT OFFICE FICA	10111.00	439.79	3773.54		6337.46	37.32
001-412-106-00						
EXT OFFICE RETIREMENT	10603.00	579.96	5648.84		4954.16	53.27
001-412-108-00						
OVT/EMPLOYEES/EXTENSION	1000.00	133.55	730.30		269.70	73.03
001-412-112-00						
LONGEVITY	780.00	65.00	560.93		219.07	71.91
001-412-214-00						
EXT OFFICE TRAVEL	4000.00		99.00		3901.00	2.47
001-412-222-00						
EXT OFFICE DUES	400.00				400.00	
001-412-230-00						
EXT OFFICE WORK STUDY	10516.00				10516.00	
001-412-341-00						
MATERIALS & SUPPLIES	3064.00				3064.00	
001-412-459-00						
NEW EQUIPMENT/EXTENSION	4000.00				4000.00	
TOTALS FOR 412 EXTENSION OFFICE	148724.00	6819.41	65971.23		82752.77	44.35

	APPROPRIATIONS (REVISED)	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	EXPENDED and ENCUMBERED %
001-413-103-00						
ELECTION/POLL WORKERS	113000.00		71024.89		41975.11	62.85
001-413-103-01						
ELECTIONS/EARLY VOTING	11000.00		20672.21		-9672.21	187.92
001-413-104-00						
ELECTIONS EXTRA HELP FICA	3224.00		3007.04		216.96	93.27
001-413-106-00						
RETIREMENT/REG EMPLOYEES	600.00		10.32		589.68	1.72
001-413-108-00						
OVERTIME/ELECTION	11000.00		10626.69		373.31	96.60
001-413-109-00						
EXTRA HELP	10000.00		21223.64		-11223.64	212.23
001-413-212-00						
ELECTIONS PRINTING	5000.00		3314.10		1685.90	66.28
001-413-214-00						
TRAVEL	2500.00		1540.96		959.04	61.63
001-413-219-00						
RENTS POLL PLACES	6500.00		5000.00		1500.00	76.92
001-413-221-00						
TRAINING	2500.00				2500.00	
001-413-223-00						
ELECTION/WORKERS	4500.00				4500.00	
001-413-223-01						
BALLOT COMMISSIONERS	1250.00		750.00		500.00	60.00
001-413-223-02						
JANITORIAL	3500.00		2320.00		1180.00	66.28
001-413-223-03						
LABOR	3000.00		476.91		2523.09	15.89
001-413-341-00						
ELECTIONS MAT & SUPPLIES	90000.00		91576.19		-1576.19	101.75
001-413-342-00						
RECORD BOOKS ELECTIONS	500.00				500.00	
001-413-459-00						
NEW EQUIPMENT ELECTIONS	127500.00		125681.25		1818.75	98.57
TOTALS FOR 413 ELECTIONS	395574.00		357224.20		38349.80	90.30

	APPROPRIATIONS (REVISED)	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	EXPENDED and ENCUMBERED %
001-415-103-00						
MAG COURT WC FUND CLERK	15996.00	615.00	5022.45		10973.55	31.39
001-415-104-00						
MAG COURT WC FUND FICA	992.00	47.05	307.03		684.97	30.95
TOTALS FOR 415 MAGISTRATE COURT	16988.00	662.05	5329.48		11658.52	31.37

	APPROPRIATIONS (REVISED)	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	EXPENDED and ENCUMBERED %
001-416-223-00						
MENTAL HYGIENE PROF SERV	7500.00				7500.00	
001-416-234-00						
MENTAL HYGIENE EXTRADITIO	2500.00				2500.00	
001-416-341-00						
MATERIALS & SUPPLIES	2500.00	111.00	1467.50		1032.50	58.70
TOTALS FOR 416 CIR CT MENTAL HYGIENE	12500.00	111.00	1467.50		11032.50	11.74

	APPROPRIATIONS (REVISED)	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	EXPENDED and ENCUMBERED %
001-424-103-00						
COURTHOUSE SALARIES	660000.00	48681.06	472555.34		187444.66	71.59
001-424-104-00						
COURTHOUSE FICA	51397.00	3860.95	32026.77		19370.23	62.31
001-424-106-00						
COURT HOUSE RETIREMENT	67186.00	5106.26	48834.01		18351.99	72.68
001-424-108-00						
OVERTIME	7500.00	1616.45	8948.06		-1448.06	119.30
001-424-112-00						
LONGEVITY	9360.00	764.72	6715.94		2644.06	71.75
001-424-211-00						
TELEPHONE	140000.00	1891.31	79851.23		60148.77	57.03
001-424-213-00						
CTH UTILITIES	400000.00	62452.99	315166.87		84833.13	78.79
001-424-215-00						
CTH M & R BUILDING	125000.00	7041.79	36078.63		88921.37	28.86
001-424-216-00						
CTH M & R EQUIPMENT	75000.00		45300.58		29699.42	60.40
001-424-219-00						
COURTHOUSE RENTS	105000.00	12541.23	103702.29		1297.71	98.76
001-424-223-00						
CTH PROFESSIONAL SERVICES	75000.00	584.79	52170.26		22829.74	69.56
001-424-226-00						
COURTHOUSE INSURANCE	425000.00		2502.00		422498.00	.58
001-424-228-00						
COURTHOUSE FREIGHT	500.00				500.00	
001-424-230-00						
COURTHOUSE CONTRACTURAL	200000.00	15031.89	123244.25		76755.75	61.62
001-424-231-00						
CTH FIRE SERVICE FEE	20000.00	86.40	10624.36		9375.64	53.12
001-424-236-00						
CTH REFUNDING ERR PYMTS	550.00				550.00	
001-424-237-00						
OTHER TAXES AND FEES	1000.00				1000.00	
001-424-341-00						
CTH MATERIALS & SUPPLIES	300000.00	24532.75	240854.07		59145.93	80.28
001-424-342-00						
COURTHOUSE RECORD BOOKS	25000.00		9993.08		15006.92	39.97
001-424-347-00						
COURTHOUSE EXPENSES	25000.00				25000.00	
001-424-353-00						
COMPUTER SOFTWARE	5000.00				5000.00	
001-424-457-00						
CAPITAL OUTLAY BUILDING	10000.00		7840.00		2160.00	78.40
001-424-458-00						
CTH CAPITOL OUTLAY LAND	50000.00				50000.00	
001-424-459-00						
CTH CAPITOL OUTLAY EQUIP	185000.00	886.00	8883.72		176116.28	4.80

REQUEST IS to MOVE TO 700

HARRISON COUNTY COMMISSION
STATEMENT OF EXPENDITURES,ENCUMBRANCES & APPROPRIATIONS
GENERAL FUND
AS OF 03/2021

	APPROPRIATIONS (REVISED)	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	EXPENDED and ENCUMBERED %
TOTALS FOR 424 COURTHOUSE	2962493.00	185078.59	1605291.46		1357201.54	54.18

	APPROPRIATIONS (REVISED)	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	EXPENDED and ENCUMBERED %
001-429-222-00						
DUES - REGION VI	20730.00		20730.00			100.00
TOTALS FOR 429 REGION VI	20730.00		20730.00			100.00

	APPROPRIATIONS (REVISED)	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	EXPENDED and ENCUMBERED %
001-439-103-00						
PLANNING SALARIES	275000.00	21979.87	204864.88		70135.12	74.49
001-439-104-00						
PLANNING FICA	21392.00	1647.31	13487.99		7904.01	63.05
001-439-106-00						
PLANNING RETIREMENT	27964.00	2243.38	20826.23		7137.77	74.47
001-439-108-00						
PLANNING/OVERTIME	500.00	108.87	379.04		120.96	75.80
001-439-112-00						
LONGEVITY	4140.00	345.00	3010.46		1129.54	72.71
001-439-212-00						
PLANNING PRINTING	500.00				500.00	
001-439-214-00						
PLANNING TRAVEL	500.00		49.39		450.61	9.87
001-439-219-00						
RENTS/PLANNING	1500.00				1500.00	
001-439-220-00						
PLANNING ADVERTISING	500.00				500.00	
001-439-221-00						
PLANNING TRAINING	1000.00				1000.00	
001-439-222-00						
PLANNING DUES & SUBS	500.00		765.00		-265.00	153.00
001-439-223-00						
PLANNING PROF SERVICES	35000.00		5800.85		29199.15	16.57
001-439-230-00						
CONTRACTUAL	5000.00				5000.00	
001-439-341-00						
PLANNING MAT & SUPPLIES	3500.00		15.00		3485.00	.42
001-439-458-00						
RAILS TO TRAILS PROJECT	225000.00	49677.54	93858.13		131141.87	41.71
001-439-458-01						
NUISANCE ORDINANCE PROJ	150000.00	400.00	24694.40		125305.60	16.46
001-439-459-00						
PLANNING NEW EQUIPMENT	500.00				500.00	
TOTALS FOR 439 PLANNING COMMISSION	752496.00	76401.97	367751.37		384744.63	48.87

	APPROPRIATIONS (REVISED)	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	EXPENDED and ENCUMBERED %
001-699-600-00						
CONTIGENCY	36712.00				36712.00	
TOTALS FOR 699 CONTINGENCIES	36712.00				36712.00	

	APPROPRIATIONS (REVISED)	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	EXPENDED and ENCUMBERED %
001-700-103-00						
LAW ENFORCEMENT SALARIES	2659431.00	202122.91	2031214.14		628216.86	76.37
001-700-103-03						
PRO-SCHOOLS SALARY	260485.00	20263.79	201005.45		59479.55	77.16
001-700-103-04						
ADMINISTRATIVE SALARY	145050.00	12395.68	113886.63		31163.37	78.51
001-700-103-05						
LE-ANALYST/DATA ENTRY	23500.00		32541.85		-9041.85	138.47
001-700-104-00						
LAW ENFORCEMENT FICA	203446.00	20788.77	181774.10		21671.90	89.34
001-700-104-05						
LE-ANALYST/DATA ENTRY	1798.00				1798.00	
001-700-106-00						
LAW ENFORCEMENT RETIREMEN	356228.00	33303.37	332995.76		23232.24	93.47
001-700-106-05						
LE-ANALYST/DATA ENTRY	2350.00				2350.00	
001-700-108-00						
LAW ENFORCEMENT OVERTIME	250000.00	41575.82	235181.71		14818.29	94.07
001-700-112-00						
LONGEVITY	35640.00	2725.00	26247.16		9392.84	73.64
001-700-211-00						
LAW ENFORCEMENT TELEPHONE	2500.00		1800.00		700.00	72.00
001-700-213-00						
LAW ENFORCEMENT UTILITIES	2500.00	161.16	1112.44		1387.56	44.49
001-700-214-00						
LAW ENFORCEMENT TRAVEL	5000.00	179.35	1113.46		3886.54	22.26
001-700-216-00						
MAINTENANCE & REP EQUIP	10000.00	11.00	2317.08		7682.92	23.17
001-700-219-00						
LAW ENFORCEMENT RENTS	27000.00	3372.28	20894.72		6105.28	77.38
001-700-221-00						
LAW ENFORCEMENT TRAINING	30000.00	7516.21	15088.95		14911.05	50.29
001-700-222-00						
LAW ENF DUES & SUBS	4000.00	285.00	2770.00		1230.00	69.25
001-700-223-00						
PROFESSIONAL SERVICE	37000.00	9393.84	25878.16		11121.84	69.94
001-700-225-00						
LAW ENF LAUNDRY & DRY CLE	12000.00		3654.57		8345.43	30.45
001-700-233-00						
INVESTIGATIVE FUNDS	15000.00	1133.86	14421.00		579.00	96.14
001-700-341-00						
LAW ENF MAT & SUPPLIES	15000.00	2669.50	8074.73		6925.27	53.83
001-700-345-00						
LAW ENFORCEMENT UNIFORMS	25000.00	1176.37	21486.97		3513.03	85.94
001-700-459-00						
NEW EQUIP-LAW ENFORCEMENT	275000.00	23653.65	246430.41		28569.59	89.61
TOTALS FOR 700 SHERIFF LAW ENFORCE	4397928.00	382727.56	3519889.29		878038.71	80.03

REQUEST TO ADD $ FROM 424 & 701

	APPROPRIATIONS (REVISED)	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	EXPENDED and ENCUMBERED %
001-701-103-00						
SALARIES/SERV OF PROCESS	201034.00	16204.81	157498.61		43535.39	78.34
001-701-104-00						
FICA SERVICE OF PROCESS	16019.00	1223.61	10308.18		5710.82	64.34
001-701-106-00						
RETIREMENT SER OF PROCESS	20940.00	1728.92	16529.49		4410.51	78.93
001-701-108-00						
OVERTIME PROCESS	5000.00	772.25	5049.61		-49.61	100.99
001-701-112-00						
LONGEVITY	3360.00	280.00	2458.26		901.74	73.16
001-701-219-00						
SERVICE OF PROCESS RENTS	1500.00	171.33	1587.36		-87.36	105.82
001-701-221-00						
TRAINING/PROCESS	1200.00				1200.00	
001-701-225-00						
PROCESS DRY CLEANING	1000.00	99.50	268.77		731.23	26.87
001-701-341-00						
PROCESS MATERIALS & SUPPS	1500.00	69.99	114.98		1385.02	7.66
001-701-345-00						
SERVICE PROCESS UNIFORMS	3250.00		192.45		3057.55	5.92
001-701-459-00						
PROCESS NEW EQUIPMENT	25000.00	3036.99	4036.44		20963.56	16.14
TOTALS FOR 701 SERVICE OF PROCESS	279803.00	23587.40	198044.15		81758.85	70.77

REQUEST TO MOVE TO 700 REQUIRES APPROVAL FROM SHERIFF

	APPROPRIATIONS (REVISED)	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	EXPENDED and ENCUMBERED %
001-703-103-00						
SALARIES/CO JAIL/NON REMB	199628.00	16186.21	154533.90		45094.10	77.41
001-703-104-00						
FICA/CO JAIL NON REIMB	15709.00	1186.15	9909.39		5799.61	63.08
001-703-106-00						
RET/CO JAIL NON REIMB	20535.00	1695.34	15803.30		4731.70	76.95
001-703-108-00						
OVERTIME/CO JAIL NON REIM	2000.00	457.23	845.02		1154.98	42.25
001-703-112-00						
LONGEVITY	3720.00	310.00	2649.13		1070.87	71.21
001-703-341-00						
MATERIALS & SUPPLIES	1500.00				1500.00	
001-703-345-00						
UNIFORMS/CO JAIL NON REIM	3000.00		1200.91		1799.09	40.03
TOTALS FOR 703 JAIL STAGING AREA	246092.00	19834.93	184941.65		61150.35	75.15

← > 75%

	APPROPRIATIONS (REVISED)	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	EXPENDED and ENCUMBERED %
001-704-344-00						
REGIONAL JAIL/FOOD/DRUGS	2300000.00	109334.50	1107434.00		1192566.00	48.14
TOTALS FOR 704 REGIONAL JAIL	2300000.00	109334.50	1107434.00		1192566.00	48.14

	APPROPRIATIONS (REVISED)	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	EXPENDED and ENCUMBERED %
001-705-103-00						
HOME CONFINEMENT SALARY	50700.00	3640.95	34996.43		15703.57	69.02
001-705-104-00						
HOME CONFINEMENT FICA	4125.00	270.14	1961.56		2163.44	47.55
001-705-106-00						
HOME CONFINEMENT RET	6470.00	458.73	3920.10		2549.90	60.58
001-705-108-00						
HOME CONFINEMENT OVTM	2500.00	151.74	490.73		2009.27	19.62
001-705-112-00						
LONGEVITY	720.00	30.00	459.19		260.81	63.77
TOTALS FOR 705 HOME CONFINEMENT	64515.00	4551.56	41828.01		22686.99	64.83

	APPROPRIATIONS (REVISED)	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	EXPENDED and ENCUMBERED %
001-713-567-01						
CLARKSBURG FIRE DEPT	15000.00		9213.70		5786.30	61.42
001-713-567-02						
BRIDGEPORT FIRE DEPT	15000.00				15000.00	
001-713-567-03						
ANMOORE VFD	30000.00		30000.00			100.00
001-713-567-04						
JOHNSTOWN VFD	30000.00		30000.00			100.00
001-713-567-05						
LOST CREEK VFD	30000.00				30000.00	
001-713-567-06						
LUMBERPORT VFD	30000.00	11315.49	11315.49		18684.51	37.71
001-713-567-07						
MT CLARE VFD	30000.00		28000.00		2000.00	93.33
001-713-567-08						
NUTTER FORT VFD	30000.00		30000.00			100.00
001-713-567-09						
REYNOLDSVILLE VFD	30000.00	8388.96	30000.00			100.00
001-713-567-10						
SALEM VFD	30000.00	10867.67	19944.57		10055.43	66.48
001-713-567-11						
SHINNSTON VFD	30000.00		30000.00			100.00
001-713-567-12						
SPELTER VFD	30000.00	3402.05	22659.61		7340.39	75.53
001-713-567-13						
STONEWOOD VFD	30000.00		30000.00			100.00
001-713-567-14						
SUMMIT PARK VFD	30000.00		30000.00			100.00
001-713-567-15						
WALLACE VFD	30000.00		25988.79		4011.21	86.62
001-713-567-16						
WEST MILFORD VFD	30000.00	30000.00	30000.00			100.00
TOTALS FOR 713 VOL FIRE DEPTS	450000.00	63974.17	357122.16		92877.84	79.36

	APPROPRIATIONS (REVISED)	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	EXPENDED and ENCUMBERED %
001-717-103-00						
CENTRAL GARAGE SALARIES	145000.00	10970.23	106034.39		38965.61	73.12
001-717-104-00						
CENTRAL GARAGE FICA	11163.00	789.11	6529.96		4633.04	58.49
001-717-106-00						
CENTRAL GARAGE RET	14592.00	1118.07	10715.00		3877.00	73.43
001-717-108-00						
OVERTIME	1500.00	175.60	805.42		694.58	53.69
001-717-112-00						
LONGEVITY	420.00	35.00	301.51		118.49	71.78
001-717-215-00						
CENT GARAGE M & R BLDG	500.00				500.00	
001-717-216-00						
CENT GARAGE M & R EQUIP	2500.00		371.95		2128.05	14.87
001-717-217-00						
CENT GARAGE M & R AUTO	60000.00	5937.01	9845.37		50154.63	16.40
001-717-223-00						
PROFESSIONAL SERVICES	500.00		75.00		425.00	15.00
001-717-230-00						
CENT GARAGE CONTRACTURAL	1000.00		556.00		444.00	55.60
001-717-240-00						
REFUNDS/REIMBURSEMENTS	500.00				500.00	
001-717-341-00						
CENT GARAGE MAT & SUPP	32500.00	11540.60	46774.20		-14274.20	143.92
001-717-343-00						
CENT CAR GAS OIL & TIRES	225000.00	27932.45	149983.32		75016.68	66.65
001-717-347-00						
CENT GARAGE INVENTORY	13500.00				13500.00	
001-717-459-00						
CENT GAR CAP OUTLAY EQUIP	2500.00				2500.00	
TOTALS FOR 717 CENTRAL GARAGE	511175.00	58498.07	331992.12		179182.88	64.94

	APPROPRIATIONS (REVISED)	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	EXPENDED and ENCUMBERED %
001-916-568-00						
CONTRIBUTIONS LIBRARIES	256264.00	128132.00	256263.50		.50	99.99
001-916-568-01						
CONTRIBUTIONS	24000.00				24000.00	
TOTALS FOR 916 LIBRARIES	280264.00	128132.00	256263.50		24000.50	91.43

	APPROPRIATIONS (REVISED)	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	EXPENDED and ENCUMBERED %
TOTALS FOR GENERAL FUND	25011848.00	2334189.44	16318729.95		8693118.05	65.24

	APPROPRIATIONS (REVISED)	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	EXPENDED and ENCUMBERED %
REPORT TOTALS	25011848.00	2334189.44	16318729.95		8693118.05	65.24

19

Harrison Taylor E911
Director / Deputy Director
What We Do

Do what is needed, when it is needed

Duties & tasks often fluctuate between positions

When something needs attention, time of day and day of week are frequently non-factors; mission critical components receive all due attention and effort

Tasks & duties often shared, who takes primary role based on subject matter and strength of the individual

E911 Director takes lead on matters of technology, E911 Deputy Director takes lead on day-to-day administrative duties

Problem solving in various forms at various times for various reasons

Ongoing review of operational enhancements and improvements

The following is not all-inclusive

E911 Director Primary / E911 Deputy Director Secondary

Oversee five network operations – CAD, Radio, Phone, Teletype & Courthouse; monitor security status between networks and do all within reason to have the ability to isolate E911 systems in case of planned and unplanned interruptions of service, cyberattacks, etc.

Orchestrate rerouting of E911 core services to standby systems when primary delivery mechanisms become non-functional for reasons beyond Harrison Taylor E911 control

Coordinate site security and grounds keeping needs for radio tower sites

Extensive dealings with outside entities including but not limited to vendors, repair and maintenance services, other County PSAPs on projects such as radio systems, computer networks, CAD systems and telephone (sharing knowledge and experiences)

Changes to system software/operating systems – updates, changeovers, monitoring current systems while keeping an eye on the future in terms of new and emerging technologies and how it may affect productivity and budgetary needs; examples are location based products such as RapidSOS and What 3 Words

Called upon to share knowledge and experience with a number of local, State and Federal entities, troubleshooting and some levels of maintenance

Fielding questions from various local and County entities when they don't know who to ask or what it is they're asking for

Network Security – constant review of virtual private networks, firewall integrity as it relates to member agencies, City, County and State entities and their access to E911 computer aided dispatch information; have cultivated good working relationship with local Federal entities in matters of radio and data communications

Maintaining system tools used by E911 and member agencies, including but not limited to voice and data, CAD, RMS and Mapping

Manage routine maintenance and software updates for E911 dispatch computer workstations, E911 admin computers and system servers

Respond to the unexpected in matters including but not limited to radio systems, computer malfunctions and a host of related public safety oriented system failures as they happen; time spent on resolution varies depending on severity, sometimes requires comprehensive evaluation and after-action discussion

Engagements with the public in matters including but not limited to address clarifications, information on first responder agencies and directing those inquiring to appropriate authorities as needed

Regular meetings with E911 shift leaders to review, discuss and consider matters pertaining to public safety dispatch

Compile and disseminate data, sometimes on short notice, to various governmental agencies upon request

E911 Deputy Director Primary / E911 Director Secondary

Coordinate routine and as-needed duties as relates to site security of and integrity of JSJOC, including but not limited to security entrances, minor electrical, plumbing and HVAC work (filter replacements) as feasible during regular and after hours, weekends and holidays

Coordinate grounds keeping duties at JSJOCs, including but not limited to clearing of brush and weeds, shoveling snow, treatment of walkways after hours, weekends and holidays, waste management

Manage incoming and outgoing mail and paperwork to and from JSJOC from Courthouse, vendors, utilities, etc.

Field calls on admin lines as events necessitate, forwarding to appropriate authorities as needed

During the COVID-19 event, performed duties including but not limited to management of check-in station, check-in form collection and dissemination, CAD system updates relating to matters of first responder safety, consultations with Commission Office, OEM and Health Department, fielding questions, comments and observations from staff and member agencies

Perform duties as required as Keeper of Records, including but not limited to fielding of requests for CAD reports, audio recordings and/or statistical data from member agencies, law firms and the public, court appearances to present and testify as to the validity of records and submittals to WV Secretary of State FOIA Database as necessary

Collect and review E911 daily attendance sheets and compare to Paycom employee time cards for accuracy and completeness; overall management and consultation in creation and maintenance of staff schedules; review and approve staff time cards in Paycom at end of each pay period

Assist in processing of requests for criminal background checks for authorized agencies, including but not limited to municipal and County law enforcement, Prosecuting Attorney's Office, Housing Authority, concealed weapons permit checks by means of the WV Automated Police Network

Routine and as-needed work on budgetary items as required by Commission Office

Manage office equipment & supplies including but not limited to copier status, paper supply, ink/toner replacements, fax operations

Receive and process quotes and invoices for utilities, professional services, training resources, maintenance agreements, etc.; enter required data into OZ and ensure work orders delivered to Commission Office, as well as proper processing of invoices for review and payment

Compile and submit supply and maintenance work orders for cleaning supplies and repair requests; see to it that requested materials are retrieved and brought back to JSJOC when ready

Routine and as-needed creation, modification and deletion of intranet-based contact and reference information including but not limited to member agency rosters, investigations on-call schedules, landing zone coordinates, etc.

Routine and as-needed creation, modification and archiving of E911-specific policy and procedure content, ensuring delivery to required readers and authorized parties

Field complaints from various sources regarding quality of E911 services rendered; ensure complaints are reviewed in timely manner and corrective measures are implemented if and as necessary

E911 Hiring – Work with Commission Office to receive and review resumes, distribute applications for employment, oversee online skills assessments, schedule interviews and submit candidate names to Commission for review and approval

Staff Commendations & Disciplinary Actions – Field commendations from fellow employees, member agencies and the public, review and notify those commended for their good work; review and work with Commission Office in matters requiring disciplinary actions

E911 Director / E911 Deputy Director Dual Primary

Coordinate with Frontier Communications in matters pertaining to delivery of E911 voice and data into and out of the JSJOC

Routine and as-needed additions, modifications and deletions of CAD data including but not limited to personnel, unit numbers, address and name cards, landmarks, warnings (hazard, officer safety, medical and/or general premise), GIS mapping interface, paging interface, automated workflow tasks and alerts

Participation in monthly E911 Advisory Board and WV Enhanced 911 Council meetings

20

Charlotte Shaffer --- Planning Director

On a daily basis duties and tasks can fluctuate from day to day. I deal with the most important things first, the public. We all work together to get the best result in the end. The public calls all day long. There are various problems that the team handles. People are fighting about R-O-W's, garbage next door, water damage, landslides, wanting to know their address or needing a new address for their newly built home. Not only do I provide them with an address I also provide them with a letter to take to the Post Office to make sure they get their mail. My main objective for the addressing is to make sure help can find them in case of emergency.

I work with a **GIS** coordinator to add multiple layers such as rail trail, nuisance complaints, waterlines, and addressing to the existing GIS System which are beneficial to future planning and Economic Development. I am excited to obtain the new GIS Arc Pro program so that I may expand my knowledge with the current gis system that is in place in the county.

Nuisance Complaints have been a part of our department. We deal with complaints on a daily basis. It's been a slow start but we are getting things cleaned up. Linda Cross and Danny Hamrick do the vast majority of field work this project. They go out in the county and look for violations and respond to complaint calls. They send out certified letters and send letters to the process servers; 30 days are given to correct the violation. They work with the resident to get the property clean. They have done a great job at getting a majority of these finished but some don't respond and once Linda and Danny find they aren't getting anywhere they send it to me for follow up, I then set up a hearing date in front of Commission and I send out the notifications. I go to the Commission Meeting hearings with Linda or Danny sometimes attending and report to the Commission on the status of the property clean up. If they fail at that point to clean up, the owner is then handed over to an attorney to go to Circuit Court. For court I need to make sure I have all updated pictures of said property which is provided by Danny and Linda going back out to take these pictures. Drone pictures are even taken; it's

easier for the judge to get the full picture of the property. If the county has been granted to clean up property, I will get three estimates. The County Commission will then let me know if they would like to clean it up. I then make sure a lien is put on the property once everything is done.

We deal with complaints on a daily basis. Some of these residents have problems and they don't know how to deal with what is happening to them or their property. It is my job to make sure they are calm and understand what is happening and why.

This year will be a good year to be tearing down houses, it seems that the system is finally turning in our favor or maybe we just waited our time out and we can start to tear down. I have 3 houses now ready to go I just need to get them in front of the Commission to get the ok to proceed.

Building Permit must be obtained before anyone is to dig or build. Everyone does those in this department. Many items are required before we can issue a permit. Tax ticket (make sure it's their property), contractor's license and liability insurance, confirmation number from Miss Utility, water permit, sewage permit, if installing a septic we need to know who is installing and have they been certified by the Health Department, check the Flood Plain, cannot build in flood plain without Danny checking this out and telling you how to make your building safe, Department of Highway driveway permit and how much will their project cost. Once their permit has been issued we can then make sure they have an address. The application will be put in a data base and hard copy will be saved.

Addressing and Mapping has been with this department since Greg Skidmore retired last October 2020. Danny and I had a crash course. We receive calls all day long for addresses. Someone puts in a new home they need an address, someone has a P.O. Box they are now required to show proof of residence. Many people do not know what their address is. I work with them until I can get co-ordinates of their driveway and house.

Rail Trails has been a part of my duties from day one. When I started on this job only 4 miles had been completed on the Southern Trail and the Northern Trail was closed due to contaminates. Today I am proud to say I have worked to get the Southern trail done except for the 5 trusses. This spring will complete the last mile on this trail. I'm very proud of this section because I wrote the grant to obtain money for this mile. I had never written a grant before and my first time I secured $480,000.00.

The Northern trail took a lot of talking and several meetings to the DEP and EPA to allow me to open the trail again. Once it was open, I could get work done on this trail. I obtained help form the Harrison Rail Trail group because I knew the more help that I could get on this project the better it would be. My main focus was to get the community involved and for them to enjoy and take advantage of this amenity and to have them feel like it belonged to them. In the end they would all take care of it.

Connecting to the P2P (Pittsburgh to Parkersburg) I believe would be great for the area. It would take time to see the benefits economically but I think it would come eventually. There are a few pieces that need to be purchased to be able to connect to other trails and I am working on that.

I am looking forward to developing the area for the coke ovens and to get the State to take a look and hopefully get them on the National Registers List. I would love to have the Northern trail from North View to Fairmont to be a walk back in time and see what it was like in the 1900's to be along the railroad and see what it contributed to this area.

This project is ongoing and I work on this at least 3 times a week unless I have a breakthrough and then It's a constant.

I have worked with several people and made several contacts from different counties and states over the years and I feel that when I reach out for help they are there to help me in any way they can.

The county's rail trails are a large part of my job and I have done a lot of research on them.

Planning Commission usually would meet every month but since the pandemic we have not. We have met for special meetings and that was for major subdivisions. I do the agenda and put

all the information together that the Commission requires, such as how many permits and who bought them and what they were building. Roberta provides the minutes from previous meetings. If the meeting is for a major subdivision the Commission will want me to get a second set of eyes on the work. I then search for a second opinion and provide their recommendations to the board. If we are doing an Ordinance I make sure they have all the information or help that we may need to write the document. (I.E. WVU Law Clinic)

Farmland Protection Board is a newer board for this department. Linda and I work on this together. We make sure the titles, surveys and advertisements are done before the board gets them.

Ordinances are our laws. I keep them updated. I enforce them. When I started here all of them were outdated and needed re done. I started with the **Comprehensive Plan** and we worked with WVU Law Clinic. This was so outdated it wasn't even legal. A new law passed that every 10 years an update needs to happen and we are on year 5 on the current plan.

The **Nuisance Ordinance** works with the **Property Maintenance Code**. The existing Property Maintenance Code made it difficult to do anything except to send out letters to residents for cleanup. I had a meeting with Joe Shaffer and talked to him about what I could do so the department revised the Nuisance Ordinance to what we have today. This ordinance allows the county to take more actions. It is a slow process but it works. **Subdivision Ordinance** is a big part of our department. This document allows us to provide permits, approve parcels, and have a say in major subdivisions. **Floodplain Ordinance** is a document that allows us to keep check on everyone in the floodplain. It also is the reason Harrison County can have cheaper flood insurance. Our main goal is to stay out of the plain but if it is avoidable, there are steps to take. Danny enforces this document. He has had several classes and several tests to become the Floodplain Manager.

PSD are very new to me, I'm still getting a feel for them. I have gone around and introduced myself to everyone asking them if there was anything that the Commission could do for them or help them in anyway. I seem to be getting a positive response from this. They have shared their waterline maps with me and I had Becky scan them in to the computer. My hopes are to

take all these maps and combine them so we know where water and sewage lines are and where we need to go with them.

Census Linda takes care of the census once a month. She sends in a report to them as to how many new homes are in the county and what the cost was to put it in.

Alley Closures has become a part of my job now. I investigate the area that the resident wants to close. If everything is good I then give them a hearing date with the Commission. I tell them what they have to do such as; inform all property owners, by certified mail, that are touching the proposed closure, that the alley is in question to be closed, and they need to advertise in the newspaper. One week before the hearing I need to meet with them to make sure that everything has been done.

21A

William A."Willie" Parker

From: William A."Willie" Parker
Sent: Thursday, April 01, 2021 10:18 AM
To: Susan Thomas
Cc: Patsy Trecost II; David Hinkle; Hazel Rader; Gregg Dale; Rachel Romano; Wayne Snyder
Subject: OT - Work Schedules

See comments below

Thanks
William A. "Willie" Parker
Harrison County Administrator
Phone: (304) 624-8500
Cell: (304) 695-0535
Fax: (304) 624-8673
wparker@harrisoncountywv.gov

"Do not let what you cannot do interfere with what you can do" - John Wooden

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From: Susan Thomas
Sent: Wednesday, March 31, 2021 3:13 PM
To: William A."Willie" Parker <wparker@harrisoncountywv.gov>
Subject:

Willie,

I have a few questions about employees hours.

Why has Hazel been working overtime, starting before 8:30 for several week?

- **When a Commission employee retired in August 2020, Hazel was also assigned to work in the Commission office in conjunction with some of her previous duties. This suggestion was made by Commissioner Trecost and it has worked great for productivity and cost savings. The position that was saved cost approximately $64,000 with payroll and related costs. Hazel has done a great job and is a great employee. I will review the current schedule to see if OT can be tighten up slightly. Hazel normally arrives at 7:00 a.m. to perform duties related to both areas. Three days a week there is assistance provided by a part-time employee who has**

worked approximately 15-16 hours a week for a number of years. Hazel and I will review if there are some days in which she would be able to leave to reduce OT when feasible. Currently in 2021 the average OT is approximately 10 hours per two week pay period. Even at that level the net cost savings to the county would be in excess of $54,000. However, Hazel and I will review for additional cost savings.

What are the hours at the garage, I see where Wayne Snyder starts prior to 8:30 as well?

- **Wayne starts at 7:00 a.m. and leaves normally at 3:00 p.m. with the other staff starting by 8:00 a.m. and leaving by 4:00 p.m. This allows for the deputies working the midnight shift to get minor items taken care of without coming back in during the day or leaving the vehicle. This allows for better service to the employees and the fleet. The Commission can check with the Sheriff but I believe he is well satisfied with this arrangement. I have copied Gregg and Wayne on this message for any additional comments. If the Commission desires to have the hours at the garage from 8:30 a.m. to 4:30 p.m. it could increase OT for law enforcement and/or have a negative effect in getting minor items corrected for law enforcement deputies in a timely fashion.**

Lastly, for now, I see where you come in late and leave early on some days, but don't use any vacation, sick or any other leave available as well as working on weekends. Does the county have flex time that I am not aware of?

- **Will collect and provide more information to the Commission in a day or so.**

Thanks,
Susan

21B

Pay Period Dates		Number of Days	Number of Hours	Hours Worked	Holiday Hours	Vacation Hours	Sick Hours	Other Hours	Total Hours	Late In Days	Early Out Days	Early In Days	Late Out Days	Weekend Yes - No
25-Jun-19	9-Jul-19	11	88.00	77.00	16.00	0.00	8.00	0.00	101.00	0	0	6	8	No
10-Jul-19	24-Jul-19	11	88.00	103.50	0.00	0.00	0.00	0.00	103.50	5	1	3	10	Yes
25-Jul-19	9-Aug-19	12	96.00	111.00	0.00	0.00	0.00	0.00	111.00	4	0	0	10	Yes
10-Aug-19	24-Aug-19	10	80.00	No Copy in File - Total not included					0.00					
25-Aug-19	9-Sep-19	11	88.00	56.00	12.00	0.00	24.00	0.00	92.00	1	0	2	4	No
10-Sep-19	24-Sep-19	11	88.00	47.75	0.00	16.00	32.00	0.00	95.75	2	0	1	5	No
25-Sep-19	9-Oct-19	11	88.00	57.75	0.00	16.00	24.00	0.00	97.75	0	0	3	6	No
10-Oct-19	24-Oct-19	11	88.00	86.75	8.00	0.00	0.00	0.00	94.75	4	1	4	7	No
25-Oct-19	9-Nov-19	11	88.00	32.50	0.00	0.00	64.00	0.00	96.50	0	0	3	3	No
10-Nov-19	24-Nov-19	10	80.00	70.25	8.00	8.00	0.00	0.00	86.25	4	1	4	8	No
25-Nov-19	9-Dec-19	11	88.00	55.00	16.00	24.00	0.00	0.00	95.00	2	0	1	6	No
10-Dec-19	24-Dec-19	11	88.00	73.00	8.00	16.00	0.00	0.00	97.00	2	0	0	6	No
25-Dec-19	9-Jan-20	12	96.00	77.00	20.00	8.00	0.00	0.00	105.00	1	0	4	9	No
10-Jan-20	24-Jan-20	11	88.00	No Copy in File - Total not included					0.00					
25-Jan-20	9-Feb-20	10	80.00	118.75	0.00	0.00	0.00	0.00	118.75	4	0	0	9	Yes x 2
10-Feb-20	24-Feb-20	11	88.00	90.25	8.00	0.00	0.00	0.00	98.25	0	0	3	5	No
25-Feb-20	9-Mar-20	10	80.00	103.50	0.00	0.00	0.00	0.00	103.50	3	1	3	8	Yes
10-Mar-20	24-Mar-20	11	88.00	151.50	0.00	0.00	0.00	0.00	151.50	1	0	6	11	Yes x 2
25-Mar-20	9-Apr-20	12	96.00	118.75	0.00	0.00	0.00	0.00	118.75	4	0	4	10	Yes x 2
10-Apr-20	24-Apr-20	11	88.00	88.50	0.00	0.00	0.00	0.00	88.50	1	1	4	7	No
25-Apr-20	9-May-20	10	80.00	95.50	0.00	0.00	0.00	0.00	95.50	3	0	4	7	Yes
10-May-20	24-May-20	10	80.00	117.00	0.00	0.00	0.00	0.00	117.00	2	0	5	9	Yes x3
25-May-20	9-Jun-20	12	96.00	138.25	16.00	0.00	0.00	0.00	154.25	0	2	10	9	Yes
10-Jun-20	24-Jun-20	11	88.00	125.50	8.00	0.00	0.00	0.00	133.50	0	0	6	6	Yes
25-Jun-20	9-Jul-20	10	80.00	95.75	8.00	0.00	0.00	0.00	103.75	3	2	1	7	No
10-Jul-20	24-Jul-20	10	80.00	98.00	0.00	0.00	0.00	0.00	98.00	4	1	5	8	Yes
25-Jul-20	9-Aug-20	10	80.00	91.00	0.00	0.00	0.00	0.00	91.00	0	0	2	3	Yes
10-Aug-20	24-Aug-20	11	88.00	122.75	0.00	0.00	0.00	0.00	122.75	4	0	4	7	No
25-Aug-20	9-Sep-20	12	96.00	119.75	16.00	0.00	0.00	0.00	135.75	3	0	6	10	Yes x 2
10-Sep-20	24-Sep-20	11	88.00	77.50	0.00	16.00	0.00	0.00	93.50	6	0	3	7	Yes
25-Sep-20	9-Oct-20	11	88.00	108.50	0.00	0.00	0.00	0.00	108.50	4	0	4	9	Yes
10-Oct-20	24-Oct-20	10	80.00	82.75	8.00	0.00	0.00	0.00	90.75	3	0	3	8	No
25-Oct-20	9-Nov-20	11	88.00	103.00	8.00	8.00	0.00	0.00	119.00	3	0	2	8	Yes
10-Nov-20	24-Nov-20	11	88.00	108.00	8.00	0.00	0.00	0.00	116.00	3	1	5	9	Yes
25-Nov-20	9-Dec-20	11	88.00	72.25	16.00	0.00	0.00	0.00	88.25	5	1	2	6	No
10-Dec-20	24-Dec-20	11	88.00	81.25	8.00	0.00	0.00	0.00	89.25	6	1	2	6	No
25-Dec-20	9-Jan-21	11	88.00	72.50	24.00	0.00	0.00	0.00	96.50	5	0	1	7	Yes
10-Jan-21	24-Jan-21	10	80.00	65.75	8.00	0.00	8.00	0.00	81.75	3	0	3	6	No
25-Jan-21	9-Feb-21	12	96.00	51.00	0.00	0.00	16.00	24.00	91.00	5	2	0	4	No
10-Feb-21	24-Feb-21	11	88.00	27.25	16.00	0.00	56.00	0.00	99.25	1	0	1	3	No
25-Feb-21	9-Mar-21	9	72.00	95.75	0.00	0.00	0.00	0.00	95.75	6	0	0	7	Yes x 2
10-Mar-21	24-Mar-21	11	88.00	108.75	0.00	0.00	0.00	0.00	108.75	3	1	7	9	Yes

Totals		434.00	3472.00	3576.50	240.00	112.00	232.00	24.00	4184.50	110.00	16.00	127.00	287.00	27
				103.01%	6.91%	3.23%	6.68%	0.69%	120.52%	25.35%	3.69%	29.26%	66.13%	64.29%

TIME & ATTENDANCE RECORD

Pay Period Beginning Date: 25-Jun-19 **Pay Period Ending Date:** 9-Jul-19

Employee Name: William A. "Willie" Parker **Employee Signature:** **Date:** 7/9/2019

Department: County Administrator - 401 **Supervisor's Approval:** **Date:**

Date	Day of Week	Time In	Time Out	Hours	Comment - Notation	Vehicle Benefit	Date	Day of Week	Time In	Time Out	Hours	Comment - Notation	Vehicle Benefit
25-Jun-19	Tuesday	8.00	18.00	10.00			2-Jul-19	Tuesday	7.50	17.50	10.00		
26-Jun-19	Wednesday	7.75	18.00	10.25			3-Jul-19	Wednesday	8.50	17.00	8.50		
27-Jun-19	Thursday	7.75	18.50	10.75			4-Jul-19	Thursday	0.00	0.00	8.00	Holiday	
28-Jun-19	Friday	8.00	17.00	9.00			5-Jul-19	Friday	0.00	0.00	8.00	Holiday	
29-Jun-19	Saturday	0.00	0.00	0.00			6-Jul-19	Saturday	0.00	0.00	0.00		
30-Jun-19	Sunday	0.00	0.00	0.00			7-Jul-19	Sunday	0.00	0.00	0.00		
		0.00	0.00	0.00			8-Jul-19	Monday	9.00	17.50	8.50	Training Conference	
1-Jul-19	Monday	0.00	0.00	8.00	Sick Day		9-Jul-19	Tuesday	7.00	17.00	10.00	Training Conference	

Absence Codes: S = Sick Leave V= Vacation Leave DOD - Day Off Duty H= Holiday PL = Personal Leave MIL= Military Leave J = Jury Duty BL = Bereavement Leave FMLA = Family Medical Leave Without Pay
LWP = Leave Without Pay C = Compensatory Leave - Must Have Written Agreement on File - Approved by Constitutional Official and County Commission - Commission Employees Not Eligible

Total Regular Hours to be Paid: 101.00 *

Total Overtime Hours to be Paid: N/A

Total Vehicle Benefit Days: 0
@ $3.00 per day for round trip commute

Total Vehicle Benefit Taxable Wages: $ -

Regular Hours: Hours Worked (Up To 40 Per Week), Vacation Hours, Sick Leave Hours, Holiday Hours, Personal Leave Hours, Bereavement Leave Hours, Certain Military Leave Hours, Certain Court Related Hours

Overtime Hours: More Than 40 Hours Worked Per Week ---- Review Previous Timesheet If Work Week is Split to Verify the Correct Overtime Calculation is Paid

Vehicle Benefit: Certain employees assigned county owned vehicles must report commuting information to payroll. If you are assigned a county owned vehicle, please note usage (place yes or no) in the appropriate box. Deputy Sheriff and emergency service personnel are excluded from this vehicle use reporting.

Reason for Overtime & Other Notations:

.25 = 15 Minutes
.50 = 30 Minutes
.75 = 45 Minutes

Sick Leave - Hours at End of Previous Period:	159.00	
Sick Leave - Hours Earned This Pay Period:	4.00	
Sick Leave - Hours Taken This Pay Period:	8.00	
Sick Leave - Hours at End of This Pay Period:	155.00	
Plus Additional Sick Leave Hours Avaiable for Conversion to Service Credit at Retirement:	1088.00	1243.00 Total
Personal Leave Hours Taken for the Year: (Maximum of 8 hours per calendar year)	8.00	

Vacation Leave - Hours at End of Previous Period:	129.01
Vacation Leave - Hours Earned This Pay Period: **	5.00
Vacation Leave - Hours Taken This Pay Period:	0.00
Vacation Leave - Hours At End of This Pay Period:	134.01

** Hours Earned Per Pay Period Based On Full-Time Service

Employment Date thru 5 Years of Service:	3.34
6 Years of Service thru 10 Years of Service:	5.00
11 Years of Service thru 15 Years of Service:	6.00
16 Years of Service and Greater:	6.67

* Hours Include One Hour Paid Duty Free Meal Time For Each Work Day Unless Noted Otherwise

TIME & ATTENDANCE RECORD

Pay Period Beginning Date: 10-Jul-19 **Pay Period Ending Date:** 24-Jul-19

Employee Name: William A. "Willie" Parker **Employee Signature:** **Date:** 7/24/2019

Department: County Administrator - 401 **Supervisor's Approval:** **Date:**

Date	Day of Week	Time In	Time Out	Hours	Comment - Notation	Vehicle Benefit	Date	Day of Week	Time In	Time Out	Hours	Comment - Notation	Vehicle Benefit
10-Jul-19	Wednesday	7.00	17.00	10.00	Training Conference		18-Jul-19	Thursday	8.00	16.00	8.00		
11-Jul-19	Thursday	7.00	23.75	16.75	Training Conference		19-Jul-19	Friday	11.00	16.50	5.50		
12-Jul-19	Friday	9.50	16.75	7.25			20-Jul-19	Saturday	0.00	0.00	0.00		
13-Jul-19	Saturday	0.00	0.00	0.00			21-Jul-19	Sunday	0.00	0.00	0.00		
14-Jul-19	Sunday	12.50	18.50	6.00			22-Jul-19	Monday	9.25	17.25	8.00		
15-Jul-19	Monday	9.25	17.00	7.75			23-Jul-19	Tuesday	8.50	16.75	8.25		
16-Jul-19	Tuesday	10.00	18.00	8.00			24-Jul-19	Wednesday	8.50	17.25	8.75		
17-Jul-19	Wednesday	8.25	17.25	9.00									

Absence Codes: S = Sick Leave V= Vacation Leave DOD - Day Off Duty H= Holiday PL = Personal Leave MIL= Military Leave J = Jury Duty BL = Bereavement Leave FMLA = Family Medical Leave Without Pay
LWP = Leave Without Pay C = Compensatory Leave - Must Have Written Agreement on File - Approved by Constitutional Official and County Commission - Commission Employees Not Eligible

Total Regular Hours to be Paid: 103.25 *

Regular Hours: Hours Worked (Up To 40 Per Week), Vacation Hours, Sick Leave Hours, Holiday Hours, Personal Leave Hours, Bereavement Leave Hours, Certain Military Leave Hours, Certain Court Related Hours

Total Overtime Hours to be Paid: N/A

Overtime Hours: More Than 40 Hours Worked Per Week --- Review Previous Timesheet If Work Week Is Split to Verify the Correct Overtime Calculation Is Paid

Total Vehicle Benefit Days: 0

@ $3.00 per day for round trip commute

Total Vehicle Benefit Taxable Wages: $ -

Vehicle Benefit: Certain employees assigned county owned vehicles must report commuting information to payroll. If you are assigned a county owned vehicle, please note usage (place yes or no) in the appropriate box. Deputy Sheriff and emergency service personnel are excluded from this vehicle use reporting.

Reason for Overtime & Other Notations:

.25 = 15 Minutes
.50 = 30 Minutes
.75 = 45 Minutes

Sick Leave - Hours at End of Previous Period:	155.00		
Sick Leave - Hours Earned This Pay Period:	4.00		
Sick Leave - Hours Taken This Pay Period:	0.00		
Sick Leave - Hours at End of This Pay Period:	159.00		
Plus Additional Sick Leave Hours Available for Conversion to Service Credit at Retirement:	1088.00	1247.00	Total
Personal Leave Hours Taken for the Year: (Maximum of 8 hours per calendar year)	8.00		

Vacation Leave - Hours at End of Previous Period:	134.01
Vacation Leave - Hours Earned This Pay Period: **	5.00
Vacation Leave - Hours Taken This Pay Period:	0.00
Vacation Leave - Hours At End of This Pay Period:	139.01

** Hours Earned Per Pay Period Based On Full-Time Service

Employment Date thru 5 Years of Service:	3.34
6 Years of Service thru 10 Years of Service:	5.00
11 Years of Service thru 15 Years of Service:	6.00
16 Years of Service and Greater:	6.67

* Hours Include One Hour Paid Duty Free Meal Time For Each Work Day Unless Noted Otherwise

A10 Form Revised: December 30, 2014

TIME & ATTENDANCE RECORD

Pay Period Beginning Date: 25-Jul-19 **Pay Period Ending Date:** 9-Aug-19

Employee Name: William A. "Willie" Parker **Employee Signature:** **Date:** 8/9/2019

Department: County Administrator - 401 **Supervisor's Approval:** **Date:**

Date	Day of Week	Time In	Time Out	Hours	Comment - Notation	Vehicle Benefit	Date	Day of Week	Time In	Time Out	Hours	Comment - Notation	Vehicle Benefit
25-Jul-19	Thursday	8.50	16.75	8.25			2-Aug-19	Friday	8.25	16.75	8.50		
26-Jul-19	Friday	8.75	16.50	7.75			3-Aug-19	Saturday	12.50	17.00	4.50		
27-Aug-19	Saturday	0.00	0.00	0.00			4-Aug-19	Sunday	8.50	17.00	8.50		
28-Jul-19	Sunday	0.00	0.00	0.00			5-Aug-19	Monday	8.50	18.00	9.50		
29-Jul-19	Monday	8.25	17.50	9.25			6-Aug-19	Tuesday	12.50	18.00	5.50		
30-Jul-19	Tuesday	8.50	17.00	8.50			7-Aug-19	Wednesday	8.25	16.50	8.25		
31-Jul-19	Wednesday	8.75	16.75	8.00			8-Aug-19	Thursday	8.50	17.00	8.50		
1-Aug-19	Thursday	9.50	17.50	8.00			9-Aug-19	Friday	8.50	16.50	8.00		

Absence Codes: S = Sick Leave V= Vacation Leave DOD - Day Off Duty H= Holiday PL = Personal Leave MIL= Military Leave J = Jury Duty BL = Bereavement Leave FMLA = Family Medical Leave Without Pay LWP = Leave Without Pay C = Compensatory Leave - Must Have Written Agreement on File - Approved by Constitutional Official and County Commission - Commission Employees Not Eligible

Total Regular Hours to be Paid: 111.00 *

Total Overtime Hours to be Paid: N/A

Total Vehicle Benefit Days: 0

@ $3.00 per day for round trip commute

Total Vehicle Benefit Taxable Wages: $ -

Regular Hours: Hours Worked (Up To 40 Per Week), Vacation Hours, Sick Leave Hours, Holiday Hours, Personal Leave Hours, Bereavement Leave Hours, Certain Military Leave Hours, Certain Court Related Hours

Overtime Hours: More Than 40 Hours Worked Per Week ---- Review Previous Timesheet if Work Week is Split to Verify the Correct Overtime Calculation is Paid

Vehicle Benefit: Certain employees assigned county owned vehicles must report commuting information to payroll. If you are assigned a county owned vehicle, please note usage (place yes or no) in the appropriate box. Deputy Sheriff and emergency service personnel are excluded from this vehicle use reporting.

Reason for Overtime & Other Notations:

.25 = 15 Minutes
.50 = 30 Minutes
.75 = 45 Minutes

Sick Leave - Hours at End of Previous Period:	159.00		
Sick Leave - Hours Earned This Pay Period:	4.00		
Sick Leave - Hours Taken This Pay Period:	0.00		
Sick Leave - Hours at End of This Pay Period:	163.00		
Plus Additional Sick Leave Hours Avaiable for Conversion to Service Credit at Retirement:	1088.00	1251.00	Total
Personal Leave Hours Taken for the Year: (Maximum of 8 hours per calendar year)	8.00		

Vacation Leave - Hours at End of Previous Period:	139.01
Vacation Leave - Hours Earned This Pay Period: **	5.00
Vacation Leave - Hours Taken This Pay Period:	0.00
Vacation Leave - Hours At End of This Pay Period:	144.01

** Hours Earned Per Pay Period Based On Full-Time Service

Employment Date thru 5 Years of Service:	3.34
6 Years of Service thru 10 Years of Service:	5.00
11 Years of Service thru 15 Years of Service:	6.00
16 Years of Service and Greater:	6.67

* Hours Include One Hour Paid Duty Free Meal Time For Each Work Day Unless Noted Otherwise

A10 Form Revised: December 30, 2014

TIME & ATTENDANCE RECORD

Pay Period Beginning Date: 25-Aug-19 **Pay Period Ending Date:** 9-Sep-19

Employee Name: William A. "Willie" Parker **Employee Signature:** **Date:** 9/9/2019

Department: County Administrator - 401 **Supervisor's Approval:** **Date:**

Date	Day of Week	Time In	Time Out	Hours	Comment - Notation	Vehicle Benefit	Date	Day of Week	Time In	Time Out	Hours	Comment - Notation	Vehicle Benefit
25-Aug-19	Sunday	0.00	0.00	0.00			2-Sep-19	Monday	11.50	15.50	4.00	8.00 Holiday	
26-Aug-19	Monday	7.50	16.50	9.00			3-Sep-19	Tuesday	8.25	17.25	9.00		
27-Aug-19	Tuesday	8.50	16.50	8.00			4-Sep-19	Wednesday	8.50	16.50	8.00		
28-Aug-19	Wednesday	8.50	17.50	9.00			5-Sep-19	Thursday	0.00	0.00	8.00	Sick	
29-Aug-19	Thursday	10.00	19.00	9.00			6-Sep-19	Friday	0.00	0.00	8.00	Sick	
30-Aug-19	Friday	8.50	12.50	4.00	4.00 Courthouse Closed		7-Sep-19	Saturday	0.00	0.00	0.00		
31-Aug-19	Saturday	0.00	0.00	0.00			8-Sep-19	Sunday	0.00	0.00	0.00		
1-Sep-19	Sunday	0.00	0.00	0.00			9-Sep-19	Monday	0.00	0.00	8.00	Sick	

Absence Codes: S = Sick Leave V= Vacation Leave DOD - Day Off Duty H= Holiday PL = Personal Leave MIL= Military Leave J = Jury Duty BL = Bereavement Leave FMLA = Family Medical Leave Without Pay
LWP = Leave Without Pay C = Compensatory Leave - Must Have Written Agreement on File - Approved by Constitutional Official and County Commission - Commission Employees Not Eligible

Total Regular Hours to be Paid: 96.00*

Total Overtime Hours to be Paid: N/A

Total Vehicle Benefit Days: 0

@ $3.00 per day for round trip commute

Total Vehicle Benefit Taxable Wages: $ -

Regular Hours: Hours Worked (Up To 40 Per Week), Vacation Hours, Sick Leave Hours, Holiday Hours, Personal Leave Hours, Bereavement Leave Hours, Certain Military Leave Hours, Certain Court Related Hours

Overtime Hours: More Than 40 Hours Worked Per Week ---- Review Previous Timesheet if Work Week is Split to Verify the Correct Overtime Calculation is Paid

Vehicle Benefit: Certain employees assigned county owned vehicles must report commuting information to payroll. If you are assigned a county owned vehicle, please note usage (place yes or no) in the appropriate box. Deputy Sheriff and emergency service personnel are excluded from this vehicle use reporting.

Reason for Overtime & Other Notations:

.25 = 15 Minutes
.50 = 30 Minutes
.75 = 45 Minutes

Sick Leave - Hours at End of Previous Period:	167.00	
Sick Leave - Hours Earned This Pay Period:	4.00	
Sick Leave - Hours Taken This Pay Period:	24.00	
Sick Leave - Hours at End of This Pay Period:	147.00	
Plus Additional Sick Leave Hours Avaiable for Conversion to Service Credit at Retirement:	1088.00	1235.00 Total
Personal Leave Hours Taken for the Year: (Maximum of 8 hours per calendar year)	8.00	

Vacation Leave - Hours at End of Previous Period:	133.01
Vacation Leave - Hours Earned This Pay Period: **	5.00
Vacation Leave - Hours Taken This Pay Period:	0.00
Vacation Leave - Hours At End of This Pay Period:	138.01

** Hours Earned Per Pay Period Based On Full-Time Service

Employment Date thru 5 Years of Service:	3.34
6 Years of Service thru 10 Years of Service:	5.00
11 Years of Service thru 15 Years of Service:	6.00
16 Years of Service and Greater:	6.67

* Hours Include One Hour Paid Duty Free Meal Time For Each Work Day Unless Noted Otherwise

TIME & ATTENDANCE RECORD

Pay Period Beginning Date: 10-Sep-19 **Pay Period Ending Date:** 24-Sep-19

Employee Name: William A. "Willie" Parker **Employee Signature:** **Date:** 8/24/2019

Department: County Administrator - 401 **Supervisor's Approval:** **Date:**

Date	Day of Week	Time In	Time Out	Hours	Comment - Notation	Vehicle Benefit	Date	Day of Week	Time In	Time Out	Hours	Comment - Notation	Vehicle Benefit
10-Sep-19	Tuesday	0.00	0.00	8.00	Sick		18-Sep-19	Wednesday	7.50	19.50	12.00		
11-Sep-19	Wednesday	0.00	0.00	8.00	Sick		19-Sep-19	Thursday	9.50	17.50	8.00		
12-Sep-19	Thursday	0.00	0.00	8.00	Sick		20-Sep-19	Friday	0.00	0.00	8.00	Vacation	
13-Sep-19	Friday	0.00	0.00	8.00	Sick		21-Sep-19	Saturday	0.00	0.00	0.00		
14-Sep-19	Saturday	0.00	0.00	0.00			22-Sep-19	Sunday	0.00	0.00	0.00		
15-Sep-19	Sunday	0.00	0.00	0.00			23-Sep-19	Monday	0.00	0.00	8.00	Vacation	
16-Sep-19	Monday	8.25	18.00	9.75			24-Sep-19	Tuesday	9.00	17.50	8.50		
17-Sep-19	Tuesday	8.50	18.00	9.50									

Absence Codes: S = Sick Leave V= Vacation Leave DOD - Day Off Duty H= Holiday PL = Personal Leave MIL= Military Leave J = Jury Duty BL = Bereavement Leave FMLA = Family Medical Leave Without Pay
LWP = Leave Without Pay C = Compensatory Leave - Must Have Written Agreement on File - Approved by Constitutional Official and County Commission - Commission Employees Not Eligible

Total Regular Hours to be Paid: 95.75 *

Regular Hours: Hours Worked (Up To 40 Per Week), Vacation Hours, Sick Leave Hours, Holiday Hours, Personal Leave Hours, Bereavement Leave Hours, Certain Military Leave Hours, Certain Court Related Hours

Total Overtime Hours to be Paid: N/A

Overtime Hours: More Than 40 Hours Worked Per Week ---- Review Previous Timesheet If Work Week is Split to Verify the Correct Overtime Calculation is Paid

Total Vehicle Benefit Days: 0

@ $3.00 per day for round trip commute

Total Vehicle Benefit Taxable Wages: $ -

Vehicle Benefit: Certain employees assigned county owned vehicles must report commuting information to payroll. If you are assigned a county owned vehicle, please note usage (place yes or no) in the appropriate box. Deputy Sheriff and emergency service personnel are excluded from this vehicle use reporting.

Reason for Overtime & Other Notations:

.25 = 15 Minutes
.50 = 30 Minutes
.75 = 45 Minutes

Sick Leave - Hours at End of Previous Period:	147.00	
Sick Leave - Hours Earned This Pay Period:	4.00	
Sick Leave - Hours Taken This Pay Period:	32.00	
Sick Leave - Hours at End of This Pay Period:	119.00	
Plus Additional Sick Leave Hours Available for Conversion to Service Credit at Retirement:	1088.00	1207.00 Total
Personal Leave Hours Taken for the Year: (Maximum of 8 hours per calendar year)	8.00	

Vacation Leave - Hours at End of Previous Period:	138.01
Vacation Leave - Hours Earned This Pay Period: **	5.00
Vacation Leave - Hours Taken This Pay Period:	16.00
Vacation Leave - Hours At End of This Pay Period:	127.01

** Hours Earned Per Pay Period Based On Full-Time Service

Employment Date thru 5 Years of Service:	3.34
6 Years of Service thru 10 Years of Service:	5.00
11 Years of Service thru 15 Years of Service:	6.00
16 Years of Service and Greater:	6.67

* Hours Include One Hour Paid Duty Free Meal Time For Each Work Day Unless Noted Otherwise

A10 Form Revised: December 30, 2014

TIME & ATTENDANCE RECORD

Pay Period Beginning Date: 25-Sep-19 **Pay Period Ending Date:** 9-Oct-19

Employee Name: William A. "Willie" Parker **Employee Signature:** **Date:** 10/9/2019

Department: County Administrator - 401 **Supervisor's Approval:** **Date:**

Date	Day of Week	Time In	Time Out	Hours	Comment - Notation	Vehicle Benefit	Date	Day of Week	Time In	Time Out	Hours	Comment - Notation	Vehicle Benefit
25-Sep-19	Wednesday	8.50	17.50	9.00			2-Oct-19	Wednesday	7.00	17.75	10.75		
26-Sep-19	Thursday	0.00	0.00	8.00	Sick day		3-Oct-19	Thursday	6.50	17.00	10.50		
27-Sep-19	Friday	0.00	0.00	8.00	Sick day		4-Oct-19	Friday	0.00	0.00	8.00	Vacation Day	
28-Sep-19	Saturday	0.00	0.00	0.00			5-Oct-19	Saturday	0.00	0.00	0.00		
29-Sep-19	Sunday	0.00	0.00	0.00			6-Oct-19	Sunday	0.00	0.00	0.00		
30-Sep-19	Monday	0.00	0.00	8.00	Sick day		7-Oct-19	Monday	0.00	0.00	8.00	Vacation Day	
		0.00	0.00	0.00			8-Oct-19	Tuesday	8.50	16.50	8.00		
1-Oct-19	Tuesday	8.50	17.50	9.00			9-Oct-19	Wednesday	7.50	18.00	10.50		

Absence Codes: S = Sick Leave V= Vacation Leave DOD - Day Off Duty H= Holiday PL = Personal Leave MIL= Military Leave J = Jury Duty BL = Bereavement Leave FMLA = Family Medical Leave Without Pay
LWP = Leave Without Pay C = Compensatory Leave - Must Have Written Agreement on File - Approved by Constitutional Official and County Commission - Commission Employees Not Eligible

Total Regular Hours to be Paid: 97.75 *

Regular Hours: Hours Worked (Up To 40 Per Week), Vacation Hours, Sick Leave Hours, Holiday Hours, Personal Leave Hours, Bereavement Leave Hours, Certain Military Leave Hours, Certain Court Related Hours

Total Overtime Hours to be Paid: N/A

Overtime Hours: More Than 40 Hours Worked Per Week ---- Review Previous Timesheet If Work Week is Split to Verify the Correct Overtime Calculation Is Paid

Total Vehicle Benefit Days: 0

@ $3.00 per day for round trip commute

Total Vehicle Benefit Taxable Wages: $ -

Vehicle Benefit: Certain employees assigned county owned vehicles must report commuting information to payroll. If you are assigned a county owned vehicle, please note usage (place yes or no) in the appropriate box. Deputy Sheriff and emergency service personnel are excluded from this vehicle use reporting.

Reason for Overtime & Other Notations:

.25 = 15 Minutes
.50 = 30 Minutes
.75 = 45 Minutes

Sick Leave - Hours at End of Previous Period:	119.00	
Sick Leave - Hours Earned This Pay Period:	4.00	
Sick Leave - Hours Taken This Pay Period:	24.00	
Sick Leave - Hours at End of This Pay Period:	99.00	
Plus Additional Sick Leave Hours Avaiable for Conversion to Service Credit at Retirement:	1088.00	1187.00 Total
Personal Leave Hours Taken for the Year: (Maximum of 8 hours per calendar year)	8.00	

Vacation Leave - Hours at End of Previous Period:	127.01
Vacation Leave - Hours Earned This Pay Period: **	5.00
Vacation Leave - Hours Taken This Pay Period:	16.00
Vacation Leave - Hours At End of This Pay Period:	116.01

** Hours Earned Per Pay Period Based On Full-Time Service

Employment Date thru 5 Years of Service:	3.34
6 Years of Service thru 10 Years of Service:	5.00
11 Years of Service thru 15 Years of Service:	6.00
16 Years of Service and Greater:	6.67

* Hours Include One Hour Paid Duty Free Meal Time For Each Work Day Unless Noted Otherwise

TIME & ATTENDANCE RECORD

Pay Period Beginning Date: 10-Oct-19 **Pay Period Ending Date:** 24-Oct-19

Employee Name: William A. "Willie" Parker **Employee Signature:** **Date:** 10/24/2019

Department: County Administrator - 401 **Supervisor's Approval:** **Date:**

Date	Day of Week	Time In	Time Out	Hours	Comment - Notation	Vehicle Benefit	Date	Day of Week	Time In	Time Out	Hours	Comment - Notation	Vehicle Benefit
10-Oct-19	Thursday	8.50	17.50	9.00			18-Oct-19	Friday	8.25	17.50	9.25		
11-Oct-19	Friday	8.00	16.25	8.25			19-Oct-19	Saturday	0.00	0.00	0.00		
12-Oct-19	Saturday	0.00	0.00	0.00			20-Oct-19	Sunday	0.00	0.00	0.00		
13-Oct-19	Sunday	0.00	0.00	0.00			21-Oct-19	Monday	10.00	16.50	6.50		
14-Oct-19	Monday	0.00	0.00	8.00	Holiday		22-Oct-19	Tuesday	9.00	16.50	7.50		
15-Oct-19	Tuesday	8.50	17.75	9.25			23-Oct-19	Wednesday	10.00	17.50	7.50		
16-Oct-19	Wednesday	8.25	21.25	13.00			24-Oct-19	Thursday	9.50	17.50	8.00		
17-Oct-19	Thursday	8.25	16.75	8.50									

Absence Codes: S = Sick Leave V= Vacation Leave DOD - Day Off Duty H= Holiday PL = Personal Leave MIL= Military Leave J = Jury Duty BL = Bereavement Leave FMLA = Family Medical Leave Without Pay LWP = Leave Without Pay C = Compensatory Leave - Must Have Written Agreement on File - Approved by Constitutional Official and County Commission - Commission Employees Not Eligible

Total Regular Hours to be Paid: 94.75*

Total Overtime Hours to be Paid: N/A

Total Vehicle Benefit Days: 0

@ $3.00 per day for round trip commute

Total Vehicle Benefit Taxable Wages: $ -

Regular Hours: Hours Worked (Up To 40 Per Week), Vacation Hours, Sick Leave Hours, Holiday Hours, Personal Leave Hours, Bereavement Leave Hours, Certain Military Leave Hours, Certain Court Related Hours

Overtime Hours: More Than 40 Hours Worked Per Week — Review Previous Timesheet if Work Week is Split to Verify the Correct Overtime Calculation is Paid

Vehicle Benefit: Certain employees assigned county owned vehicles must report commuting information to payroll. If you are assigned a county owned vehicle, please note usage (place yes or no) in the appropriate box. Deputy Sheriff and emergency service personnel are excluded from this vehicle use reporting.

Reason for Overtime & Other Notations:

.25 = 15 Minutes

.50 = 30 Minutes

.75 = 45 Minutes

Sick Leave - Hours at End of Previous Period:	99.00	
Sick Leave - Hours Earned This Pay Period:	4.00	
Sick Leave - Hours Taken This Pay Period:	0.00	
Sick Leave - Hours at End of This Pay Period:	103.00	
Plus Additional Sick Leave Hours Available for Conversion to Service Credit at Retirement:	1088.00	1191.00 Total
Personal Leave Hours Taken for the Year: (Maximum of 8 hours per calendar year)	8.00	

Vacation Leave - Hours at End of Previous Period:	116.01
Vacation Leave - Hours Earned This Pay Period: **	5.00
Vacation Leave - Hours Taken This Pay Period:	0.00
Vacation Leave - Hours At End of This Pay Period:	121.01

** Hours Earned Per Pay Period Based On Full-Time Service

Employment Date thru 5 Years of Service:	3.34
6 Years of Service thru 10 Years of Service:	5.00
11 Years of Service thru 15 Years of Service:	6.00
16 Years of Service and Greater:	6.67

* Hours Include One Hour Paid Duty Free Meal Time For Each Work Day Unless Noted Otherwise

TIME & ATTENDANCE RECORD

Pay Period Beginning Date: 25-Oct-19 **Pay Period Ending Date:** 9-Nov-19

Employee Name: William A. "Willie" Parker **Employee Signature:** **Date:** 11/9/2019

Department: County Administrator - 401 **Supervisor's Approval:** **Date:**

Date	Day of Week	Time In	Time Out	Hours	Comment - Notation	Vehicle Benefit	Date	Day of Week	Time In	Time Out	Hours	Comment - Notation	Vehicle Benefit
25-Oct-19	Friday	8.25	17.00	8.75			2-Nov-19	Saturday	0.00	0.00	0.00		
26-Oct-19	Saturday	0.00	0.00	0.00			3-Nov-19	Sunday	0.00	0.00	0.00		
27-Oct-19	Sunday	0.00	0.00	0.00			4-Nov-19	Monday	0.00	0.00	8.00	Sick Day	
28-Oct-19	Monday	8.25	17.00	8.75			5-Nov-19	Tuesday	0.00	8.00	8.00	Sick Day	
29-Oct-19	Tuesday	8.00	23.00	15.00			6-Nov-19	Wednesday	0.00	0.00	8.00	Sick Day	
30-Oct-19	Wednesday	0.00	0.00	8.00	Sick Day		7-Nov-19	Thursday	0.00	0.00	8.00	Sick Day	
31-Oct-19	Thursday	0.00	0.00	8.00	Sick Day		8-Nov-19	Friday	0.00	0.00	8.00	Sick Day	
1-Nov-19	Friday	0.00	0.00	8.00	Sick Day		9-Nov-19	Saturday	0.00	0.00	0.00		

Absence Codes: S = Sick Leave V= Vacation Leave DOD - Day Off Duty H= Holiday PL = Personal Leave MIL= Military Leave J = Jury Duty BL = Bereavement Leave FMLA = Family Medical Leave Without Pay
LWP = Leave Without Pay C = Compensatory Leave - Must Have Written Agreement on File - Approved by Constitutional Official and County Commission - Commission Employees Not Eligible

Total Regular Hours to be Paid: 96.50 *

Regular Hours: Hours Worked (Up To 40 Per Week), Vacation Hours, Sick Leave Hours, Holiday Hours, Personal Leave Hours, Bereavement Leave Hours, Certain Military Leave Hours, Certain Court Related Hours

Total Overtime Hours to be Paid: N/A

Overtime Hours: More Than 40 Hours Worked Per Week --- Review Previous Timesheet If Work Week Is Split to Verify the Correct Overtime Calculation Is Paid

Total Vehicle Benefit Days: 0

@ $3.00 per day for round trip commute

Total Vehicle Benefit Taxable Wages: $ -

Vehicle Benefit: Certain employees assigned county owned vehicles must report commuting information to payroll. If you are assigned a county owned vehicle, please note usage (place yes or no) in the appropriate box. Deputy Sheriff and emergency service personnel are excluded from this vehicle use reporting.

Reason for Overtime & Other Notations:

.25 = 15 Minutes
.50 = 30 Minutes
.75 = 45 Minutes

Sick Leave - Hours at End of Previous Period:	103.00		
Sick Leave - Hours Earned This Pay Period:	4.00		
Sick Leave - Hours Taken This Pay Period:	64.00		
Sick Leave - Hours at End of This Pay Period:	43.00		
Plus Additional Sick Leave Hours Avaiable for Conversion to Service Credit at Retirement:	1088.00	1131.00	Total
Personal Leave Hours Taken for the Year: (Maximum of 8 hours per calendar year)	8.00		

Vacation Leave - Hours at End of Previous Period:	121.01
Vacation Leave - Hours Earned This Pay Period: **	5.00
Vacation Leave - Hours Taken This Pay Period:	0.00
Vacation Leave - Hours At End of This Pay Period:	126.01

** Hours Earned Per Pay Period Based On Full-Time Service

Employment Date thru 5 Years of Service:	3.34
6 Years of Service thru 10 Years of Service:	5.00
11 Years of Service thru 15 Years of Service:	6.00
16 Years of Service and Greater:	6.67

* Hours Include One Hour Paid Duty Free Meal Time For Each Work Day Unless Noted Otherwise

A10 Form Revised: December 30, 2014

TIME & ATTENDANCE RECORD

Pay Period Beginning Date: 10-Nov-19 **Pay Period Ending Date:** 24-Nov-19

Employee Name: William A. "Willie" Parker **Employee Signature:** **Date:** 11/24/2019

Department: County Administrator - 401 **Supervisor's Approval:** **Date:**

Date	Day of Week	Time In	Time Out	Hours	Comment - Notation	Vehicle Benefit	Date	Day of Week	Time In	Time Out	Hours	Comment - Notation	Vehicle Benefit
10-Nov-19	Sunday	0.00	0.00	0.00			18-Nov-19	Monday	0.00	0.00	8.00	Vacation	
11-Nov-19	Monday	13.50	15.25	1.75	8.00 Holiday		19-Nov-19	Tuesday	8.50	18.00	9.50		
12-Nov-19	Tuesday	7.50	17.50	10.00			20-Nov-19	Wednesday	7.50	17.00	9.50		
13-Nov-19	Wednesday	9.50	17.50	8.00			21-Nov-19	Thursday	8.25	17.00	8.75		
14-Nov-19	Thursday	9.50	17.50	8.00			22-Nov-19	Friday	9.00	16.25	7.25		
15-Nov-19	Friday	9.50	17.00	7.50			23-Nov-19	Saturday	0.00	0.00	0.00		
16-Nov-19	Saturday	0.00	0.00	0.00			24-Nov-19	Sunday	0.00	0.00	0.00		
17-Nov-19	Sunday	0.00	0.00	0.00									

Absence Codes: S = Sick Leave V= Vacation Leave DOD - Day Off Duty H= Holiday PL = Personal Leave MIL= Military Leave J = Jury Duty BL = Bereavement Leave FMLA = Family Medical Leave Without Pay
LWP = Leave Without Pay C = Compensatory Leave - Must Have Written Agreement on File - Approved by Constitutional Official and County Commission - Commission Employees Not Eligible

Total Regular Hours to be Paid: 86.25*

Total Overtime Hours to be Paid: N/A

Total Vehicle Benefit Days: 0
@ $3.00 per day for round trip commute

Total Vehicle Benefit Taxable Wages: $ -

Regular Hours: Hours Worked (Up To 40 Per Week), Vacation Hours, Sick Leave Hours, Holiday Hours, Personal Leave Hours, Bereavement Leave Hours, Certain Military Leave Hours, Certain Court Related Hours

Overtime Hours: More Than 40 Hours Worked Per Week --- Review Previous Timesheet If Work Week is Split to Verify the Correct Overtime Calculation is Paid

Vehicle Benefit: Certain employees assigned county owned vehicles must report commuting information to payroll. If you are assigned a county owned vehicle, please note usage (place yes or no) in the appropriate box. Deputy Sheriff and emergency service personnel are excluded from this vehicle use reporting.

Reason for Overtime & Other Notations:

.25 = 15 Minutes
.50 = 30 Minutes
.75 = 45 Minutes

Sick Leave - Hours at End of Previous Period:	43.00	
Sick Leave - Hours Earned This Pay Period:	4.00	
Sick Leave - Hours Taken This Pay Period:	0.00	
Sick Leave - Hours at End of This Pay Period:	47.00	
Plus Additional Sick Leave Hours Available for Conversion to Service Credit at Retirement:	1088.00	1135.00 Total
Personal Leave Hours Taken for the Year: (Maximum of 8 hours per calendar year)	8.00	

Vacation Leave - Hours at End of Previous Period:	126.01
Vacation Leave - Hours Earned This Pay Period: **	5.00
Vacation Leave - Hours Taken This Pay Period:	8.00
Vacation Leave - Hours At End of This Pay Period:	123.01

** Hours Earned Per Pay Period Based On Full-Time Service

Employment Date thru 5 Years of Service:	3.34
6 Years of Service thru 10 Years of Service:	5.00
11 Years of Service thru 15 Years of Service:	6.00
16 Years of Service and Greater:	6.67

* Hours Include One Hour Paid Duty Free Meal Time For Each Work Day Unless Noted Otherwise

TIME & ATTENDANCE RECORD

Pay Period Beginning Date: 25-Nov-19 **Pay Period Ending Date:** 9-Dec-19

Employee Name: William A. "Willie" Parker **Employee Signature:** **Date:** 12/9/2019

Department: County Administrator - 401 **Supervisor's Approval:** **Date:**

Date	Day of Week	Time In	Time Out	Hours	Comment - Notation	Vehicle Benefit	Date	Day of Week	Time In	Time Out	Hours	Comment - Notation	Vehicle Benefit
25-Nov-19	Monday	9.00	18.00	9.00			2-Dec-19	Monday	0.00	0.00	8.00	Vacation	
26-Nov-19	Tuesday	8.50	17.00	8.50			3-Dec-19	Tuesday	0.00	0.00	8.00	Vacation	
27-Nov-19	Wednesday	0.00	0.00	8.00	Vacation		4-Dec-19	Wednesday	8.25	17.50	9.25		
28-Nov-19	Thursday	0.00	0.00	8.00	Holiday		5-Dec-19	Thursday	8.50	17.25	8.75		
29-Nov-19	Friday	0.00	0.00	8.00	Holiday		6-Dec-19	Friday	9.00	17.00	8.00		
30-Nov-19	Saturday	0.00	0.00	0.00			7-Dec-19	Saturday	0.00	0.00	0.00		
		0.00	0.00	0.00			8-Dec-19	Sunday	0.00	0.00	0.00		
1-Dec-19	Sunday	0.00	0.00	0.00			9-Dec-19	Monday	8.50	20.00	11.50		

Absence Codes: S = Sick Leave V= Vacation Leave DOD - Day Off Duty H= Holiday PL = Personal Leave MIL= Military Leave J = Jury Duty BL = Bereavement Leave FMLA = Family Medical Leave Without Pay
LWP = Leave Without Pay C = Compensatory Leave - Must Have Written Agreement on File - Approved by Constitutional Official and County Commission - Commission Employees Not Eligible

Total Regular Hours to be Paid: 95.00 *

Total Overtime Hours to be Paid: N/A

Total Vehicle Benefit Days: 0

@ $3.00 per day for round trip commute

Total Vehicle Benefit Taxable Wages: $ -

Regular Hours: Hours Worked (Up To 40 Per Week), Vacation Hours, Sick Leave Hours, Holiday Hours, Personal Leave Hours, Bereavement Leave Hours, Certain Military Leave Hours, Certain Court Related Hours

Overtime Hours: More Than 40 Hours Worked Per Week ---- Review Previous Timesheet if Work Week is Split to Verify the Correct Overtime Calculation is Paid

Vehicle Benefit: Certain employees assigned county owned vehicles must report commuting information to payroll. If you are assigned a county owned vehicle, please note usage (place yes or no) in the appropriate box. Deputy Sheriff and emergency service personnel are excluded from this vehicle use reporting.

Reason for Overtime & Other Notations:

.25 = 15 Minutes
.50 = 30 Minutes
.75 = 45 Minutes

Sick Leave - Hours at End of Previous Period:	47.00	
Sick Leave - Hours Earned This Pay Period:	4.00	
Sick Leave - Hours Taken This Pay Period:	0.00	
Sick Leave - Hours at End of This Pay Period:	51.00	
Plus Additional Sick Leave Hours Avaiable for Conversion to Service Credit at Retirement:	1088.00	1139.00 Total
Personal Leave Hours Taken for the Year: (Maximum of 8 hours per calendar year)	8.00	

Vacation Leave - Hours at End of Previous Period:	123.01
Vacation Leave - Hours Earned This Pay Period: **	5.00
Vacation Leave - Hours Taken This Pay Period:	24.00
Vacation Leave - Hours At End of This Pay Period:	104.01

** Hours Earned Per Pay Period Based On Full-Time Service

Employment Date thru 5 Years of Service:	3.34
6 Years of Service thru 10 Years of Service:	5.00
11 Years of Service thru 15 Years of Service:	6.00
16 Years of Service and Greater:	6.67

* Hours Include One Hour Paid Duty Free Meal Time For Each Work Day Unless Noted Otherwise

TIME & ATTENDANCE RECORD

Pay Period Beginning Date: 10-Dec-19 **Pay Period Ending Date:** 24-Dec-19

Employee Name: William A. "Willie" Parker **Employee Signature:** **Date:** 12/24/2019

Department: County Administrator - 401 **Supervisor's Approval:** **Date:**

Date	Day of Week	Time In	Time Out	Hours	Comment - Notation	Vehicle Benefit	Date	Day of Week	Time In	Time Out	Hours	Comment - Notation	Vehicle Benefit
10-Dec-19	Tuesday	9.00	20.50	11.50			18-Dec-19	Wednesday	8.50	23.25	14.75		
11-Dec-19	Wednesday	9.00	20.50	11.50			19-Dec-19	Thursday	0.00	0.00	8.00	Vacation	
12-Dec-19	Thursday	9.00	18.50	9.50	WVCoRP		20-Dec-19	Friday	0.00	0.00	8.00	Vacation	
13-Dec-19	Friday	8.00	16.00	8.00	WVCoRP		21-Dec-19	Saturday	0.00	0.00	0.00		
14-Dec-19	Saturday	0.00	0.00	0.00			22-Dec-19	Sunday	0.00	0.00	0.00		
15-Dec-19	Sunday	0.00	0.00	0.00			23-Dec-19	Monday	0.00	0.00	0.00		
16-Dec-19	Monday	8.50	17.25	8.75			24-Dec-19	Tuesday	0.00	0.00	8.00	Holiday	
17-Dec-19	Tuesday	8.50	17.50	9.00									

Absence Codes: S = Sick Leave V= Vacation Leave DOD - Day Off Duty H= Holiday PL = Personal Leave MIL= Military Leave J = Jury Duty BL = Bereavement Leave FMLA = Family Medical Leave Without Pay
LWP = Leave Without Pay C = Compensatory Leave - Must Have Written Agreement on File - Approved by Constitutional Official and County Commission - Commission Employees Not Eligible

Total Regular Hours to be Paid: 97.00 *

Regular Hours: Hours Worked (Up To 40 Per Week), Vacation Hours, Sick Leave Hours, Holiday Hours, Personal Leave Hours, Bereavement Leave Hours, Certain Military Leave Hours, Certain Court Related Hours

Total Overtime Hours to be Paid: N/A

Overtime Hours: More Than 40 Hours Worked Per Week ---- Review Previous Timesheet if Work Week is Split to Verify the Correct Overtime Calculation Is Paid

Total Vehicle Benefit Days: 0

@ $3.00 per day for round trip commute

Total Vehicle Benefit Taxable Wages: $ -

Vehicle Benefit: Certain employees assigned county owned vehicles must report commuting information to payroll. If you are assigned a county owned vehicle, please note usage (place yes or no) in the appropriate box. Deputy Sheriff and emergency service personnel are excluded from this vehicle use reporting.

Reason for Overtime & Other Notations:

.25 = 15 Minutes
.50 = 30 Minutes
.75 = 45 Minutes

Sick Leave - Hours at End of Previous Period:	51.00		
Sick Leave - Hours Earned This Pay Period:	4.00		
Sick Leave - Hours Taken This Pay Period:	0.00		
Sick Leave - Hours at End of This Pay Period:	55.00		
Plus Additional Sick Leave Hours Available for Conversion to Service Credit at Retirement:	1088.00	1143.00	Total
Personal Leave Hours Taken for the Year: (Maximum of 8 hours per calendar year)	8.00		

Vacation Leave - Hours at End of Previous Period:	104.01
Vacation Leave - Hours Earned This Pay Period: **	5.00
Vacation Leave - Hours Taken This Pay Period:	16.00
Vacation Leave - Hours At End of This Pay Period:	93.01

** Hours Earned Per Pay Period Based On Full-Time Service

Employment Date thru 5 Years of Service:	3.33
6 Years of Service thru 10 Years of Service:	5.00
11 Years of Service thru 15 Years of Service:	6.00
16 Years of Service and Greater:	6.67

* Hours Include One Hour Paid Duty Free Meal Time For Each Work Day Unless Noted Otherwise

TIME & ATTENDANCE RECORD

Pay Period Beginning Date: 25-Dec-19 **Pay Period Ending Date:** 9-Jan-20

Employee Name: William A. "Willie" Parker **Employee Signature:** **Date:** 1/9/2020

Department: County Administrator - 401 **Supervisor's Approval:** **Date:**

Date	Day of Week	Time In	Time Out	Hours	Comment - Notation	Vehicle Benefit	Date	Day of Week	Time In	Time Out	Hours	Comment - Notation	Vehicle Benefit
25-Dec-19	Wednesday	0.00	0.00	8.00	Holiday		2-Jan-20	Thursday	8.25	18.00	9.75		
26-Dec-19	Thursday	8.50	17.00	8.50			3-Jan-20	Friday	8.25	17.50	9.25		
27-Dec-19	Friday	8.25	17.00	8.75			4-Jan-20	Saturday	0.00	0.00	0.00		
28-Dec-19	Saturday	0.00	0.00	0.00			5-Jan-20	Sunday	0.00	0.00	0.00		
29-Dec-19	Sunday	0.00	0.00	0.00			6-Jan-20	Monday	0.00	0.00	8.00	Vacation	
30-Dec-19	Monday	9.50	16.50	7.00			7-Jan-20	Tuesday	8.25	18.25	10.00		
31-Dec-19	Tuesday	8.50	12.50	4.00	4.0 Holiday		8-Jan-20	Wednesday	9.00	19.50	10.50		
1-Jan-20	Wednesday	0.00	0.00	8.00	Holiday		9-Jan-20	Thursday	8.50	17.75	9.25		

Absence Codes: S = Sick Leave V= Vacation Leave DOD - Day Off Duty H= Holiday PL = Personal Leave MIL= Military Leave J = Jury Duty BL = Bereavement Leave FMLA = Family Medical Leave Without Pay
LWP = Leave Without Pay C = Compensatory Leave - Must Have Written Agreement on File - Approved by Constitutional Official and County Commission - Commission Employees Not Eligible

Total Regular Hours to be Paid: 105.00 *

Total Overtime Hours to be Paid: N/A

Total Vehicle Benefit Days: 0

@ $3.00 per day for round trip commute

Total Vehicle Benefit Taxable Wages: $ -

Regular Hours: Hours Worked (Up To 40 Per Week), Vacation Hours, Sick Leave Hours, Holiday Hours, Personal Leave Hours, Bereavement Leave Hours, Certain Military Leave Hours, Certain Court Related Hours

Overtime Hours: More Than 40 Hours Worked Per Week ---- Review Previous Timesheet if Work Week is Split to Verify the Correct Overtime Calculation is Paid

Vehicle Benefit: Certain employees assigned county owned vehicles must report commuting information to payroll. If you are assigned a county owned vehicle, please note usage (place yes or no) in the appropriate box. Deputy Sheriff and emergency service personnel are excluded from this vehicle use reporting.

Reason for Overtime & Other Notations:

.25 = 15 Minutes
.50 = 30 Minutes
.75 = 45 Minutes

Sick Leave - Hours at End of Previous Period:	55.00		
Sick Leave - Hours Earned This Pay Period:	4.00		
Sick Leave - Hours Taken This Pay Period:	0.00		
Sick Leave - Hours at End of This Pay Period:	59.00		
Plus Additional Sick Leave Hours Avaiable for Conversion to Service Credit at Retirement:	1088.00	1147.00	Total
Personal Leave Hours Taken for the Year: (Maximum of 8 hours per calendar year)			

Vacation Leave - Hours at End of Previous Period:	93.01
Vacation Leave - Hours Earned This Pay Period: **	5.00
Vacation Leave - Hours Taken This Pay Period:	18.01
Vacation Leave - Hours At End of This Pay Period:	80.00
to CAS	10.01

** Hours Earned Per Pay Period Based On Full-Time Service

Employment Date thru 5 Years of Service:	3.34
6 Years of Service thru 10 Years of Service:	5.00
11 Years of Service thru 15 Years of Service:	6.00
16 Years of Service and Greater:	6.67

* Hours Include One Hour Paid Duty Free Meal Time For Each Work Day Unless Noted Otherwise

A10 Form Revised: December 30, 2014

TIME & ATTENDANCE RECORD

Pay Period Beginning Date: 25-Jan-20 **Pay Period Ending Date:** 9-Feb-20

Employee Name: William A. "Willie" Parker **Employee Signature:** **Date:** 2/9/2020

Department: County Administrator - 401 **Supervisor's Approval:** **Date:**

Date	Day of Week	Time In	Time Out	Hours	Comment - Notation	Vehicle Benefit	Date	Day of Week	Time In	Time Out	Hours	Comment - Notation	Vehicle Benefit
25-Jan-20	Saturday	14.00	23.50	9.50			2-Feb-20	Sunday	0.00	0.00	0.00		
26-Jan-20	Sunday	10.00	17.00	7.00	CCAWV		3-Feb-20	Monday	10.50	17.50	7.00		
27-Jan-20	Monday	8.00	16.00	8.00	CCAWV		4-Feb-20	Tuesday	9.00	18.75	9.75		
28-Jan-20	Tuesday	9.50	17.50	8.00	CCAWV		5-Feb-20	Wednesday	8.50	19.00	10.50		
29-Jan-20	Wednesday	8.50	18.50	10.00			6-Feb-20	Thursday	9.00	16.50	7.50		
30-Jan-20	Thursday	10.50	21.50	11.00			7-Feb-20	Friday	8.50	18.50	10.00		
31-Jan-20	Friday	8.75	17.25	8.50			8-Feb-20	Saturday	14.50	19.50	5.00		
1-Feb-20	Saturday	0.00	0.00	0.00			9-Feb-20	Sunday	10.00	17.00	7.00	WVACo	

Absence Codes: S = Sick Leave V= Vacation Leave DOD - Day Off Duty H= Holiday PL = Personal Leave MIL= Military Leave J = Jury Duty BL = Bereavement Leave FMLA = Family Medical Leave Without Pay LWP = Leave Without Pay C = Compensatory Leave - Must Have Written Agreement on File - Approved by Constitutional Official and County Commission - Commission Employees Not Eligible

Total Regular Hours to be Paid: 118.75*

Total Overtime Hours to be Paid: N/A

Total Vehicle Benefit Days: 0

@ $3.00 per day for round trip commute

Total Vehicle Benefit Taxable Wages: $ -

Regular Hours: Hours Worked (Up To 40 Per Week), Vacation Hours, Sick Leave Hours, Holiday Hours, Personal Leave Hours, Bereavement Leave Hours, Certain Military Leave Hours, Certain Court Related Hours

Overtime Hours: More Than 40 Hours Worked Per Week ---- Review Previous Timesheet If Work Week is Split to Verify the Correct Overtime Calculation Is Paid

Vehicle Benefit: Certain employees assigned county owned vehicles must report commuting information to payroll. If you are assigned a county owned vehicle, please note usage (place yes or no) in the appropriate box. Deputy Sheriff and emergency service personnel are excluded from this vehicle use reporting.

Reason for Overtime & Other Notations:

.25 = 15 Minutes

.50 = 30 Minutes

.75 = 45 Minutes

Sick Leave - Hours at End of Previous Period:	63.00	
Sick Leave - Hours Earned This Pay Period:	4.00	
Sick Leave - Hours Taken This Pay Period:	0.00	
Sick Leave - Hours at End of This Pay Period:	67.00	
Plus Additional Sick Leave Hours Avaiable for Conversion to Service Credit at Retirement:	1088.00	1155.00 Total
Personal Leave Hours Taken for the Year: (Maximum of 8 hours per calendar year)	8.00	

Vacation Leave - Hours at End of Previous Period:	85.00
Vacation Leave - Hours Earned This Pay Period: **	5.00
Vacation Leave - Hours Taken This Pay Period:	
Vacation Leave - Hours At End of This Pay Period:	90.00

** Hours Earned Per Pay Period Based On Full-Time Service

Employment Date thru 5 Years of Service:	3.34
6 Years of Service thru 10 Years of Service:	5.00
11 Years of Service thru 15 Years of Service:	6.00
16 Years of Service and Greater:	6.67

* Hours Include One Hour Paid Duty Free Meal Time For Each Work Day Unless Noted Otherwise

A10 Form Revised: December 30, 2014

TIME & ATTENDANCE RECORD

Pay Period Beginning Date: 10-Feb-20 **Pay Period Ending Date:** 24-Feb-20

Employee Name: William A. "Willie" Parker **Employee Signature:** **Date:** 2/24/2020

Department: County Administrator - 401 **Supervisor's Approval:** **Date:**

Date	Day of Week	Time In	Time Out	Hours	Comment - Notation	Vehicle Benefit	Date	Day of Week	Time In	Time Out	Hours	Comment - Notation	Vehicle Benefit
10-Feb-20	Monday	8.50	16.50	8.00	WVACo		18-Feb-20	Tuesday	8.50	17.00	8.50		
11-Feb-20	Tuesday	8.50	16.50	8.00	WVACo		19-Feb-20	Wednesday	8.50	21.50	13.00		
12-Feb-20	Wednesday	8.50	17.50	9.00	WVACo & Office		20-Feb-20	Thursday	8.25	18.25	10.00		
13-Feb-20	Thursday	0.00	0.00	8.00			21-Feb-20	Friday	8.25	17.25	9.00		
14-Feb-20	Friday	0.00	0.00	8.00			22-Feb-20	Saturday	0.00	0.00	0.00		
15-Feb-20	Saturday	0.00	0.00	0.00			23-Feb-20	Sunday	0.00	0.00	0.00		
16-Feb-20	Sunday	0.00	0.00	0.00			24-Feb-20	Monday	8.25	17.00	8.75		
17-Feb-20	Monday	0.00	0.00	8.00	Holiday								

Absence Codes: S = Sick Leave V= Vacation Leave DOD - Day Off Duty H= Holiday PL = Personal Leave MIL= Military Leave J = Jury Duty BL = Bereavement Leave FMLA = Family Medical Leave Without Pay
LWP = Leave Without Pay C = Compensatory Leave - Must Have Written Agreement on File - Approved by Constitutional Official and County Commission - Commission Employees Not Eligible

Total Regular Hours to be Paid: 98.25 *

Regular Hours: Hours Worked (Up To 40 Per Week), Vacation Hours, Sick Leave Hours, Holiday Hours, Personal Leave Hours, Bereavement Leave Hours, Certain Military Leave Hours, Certain Court Related Hours

Total Overtime Hours to be Paid: N/A

Overtime Hours: More Than 40 Hours Worked Per Week ---- Review Previous Timesheet If Work Week Is Split to Verify the Correct Overtime Calculation Is Paid

Total Vehicle Benefit Days: 0

@ $3.00 per day for round trip commute

Total Vehicle Benefit Taxable Wages: $ -

Vehicle Benefit: Certain employees assigned county owned vehicles must report commuting information to payroll. If you are assigned a county owned vehicle, please note usage (place yes or no) in the appropriate box. Deputy Sheriff and emergency service personnel are excluded from this vehicle use reporting.

Reason for Overtime & Other Notations:

.25 = 15 Minutes
.50 = 30 Minutes
.75 = 45 Minutes

Sick Leave - Hours at End of Previous Period:	67.00	
Sick Leave - Hours Earned This Pay Period:	4.00	
Sick Leave - Hours Taken This Pay Period:	0.00	
Sick Leave - Hours at End of This Pay Period:	71.00	
Plus Additional Sick Leave Hours Available for Conversion to Service Credit at Retirement:	1088.00	1159.00 Total
Personal Leave Hours Taken for the Year: (Maximum of 8 hours per calendar year)	8.00	

Vacation Leave - Hours at End of Previous Period:	90.00
Vacation Leave - Hours Earned This Pay Period: **	5.00
Vacation Leave - Hours Taken This Pay Period:	0.00
Vacation Leave - Hours At End of This Pay Period:	95.00

** Hours Earned Per Pay Period Based On Full-Time Service

Employment Date thru 5 Years of Service:	3.34
6 Years of Service thru 10 Years of Service:	5.00
11 Years of Service thru 15 Years of Service:	6.00
16 Years of Service and Greater:	6.67

* Hours Include One Hour Paid Duty Free Meal Time For Each Work Day Unless Noted Otherwise

A10 Form Revised: December 30, 2014

TIME & ATTENDANCE RECORD

Pay Period Beginning Date: 25-Feb-20 **Pay Period Ending Date:** 9-Mar-20

Employee Name: William A. "Willie" Parker **Employee Signature:** **Date:** 3/9/2020

Department: County Administrator - 401 **Supervisor's Approval:** **Date:**

Date	Day of Week	Time In	Time Out	Hours	Comment - Notation	Vehicle Benefit	Date	Day of Week	Time In	Time Out	Hours	Comment - Notation	Vehicle Benefit
25-Feb-20	Tuesday	8.00	17.50	9.50			2-Mar-20	Monday	0.00	0.00	0.00		
26-Feb-20	Wednesday	8.00	17.00	9.00			3-Mar-20	Tuesday	8.75	17.25	8.50		
27-Feb-20	Thursday	8.50	17.50	9.00			4-Mar-20	Wednesday	6.50	18.25	11.75		
28-Feb-20	Friday	8.50	17.00	8.50			5-Mar-20	Thursday	9.00	17.50	8.50		
29-Feb-20	Saturday	0.00	0.00	0.00			6-Mar-20	Friday	8.25	17.00	8.75		
		0.00	0.00	0.00			7-Mar-20	Saturday	13.00	24.00	11.00		
		0.00	0.00	0.00			8-Mar-20	Sunday	00.00 13.50	02:50 22.50	11.50		
1-Mar-20	Sunday	0.00	0.00	0.00			9-Mar-20	Monday	9.00	16.50	7.50		

Absence Codes: S = Sick Leave V= Vacation Leave DOD - Day Off Duty H= Holiday PL = Personal Leave MIL= Military Leave J = Jury Duty BL = Bereavement Leave FMLA = Family Medical Leave Without Pay
LWP = Leave Without Pay C = Compensatory Leave - Must Have Written Agreement on File - Approved by Constitutional Official and County Commission - Commission Employees Not Eligible

Total Regular Hours to be Paid: 103.50 *

Regular Hours: Hours Worked (Up To 40 Per Week), Vacation Hours, Sick Leave Hours, Holiday Hours, Personal Leave Hours, Bereavement Leave Hours, Certain Military Leave Hours, Certain Court Related Hours

Total Overtime Hours to be Paid: N/A

Overtime Hours: More Than 40 Hours Worked Per Week ---- Review Previous Timesheet if Work Week is Split to Verify the Correct Overtime Calculation is Paid

Total Vehicle Benefit Days: 0

@ $3.00 per day for round trip commute

Total Vehicle Benefit Taxable Wages: $ -

Vehicle Benefit: Certain employees assigned county owned vehicles must report commuting information to payroll. If you are assigned a county owned vehicle, please note usage (place yes or no) in the appropriate box. Deputy Sheriff and emergency service personnel are excluded from this vehicle use reporting.

Reason for Overtime & Other Notations:

.25 = 15 Minutes
.50 = 30 Minutes
.75 = 45 Minutes

Sick Leave - Hours at End of Previous Period:	71.00	Vacation Leave - Hours at End of Previous Period:	95.00
Sick Leave - Hours Earned This Pay Period:	4.00	Vacation Leave - Hours Earned This Pay Period: **	5.00
Sick Leave - Hours Taken This Pay Period:	0.00	Vacation Leave - Hours Taken This Pay Period:	
Sick Leave - Hours at End of This Pay Period:	75.00	Vacation Leave - Hours At End of This Pay Period:	100.00
Plus Additional Sick Leave Hours Avaiable for Conversion to Service Credit at Retirement:	1088.00	1163.00 Total	
Personal Leave Hours Taken for the Year: (Maximum of 8 hours per calendar year)	8.00		

** Hours Earned Per Pay Period Based On Full-Time Service

Employment Date thru 5 Years of Service:	3.34
6 Years of Service thru 10 Years of Service:	5.00
11 Years of Service thru 15 Years of Service:	6.00
16 Years of Service and Greater:	6.67

* Hours Include One Hour Paid Duty Free Meal Time For Each Work Day Unless Noted Otherwise

TIME & ATTENDANCE RECORD

Pay Period Beginning Date: 10-Mar-20 **Pay Period Ending Date:** 24-Mar-20

Employee Name: William A. "Willie" Parker **Employee Signature:** **Date:** 3/24/2020

Department: County Administrator - 401 **Supervisor's Approval:** **Date:**

Date	Day of Week	Time In	Time Out	Hours	Comment - Notation	Vehicle Benefit	Date	Day of Week	Time In	Time Out	Hours	Comment - Notation	Vehicle Benefit
10-Mar-20	Tuesday	8.50	24.00	15.50			18-Mar-20	Wednesday	5.50	18.50	13.00		
11-Mar-20	Wednesday	0.00	22.00	22.00			19-Mar-20	Thursday	8.50	16.50	8.00		
12-Mar-20	Thursday	6.00	16.50	10.50			20-Mar-20	Friday	8.50	18.00	9.50		
13-Mar-20	Friday	7.75	20.25	12.50			21-Mar-20	Saturday	10.50	17.00	6.50		
14-Mar-20	Saturday	12.50	17.50	5.00			22-Mar-20	Sunday	10.00	17.50	7.50		
15-Mar-20	Sunday	11.50	16.00	4.50			23-Mar-20	Monday	7.25	18.25	11.00		
16-Mar-20	Monday	8.25	18.00	9.75			24-Mar-20	Tuesday	10.00	17.00	7.00		
17-Mar-20	Tuesday	8.25	17.50	9.25									

Absence Codes: S = Sick Leave V= Vacation Leave DOD - Day Off Duty H= Holiday PL = Personal Leave MIL= Military Leave J = Jury Duty BL = Bereavement Leave FMLA = Family Medical Leave Without Pay
LWP = Leave Without Pay C = Compensatory Leave - Must Have Written Agreement on File - Approved by Constitutional Official and County Commission - Commission Employees Not Eligible

Total Regular Hours to be Paid: 151.50 *

Regular Hours: Hours Worked (Up To 40 Per Week), Vacation Hours, Sick Leave Hours, Holiday Hours, Personal Leave Hours, Bereavement Leave Hours, Certain Military Leave Hours, Certain Court Related Hours

Total Overtime Hours to be Paid: N/A

Overtime Hours: More Than 40 Hours Worked Per Week ---- Review Previous Timesheet if Work Week is Split to Verify the Correct Overtime Calculation is Paid

Total Vehicle Benefit Days: 0

@ $3.00 per day for round trip commute

Total Vehicle Benefit Taxable Wages: $ -

Vehicle Benefit: Certain employees assigned county owned vehicles must report commuting information to payroll. If you are assigned a county owned vehicle, please note usage (place yes or no) in the appropriate box. Deputy Sheriff and emergency service personnel are excluded from this vehicle use reporting.

Reason for Overtime & Other Notations:

.25 = 15 Minutes
.50 = 30 Minutes
.75 = 45 Minutes

Sick Leave - Hours at End of Previous Period:	75.00		
Sick Leave - Hours Earned This Pay Period:	4.00		
Sick Leave - Hours Taken This Pay Period:	0.00		
Sick Leave - Hours at End of This Pay Period:	79.00		
Plus Additional Sick Leave Hours Available for Conversion to Service Credit at Retirement:	1088.00	1167.00	Total
Personal Leave Hours Taken for the Year: (Maximum of 8 hours per calendar year)	8.00		

Vacation Leave - Hours at End of Previous Period:	100.00
Vacation Leave - Hours Earned This Pay Period: **	5.00
Vacation Leave - Hours Taken This Pay Period:	0.00
Vacation Leave - Hours At End of This Pay Period:	105.00

** Hours Earned Per Pay Period Based On Full-Time Service

Employment Date thru 5 Years of Service:	3.34
6 Years of Service thru 10 Years of Service:	5.00
11 Years of Service thru 15 Years of Service:	6.00
16 Years of Service and Greater:	6.67

* Hours Include One Hour Paid Duty Free Meal Time For Each Work Day Unless Noted Otherwise

TIME & ATTENDANCE RECORD

Pay Period Beginning Date: 25-Mar-20 **Pay Period Ending Date:** 9-Apr-20

Employee Name: William A. "Willie" Parker **Employee Signature:** **Date:** 4/9/2020

Department: County Administrator - 401 **Supervisor's Approval:** **Date:**

Date	Day of Week	Time In	Time Out	Hours	Comment - Notation	Vehicle Benefit	Date	Day of Week	Time In	Time Out	Hours	Comment - Notation	Vehicle Benefit
25-Mar-20	Wednesday	8.50	17.00	8.50			2-Apr-20	Thursday	8.50	16.50	8.00		
26-Mar-20	Thursday	7.50	17.00	9.50			3-Apr-20	Friday	8.50	17.50	9.00		
27-Mar-20	Friday	6.75	16.50	9.75			4-Apr-20	Saturday	0.00	0.00	0.00		
28-Mar-20	Saturday	0.00	0.00	3.00	work from home		5-Apr-20	Sunday	0.00	0.00	0.00		
29-Mar-20	Sunday	10.50	17.25	6.75			6-Apr-20	Monday	8.50	18.25	9.75		
30-Mar-20	Monday	8.00	18.00	10.00			7-Apr-20	Tuesday	9.00	17.50	8.50		
31-Mar-20	Tuesday	7.50	18.50	11.00			8-Apr-20	Wednesday	9.00	17.25	8.25		
1-Apr-20	Wednesday	9.00	17.75	8.75			9-Apr-20	Thursday	9.00	17.00	8.00		

Absence Codes: S = Sick Leave V= Vacation Leave DOD - Day Off Duty H= Holiday PL = Personal Leave MIL= Military Leave J = Jury Duty BL = Bereavement Leave FMLA = Family Medical Leave Without Pay
LWP = Leave Without Pay C = Compensatory Leave - Must Have Written Agreement on File - Approved by Constitutional Official and County Commission - Commission Employees Not Eligible

Total Regular Hours to be Paid: 110.75 *

Total Overtime Hours to be Paid: N/A

Total Vehicle Benefit Days: 0

@ $3.00 per day for round trip commute

Total Vehicle Benefit Taxable Wages: $ -

Regular Hours: Hours Worked (Up To 40 Per Week), Vacation Hours, Sick Leave Hours, Holiday Hours, Personal Leave Hours, Bereavement Leave Hours, Certain Military Leave Hours, Certain Court Related Hours

Overtime Hours: More Than 40 Hours Worked Per Week ---- Review Previous Timesheet If Work Week is Split to Verify the Correct Overtime Calculation is Paid

Vehicle Benefit: Certain employees assigned county owned vehicles must report commuting information to payroll. If you are assigned a county owned vehicle, please note usage (place yes or no) in the appropriate box. Deputy Sheriff and emergency service personnel are excluded from this vehicle use reporting.

Reason for Overtime & Other Notations:

.25 = 15 Minutes
.50 = 30 Minutes
.75 = 45 Minutes

Sick Leave - Hours at End of Previous Period:	79.00		
Sick Leave - Hours Earned This Pay Period:	4.00		
Sick Leave - Hours Taken This Pay Period:	0.00		
Sick Leave - Hours at End of This Pay Period:	83.00		
Plus Additional Sick Leave Hours Avaiable for Conversion to Service Credit at Retirement:	1088.00	1171.00	Total
Personal Leave Hours Taken for the Year: (Maximum of 8 hours per calendar year)	8.00		

Vacation Leave - Hours at End of Previous Period:	105.00
Vacation Leave - Hours Earned This Pay Period: **	5.00
Vacation Leave - Hours Taken This Pay Period:	
Vacation Leave - Hours At End of This Pay Period:	110.00

** Hours Earned Per Pay Period Based On Full-Time Service

Employment Date thru 5 Years of Service:	3.34
6 Years of Service thru 10 Years of Service:	5.00
11 Years of Service thru 15 Years of Service:	6.00
16 Years of Service and Greater:	6.67

* Hours Include One Hour Paid Duty Free Meal Time For Each Work Day Unless Noted Otherwise

TIME & ATTENDANCE RECORD

Pay Period Beginning Date: 10-Apr-20 **Pay Period Ending Date:** 24-Apr-20

Employee Name: William A. "Willie" Parker **Employee Signature:** **Date:** 4/24/2020

Department: County Administrator - 401 **Supervisor's Approval:** **Date:**

Date	Day of Week	Time In	Time Out	Hours	Comment - Notation	Vehicle Benefit	Date	Day of Week	Time In	Time Out	Hours	Comment - Notation	Vehicle Benefit
10-Apr-20	Friday	9.00	16.00	7.00			18-Apr-20	Saturday	0.00	0.00	0.00		
11-Apr-20	Saturday	0.00	0.00	0.00			19-Apr-20	Sunday	0.00	0.00	0.00		
12-Apr-20	Sunday	0.00	0.00	0.00			20-Apr-20	Monday	8.50	17.25	8.75		
13-Apr-20	Monday	0.00	0.00	8.00	Remote		21-Apr-20	Tuesday	8.00	17.00	9.00		
14-Apr-20	Tuesday	0.00	0.00	5.00	Remote		22-Apr-20	Wednesday	8.50	17.00	8.50		
15-Apr-20	Wednesday	8.50	16.75	8.25			23-Apr-20	Thursday	8.25	16.75	8.50		
16-Apr-20	Thursday	7.75	16.75	9.00			24-Apr-20	Friday	8.25	16.50	8.25		
17-Apr-20	Friday	8.50	16.75	8.25									

Absence Codes: S = Sick Leave V= Vacation Leave DOD - Day Off Duty H= Holiday PL = Personal Leave MIL= Military Leave J = Jury Duty BL = Bereavement Leave FMLA = Family Medical Leave Without Pay
LWP = Leave Without Pay C = Compensatory Leave - Must Have Written Agreement on File - Approved by Constitutional Official and County Commission - Commission Employees Not Eligible

Total Regular Hours to be Paid: 88.50 *

Regular Hours: Hours Worked (Up To 40 Per Week), Vacation Hours, Sick Leave Hours, Holiday Hours, Personal Leave Hours, Bereavement Leave Hours, Certain Military Leave Hours, Certain Court Related Hours

Total Overtime Hours to be Paid: N/A

Overtime Hours: More Than 40 Hours Worked Per Week ---- Review Previous Timesheet If Work Week is Split to Verify the Correct Overtime Calculation is Paid

Total Vehicle Benefit Days: 0

@ $3.00 per day for round trip commute

Total Vehicle Benefit Taxable Wages: $ -

Vehicle Benefit: Certain employees assigned county owned vehicles must report commuting information to payroll. If you are assigned a county owned vehicle, please note usage (place yes or no) in the appropriate box. Deputy Sheriff and emergency service personnel are excluded from this vehicle use reporting.

Reason for Overtime & Other Notations:

.25 = 15 Minutes
.50 = 30 Minutes
.75 = 45 Minutes

Sick Leave - Hours at End of Previous Period:	83.00	
Sick Leave - Hours Earned This Pay Period:	4.00	
Sick Leave - Hours Taken This Pay Period:	0.00	
Sick Leave - Hours at End of This Pay Period:	87.00	
Plus Additional Sick Leave Hours Available for Conversion to Service Credit at Retirement:	1088.00	1175.00 Total
Personal Leave Hours Taken for the Year: (Maximum of 8 hours per calendar year)	8.00	

Vacation Leave - Hours at End of Previous Period:	110.00
Vacation Leave - Hours Earned This Pay Period: **	5.00
Vacation Leave - Hours Taken This Pay Period:	0.00
Vacation Leave - Hours At End of This Pay Period:	115.00

** Hours Earned Per Pay Period Based On Full-Time Service

Employment Date thru 5 Years of Service:	3.34
6 Years of Service thru 10 Years of Service:	5.00
11 Years of Service thru 15 Years of Service:	6.00
16 Years of Service and Greater:	6.67

* Hours Include One Hour Paid Duty Free Meal Time For Each Work Day Unless Noted Otherwise

A10 Form Revised: December 30, 2014

TIME & ATTENDANCE RECORD

Pay Period Beginning Date: 25-Apr-20 **Pay Period Ending Date:** 9-May-20

Employee Name: William A. "Willie" Parker **Employee Signature:** **Date:** 5/9/2020

Department: County Administrator - 401 **Supervisor's Approval:** **Date:**

Date	Day of Week	Time In	Time Out	Hours	Comment - Notation	Vehicle Benefit	Date	Day of Week	Time In	Time Out	Hours	Comment - Notation	Vehicle Benefit
25-Apr-20	Saturday	0.00	0.00	0.00			2-May-20	Saturday	0.00	0.00	0.00		
26-Apr-20	Sunday	12.00	18.25	6.25			3-May-20	Sunday	0.00	0.00	0.00		
27-Apr-20	Monday	8.50	16.75	8.25			4-May-20	Monday	9.00	17.00	8.00		
28-Apr-20	Tuesday	8.25	16.75	8.50			5-May-20	Tuesday	9.00	16.50	7.50		
29-Apr-20	Wednesday	0.00	0.00	8.00	Remote		6-May-20	Wednesday	8.00	17.75	9.75		
30-Apr-20	Thursday	8.25	17.25	9.00			7-May-20	Thursday	8.00	16.50	8.50		
		0.00	0.00	0.00			8-May-20	Friday	8.50	17.00	8.50		
1-May-20	Friday	9.00	16.50	7.50			9-May-20	Saturday	13.00	18.75	5.75		

Absence Codes: S = Sick Leave V= Vacation Leave DOD - Day Off Duty H= Holiday PL = Personal Leave MIL= Military Leave J = Jury Duty BL = Bereavement Leave FMLA = Family Medical Leave Without Pay
LWP = Leave Without Pay C = Compensatory Leave - Must Have Written Agreement on File - Approved by Constitutional Official and County Commission - Commission Employees Not Eligible

Total Regular Hours to be Paid: 95.50 *

Total Overtime Hours to be Paid: N/A

Total Vehicle Benefit Days: 0
@ $3.00 per day for round trip commute

Total Vehicle Benefit Taxable Wages: $ -

Regular Hours: Hours Worked (Up To 40 Per Week), Vacation Hours, Sick Leave Hours, Holiday Hours, Personal Leave Hours, Bereavement Leave Hours, Certain Military Leave Hours, Certain Court Related Hours

Overtime Hours: More Than 40 Hours Worked Per Week ---- Review Previous Timesheet if Work Week is Split to Verify the Correct Overtime Calculation is Paid

Vehicle Benefit: Certain employees assigned county owned vehicles must report commuting information to payroll. If you are assigned a county owned vehicle, please note usage (place yes or no) in the appropriate box. Deputy Sheriff and emergency service personnel are excluded from this vehicle use reporting.

Reason for Overtime & Other Notations:

.25 = 15 Minutes
.50 = 30 Minutes
.75 = 45 Minutes

Sick Leave - Hours at End of Previous Period:	87.00		
Sick Leave - Hours Earned This Pay Period:	4.00		
Sick Leave - Hours Taken This Pay Period:	0.00		
Sick Leave - Hours at End of This Pay Period:	91.00		
Plus Additional Sick Leave Hours Avaiable for Conversion to Service Credit at Retirement:	1088.00	1179.00	Total
Personal Leave Hours Taken for the Year: (Maximum of 8 hours per calendar year)	8.00		

Vacation Leave - Hours at End of Previous Period:	115.00
Vacation Leave - Hours Earned This Pay Period: **	5.00
Vacation Leave - Hours Taken This Pay Period:	
Vacation Leave - Hours At End of This Pay Period:	120.00

** Hours Earned Per Pay Period Based On Full-Time Service

Employment Date thru 5 Years of Service:	3.34
6 Years of Service thru 10 Years of Service:	5.00
11 Years of Service thru 15 Years of Service:	6.00
16 Years of Service and Greater:	6.67

* Hours Include One Hour Paid Duty Free Meal Time For Each Work Day Unless Noted Otherwise

TIME & ATTENDANCE RECORD

Pay Period Beginning Date: 10-May-20 **Pay Period Ending Date:** 24-May-20

Employee Name: William A. "Willie" Parker **Employee Signature:** **Date:** 5/24/2020

Department: County Administrator - 401 **Supervisor's Approval:** **Date:**

Date	Day of Week	Time In	Time Out	Hours	Comment - Notation	Vehicle Benefit	Date	Day of Week	Time In	Time Out	Hours	Comment - Notation	Vehicle Benefit
10-May-20	Sunday	12.50	18.50	6.00			18-May-20	Monday	9.50	17.00	7.50		
11-May-20	Monday	8.25	16.50	8.25			19-May-20	Tuesday	8.50	24.00	15.50		
12-May-20	Tuesday	8.50	17.00	8.50			20-May-20	Wednesday	0.00 8:00	1:00 17:00	10.00		
13-May-20	Wednesday	8.25	16.75	8.50			21-May-20	Thursday	8.50	17.75	9.25		
14-May-20	Thursday	8.25	16.75	8.50			22-May-20	Friday	7.75	17.25	9.50		
15-May-20	Friday	9.00	17.00	8.00			23-May-20	Saturday	0.00	0.00	0.00		
16-May-20	Saturday	0.00	0.00	0.00			24-May-20	Sunday	11.50	19.00	7.50		
17-May-20	Sunday	14.00	24.00	10.00									

Absence Codes: S = Sick Leave V= Vacation Leave DOD - Day Off Duty H= Holiday PL = Personal Leave MIL= Military Leave J = Jury Duty BL = Bereavement Leave FMLA = Family Medical Leave Without Pay
LWP = Leave Without Pay C = Compensatory Leave - Must Have Written Agreement on File - Approved by Constitutional Official and County Commission - Commission Employees Not Eligible

Total Regular Hours to be Paid: 117.00 *

Total Overtime Hours to be Paid: N/A

Total Vehicle Benefit Days: 0

@ $3.00 per day for round trip commute

Total Vehicle Benefit Taxable Wages: $ -

Regular Hours: Hours Worked (Up To 40 Per Week), Vacation Hours, Sick Leave Hours, Holiday Hours, Personal Leave Hours, Bereavement Leave Hours, Certain Military Leave Hours, Certain Court Related Hours

Overtime Hours: More Than 40 Hours Worked Per Week ---- Review Previous Timesheet if Work Week is Split to Verify the Correct Overtime Calculation is Paid

Vehicle Benefit: Certain employees assigned county owned vehicles must report commuting information to payroll. If you are assigned a county owned vehicle, please note usage (place yes or no) in the appropriate box. Deputy Sheriff and emergency service personnel are excluded from this vehicle use reporting.

Reason for Overtime & Other Notations:

.25 = 15 Minutes
.50 = 30 Minutes
.75 = 45 Minutes

Sick Leave - Hours at End of Previous Period:	91.00		
Sick Leave - Hours Earned This Pay Period:	4.00		
Sick Leave - Hours Taken This Pay Period:	0.00		
Sick Leave - Hours at End of This Pay Period:	95.00		
Plus Additional Sick Leave Hours Available for Conversion to Service Credit at Retirement:	1088.00	1183.00	Total
Personal Leave Hours Taken for the Year: (Maximum of 8 hours per calendar year)	8.00		

Vacation Leave - Hours at End of Previous Period:	120.00
Vacation Leave - Hours Earned This Pay Period: **	5.00
Vacation Leave - Hours Taken This Pay Period:	0.00
Vacation Leave - Hours At End of This Pay Period:	125.00

** Hours Earned Per Pay Period Based On Full-Time Service

Employment Date thru 5 Years of Service:	3.34
6 Years of Service thru 10 Years of Service:	5.00
11 Years of Service thru 15 Years of Service:	6.00
16 Years of Service and Greater:	6.67

* Hours Include One Hour Paid Duty Free Meal Time For Each Work Day Unless Noted Otherwise

TIME & ATTENDANCE RECORD

Pay Period Beginning Date: 25-May-20 **Pay Period Ending Date:** 9-Jun-20

Employee Name: William A. "Willie" Parker **Employee Signature:** **Date:** 6/9/2020

Department: County Administrator - 401 **Supervisor's Approval:** **Date:**

Date	Day of Week	Time In	Time Out	Hours	Comment - Notation	Vehicle Benefit	Date	Day of Week	Time In	Time Out	Hours	Comment - Notation	Vehicle Benefit
25-May-20	Monday	11.00	20.00	9.00	8.00 Holiday		2-Jun-20	Tuesday	6.50	16.75	10.25		
26-May-20	Tuesday	6.25	17.50	11.25			3-Jun-20	Wednesday	6.50	15.00	8.50		
27-May-20	Wednesday	6.50	17.50	11.00			4-Jun-20	Thursday	6.50	17.25	10.75		
28-May-20	Thursday	6.50	18.00	11.50			5-Jun-20	Friday	5.50	14.00	8.50		
29-May-20	Friday	7.50	17.25	9.75			6-Jun-20	Saturday	0.00	0.00	0.00		
30-May-20	Saturday	0.00	0.00	0.00			7-Jun-20	Sunday	0.00	0.00	0.00		
31-May-20	Sunday	11.00	18.75	7.75			8-Jun-20	Monday	6.25	17.25	11.00		
1-Jun-20	Monday	6.50	21.50	15.00			9-Jun-20	Tuesday	10.00	24.00	14.00	8.00 Holiday	

Absence Codes: S = Sick Leave V= Vacation Leave DOD - Day Off Duty H= Holiday PL = Personal Leave MIL= Military Leave J = Jury Duty BL = Bereavement Leave FMLA = Family Medical Leave Without Pay
LWP = Leave Without Pay C = Compensatory Leave - Must Have Written Agreement on File - Approved by Constitutional Official and County Commission - Commission Employees Not Eligible

Total Regular Hours to be Paid: 154.25 *

Regular Hours: Hours Worked (Up To 40 Per Week), Vacation Hours, Sick Leave Hours, Holiday Hours, Personal Leave Hours, Bereavement Leave Hours, Certain Military Leave Hours, Certain Court Related Hours

Total Overtime Hours to be Paid: N/A

Overtime Hours: More Than 40 Hours Worked Per Week ---- Review Previous Timesheet if Work Week is Split to Verify the Correct Overtime Calculation is Paid

Total Vehicle Benefit Days: 0

@ $3.00 per day for round trip commute

Total Vehicle Benefit Taxable Wages: $ -

Vehicle Benefit: Certain employees assigned county owned vehicles must report commuting information to payroll. If you are assigned a county owned vehicle, please note usage (place yes or no) in the appropriate box. Deputy Sheriff and emergency service personnel are excluded from this vehicle use reporting.

Reason for Overtime & Other Notations:

.25 = 15 Minutes
.50 = 30 Minutes
.75 = 45 Minutes

Sick Leave - Hours at End of Previous Period:	95.00	
Sick Leave - Hours Earned This Pay Period:	4.00	
Sick Leave - Hours Taken This Pay Period:	0.00	
Sick Leave - Hours at End of This Pay Period:	99.00	
Plus Additional Sick Leave Hours Avaiable for Conversion to Service Credit at Retirement:	1088.00	1187.00 Total
Personal Leave Hours Taken for the Year: (Maximum of 8 hours per calendar year)	8.00	

Vacation Leave - Hours at End of Previous Period:	125.00
Vacation Leave - Hours Earned This Pay Period: **	5.00
Vacation Leave - Hours Taken This Pay Period:	
Vacation Leave - Hours At End of This Pay Period:	130.00

** Hours Earned Per Pay Period Based On Full-Time Service

Employment Date thru 5 Years of Service:	3.34
6 Years of Service thru 10 Years of Service:	5.00
11 Years of Service thru 15 Years of Service:	6.00
16 Years of Service and Greater:	6.67

* Hours Include One Hour Paid Duty Free Meal Time For Each Work Day Unless Noted Otherwise

A10 Form Revised: December 30, 2014

TIME & ATTENDANCE RECORD

Pay Period Beginning Date: 10-Jun-20 **Pay Period Ending Date:** 24-Jun-20

Employee Name: William A. "Willie" Parker **Employee Signature:** **Date:** 6/24/2020

Department: County Administrator - 401 **Supervisor's Approval:** **Date:**

Date	Day of Week	Time In	Time Out	Hours	Comment - Notation	Vehicle Benefit	Date	Day of Week	Time In	Time Out	Hours	Comment - Notation	Vehicle Benefit
10-Jun-20	Wednesday	6.50	16.50	10.00			18-Jun-20	Thursday	5.75	23.50	17.75		
11-Jun-20	Thursday	7.00	17.00	10.00			19-Jun-20	Friday	0.00	0.00	8.00	Holiday	
12-Jun-20	Friday	6.50	17.25	10.75			20-Jun-20	Saturday	0.00	0.00	0.00		
13-Jun-20	Saturday	0.00	0.00	0.00			21-Jun-20	Sunday	0.00	0.00	0.00		
14-Jun-20	Sunday	11.50	24.00	12.50			22-Jun-20	Monday	0.00	0.00	8.00	Remote	
15-Jun-20	Monday	0.00	16.50	16.50			23-Jun-20	Tuesday	0.00	0.00	8.00	Remote	
16-Jun-20	Tuesday	6.00	19.50	13.50			24-Jun-20	Wednesday	0.00	0.00	8.00	Remote	
17-Jun-20	Wednesday	8.00	18.50	10.50									

Absence Codes: S = Sick Leave V= Vacation Leave DOD - Day Off Duty H= Holiday PL = Personal Leave MIL= Military Leave J = Jury Duty BL = Bereavement Leave FMLA = Family Medical Leave Without Pay
LWP = Leave Without Pay C = Compensatory Leave - Must Have Written Agreement on File - Approved by Constitutional Official and County Commission - Commission Employees Not Eligible

Total Regular Hours to be Paid: 133.50 *

Total Overtime Hours to be Paid: N/A

Total Vehicle Benefit Days: 0

@ $3.00 per day for round trip commute

Total Vehicle Benefit Taxable Wages: $ -

Regular Hours: Hours Worked (Up To 40 Per Week), Vacation Hours, Sick Leave Hours, Holiday Hours, Personal Leave Hours, Bereavement Leave Hours, Certain Military Leave Hours, Certain Court Related Hours

Overtime Hours: More Than 40 Hours Worked Per Week ---- Review Previous Timesheet If Work Week is Split to Verify the Correct Overtime Calculation is Paid

Vehicle Benefit: Certain employees assigned county owned vehicles must report commuting information to payroll. If you are assigned a county owned vehicle, please note usage (place yes or no) in the appropriate box. Deputy Sheriff and emergency service personnel are excluded from this vehicle use reporting.

Reason for Overtime & Other Notations:

.25 = 15 Minutes
.50 = 30 Minutes
.75 = 45 Minutes

Sick Leave - Hours at End of Previous Period:	99.00		
Sick Leave - Hours Earned This Pay Period:	4.00		
Sick Leave - Hours Taken This Pay Period:	0.00		
Sick Leave - Hours at End of This Pay Period:	103.00		
Plus Additional Sick Leave Hours Available for Conversion to Service Credit at Retirement:	1088.00	1191.00	Total
Personal Leave Hours Taken for the Year: (Maximum of 8 hours per calendar year)	8.00		

Vacation Leave - Hours at End of Previous Period:	130.00
Vacation Leave - Hours Earned This Pay Period: **	5.00
Vacation Leave - Hours Taken This Pay Period:	0.00
Vacation Leave - Hours At End of This Pay Period:	135.00

** Hours Earned Per Pay Period Based On Full-Time Service

Employment Date thru 5 Years of Service:	3.34
6 Years of Service thru 10 Years of Service:	5.00
11 Years of Service thru 15 Years of Service:	6.00
16 Years of Service and Greater:	6.67

* Hours Include One Hour Paid Duty Free Meal Time For Each Work Day Unless Noted Otherwise

A10 Form Revised: December 30, 2014

Current Year 2021	[0QL29] COUNTY COMMISSION OF HARRISON COUNTY WEST VA

Name PARKER, WILLIAM A (0192)
Status ACTIVE
Dept 401
Full/Part Time Full Time

Pay Period 06/25/2020 - 07/09/2020 (ARCHIVED PERIOD) - Semi-Monthly
Badge Number 2270
Position County Administrator
Labor Allocation County Commission-General County - Unassigned
Hire Date 06/03/2013
Pay Type Salary
Pay Class PC1

Date	Pay Code	IN	Allocation *(tax)*	OUT	IN	Allocation *(tax)*	OUT	Hours	Total Hours	Dollars
SUN (06/21)										
MON (06/22)										
TUE (06/23)										
WED (06/24)										
THU (06/25)		08:30 AM	[401]-G...	04:30 PM				8.00	8.00	
FRI (06/26)		08:30 AM	[401]-G...	04:30 PM				8.00	8.00	
SAT (06/27)										
	10 80						Weekly Totals	16.00		$0.00
SUN (06/28)										
MON (06/29)		08:30 AM	[401]-G...	04:30 PM				8.00	8.00	
TUE (06/30)		08:35 AM	[401]-G...	05:31 PM				9.00	9.00	
WED (07/01)		08:21 AM	[401]-G...	01:22 PM	01:22 PM	[401]-G...	01:45 PM	5.50		
		01:40 PM	[401]-G...	04:50 PM				3.00	8.50	
THU (07/02)		08:28 AM	[401]-G...	06:07 PM				9.50	9.50	
FRI (07/03)		09:45 AM	[401]-G...	04:02 PM				6.25		
	[HOL] Holiday		[401]-G...					8.00	14.25	
SAT (07/04)										
							Weekly Totals	49.25		$0.00
SUN (07/05)										
MON (07/06)		08:29 AM	[401]-G...	05:04 PM				8.50	8.50	
TUE (07/07)		08:45 AM	[401]-G...	04:46 PM				8.00	8.00	
WED (07/08)		05:43 AM	[401]-G...	12:51 PM	12:51 PM	[401]-G...	06:09 PM	12.50		
		12:51 PM	[401]-G...	12:45 PM				0.00	12.50	
THU (07/09)		09:00 AM	[401]-G...	06:30 PM				9.50	9.50	
FRI (07/10)		06:55 AM	[401]-G...	06:09 PM				11.25	~~14.25~~	
SAT (07/11)										
							Weekly Totals	~~39.50~~		$0.00

Pay-Period Totals

	Pay Code	Allocation *(tax)*	Hours	Rate	Dollars
R	Regular	[401] -General County -Unassigned	95.75	$50.26	$4,812.40
HOL	Holiday	[401] -General County -Unassigned	8.00	$50.26	$402.08
		Totals	103.75		$5,214.48

Hours for italicized entries are already included in totals once.

Pay-Period Approvals

Approve Dates	Approved By	Approved Time	Approve Type
Up to: 07-09-2020	0QL290192	07-09-2020 17:36:12	Employee
Up to: 07-09-2020	wparker	07-09-2020 17:41:53	Supervisor

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Current Year 2021	[0QL29] COUNTY COMMISSION OF HARRISON COUNTY WEST VA

Name PARKER, WILLIAM A (0192)
Status ACTIVE
Dept 401
Full/Part Time Full Time

Pay Period 07/10/2020 - 07/24/2020 (ARCHIVED PERIOD) - Semi-Monthly
Badge Number 2270
Position County Administrator
Labor Allocation County Commission-General County - Unassigned
Hire Date 06/03/2013
Pay Type Salary
Pay Class PC1

Date	Pay Code	IN	Allocation *(tax)*	OUT	IN	Allocation *(tax)*	OUT	Hours	Total Hours	Dollars
~~SUN (07/05)~~										
~~MON (07/06)~~		08:29 AM	[401]-G...	05:04 PM				~~8.50~~	~~8.50~~	
~~TUE (07/07)~~		08:45 AM	[401]-G...	04:46 PM				~~8.00~~	~~8.00~~	
~~WED (07/08)~~		05:43 AM	[401]-G...	12:51 PM	12:51 PM	[401]-G...	06:09 PM	~~12.50~~		
		12:51 PM	[401]-G...	12:45 PM				~~0.00~~	~~12.50~~	
~~THU (07/09)~~		09:00 AM	[401]-G...	06:30 PM				~~9.50~~	~~9.50~~	
FRI (07/10)		06:55 AM	[401]-G...	06:09 PM				11.25	11.25	
~~SAT (07/11)~~										
							Weekly Totals	11.25		$0.00
SUN (07/12)										
MON (07/13)	[R] Regular		[401]-G...					8.00	8.00	
TUE (07/14)		08:47 AM	[401]-G...	05:16 PM				8.50	8.50	
WED (07/15)		06:29 AM	[401]-G...	01:07 PM	01:07 PM	[401]-G...	02:00 PM	7.50		
		02:23 PM	[401]-G...	04:45 PM				2.25	9.75	
THU (07/16)		08:40 AM	[401]-G...	05:16 PM				8.50	8.50	
FRI (07/17)		09:49 AM	[401]-G...	04:47 PM				7.00	7.00	
SAT (07/18)		12:16 PM	[401]-G...	03:39 PM				3.50	3.50	
							Weekly Totals	45.25		$0.00
SUN (07/19)										
MON (07/20)		07:34 AM	[401]-G...	04:39 PM				9.25	9.25	
TUE (07/21)		10:34 AM	[401]-G...	11:57 AM	11:57 AM	[401]-G...	01:00 PM	2.50		
		01:22 PM	[401]-G...	04:26 PM				3.25	5.75	
WED (07/22)		07:44 AM	[401]-G...	05:16 PM				9.50	9.50	
THU (07/23)		08:59 AM	[401]-G...	04:44 PM				7.75	7.75	
FRI (07/24)		07:31 AM	[401]-G...	11:40 AM	11:40 AM	[401]-G...	12:45 PM	5.25		
		01:00 PM	[401]-G...	04:57 PM				4.00	9.25	
~~SAT (07/25)~~										
							Weekly Totals	41.50		$0.00

Pay-Period Totals

	Pay Code	Allocation *(tax)*	Hours	Rate	Dollars
R	Regular	[401] -General County -Unassigned	98.00	$50.26	$4,925.51
		Totals	98.00		$4,925.51

Hours for italicized entries are already included in totals once.

Pay-Period Approvals

Approve Dates	Approved By	Approved Time	Approve Type
Up to: 07-24-2020	wparker	07-26-2020 11:55:08	Supervisor

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Current Year 2021	[0QL29] COUNTY COMMISSION OF HARRISON COUNTY WEST VA

Name PARKER, WILLIAM A (0192)
Status ACTIVE
Dept 401
Full/Part Time Full Time

Pay Period 07/25/2020 - 08/09/2020 (ARCHIVED PERIOD) - Semi-Monthly
Badge Number 2270
Position County Administrator
Labor Allocation County Commission-General County - Unassigned
Hire Date 06/03/2013
Pay Type Salary
Pay Class PC1

Date	Pay Code	IN	Allocation *(tax)*	OUT	IN	Allocation *(tax)*	OUT	Hours	Total Hours	Dollars
~~SUN (07/19)~~										
~~MON (07/20)~~		07:34 AM	[401]-G...	04:39 PM				~~9.25~~	~~9.25~~	
~~TUE (07/21)~~		10:34 AM	[401]-G...	11:57 AM	11:57 AM	[401]-G...	01:00 PM	~~2.50~~		
		01:22 PM	[401]-G...	04:26 PM				~~3.25~~	~~5.75~~	
~~WED (07/22)~~		07:44 AM	[401]-G...	05:16 PM				~~9.50~~	~~9.50~~	
~~THU (07/23)~~		08:59 AM	[401]-G...	04:44 PM				~~7.75~~	~~7.75~~	
~~FRI (07/24)~~		07:31 AM	[401]-G...	11:40 AM	11:40 AM	[401]-G...	12:45 PM	~~5.25~~		
		01:00 PM	[401]-G...	04:57 PM				~~4.00~~	~~9.25~~	
SAT (07/25)										
							Weekly Totals	**0.00**		**$0.00**
SUN (07/26)		11:28 AM	[401]-G...	05:02 PM				**5.50**	**5.50**	
MON (07/27)		05:57 AM	[401]-G...	05:02 PM				**11.00**	**11.00**	
TUE (07/28)		08:32 AM	[401]-G...	12:12 PM	12:12 PM	[401]-G...	01:15 PM	**4.75**		
		01:25 PM	[401]-G...	05:10 PM				**3.75**	**8.50**	
WED (07/29)		07:37 AM	[401]-G...	05:30 PM				**10.00**	**10.00**	
THU (07/30)	[R] Regular		[401]-G...					**8.00**	**8.00**	
FRI (07/31)	[R] Regular		[401]-G...					**8.00**	**8.00**	
SAT (08/01)										
							Weekly Totals	**51.00**		**$0.00**
SUN (08/02)										
MON (08/03)	[R] Regular		[401]-G...					**8.00**	**8.00**	
TUE (08/04)	[R] Regular		[401]-G...					**8.00**	**8.00**	
WED (08/05)	[R] Regular		[401]-G...					**8.00**	**8.00**	
THU (08/06)	[R] Regular		[401]-G...					**8.00**	**8.00**	
FRI (08/07)	[R] Regular		[401]-G...					**8.00**	**8.00**	
SAT (08/08)										
							Weekly Totals	**40.00**		**$0.00**
SUN (08/09)										
~~MON (08/10)~~		04:01 AM	[401]-G...	05:00 PM				~~13.00~~	~~13.00~~	
~~TUE (08/11)~~		07:21 AM	[401]-G...	11:30 AM	11:30 AM	[401]-G...	12:30 PM	~~5.25~~		
		12:57 PM	[401]-G...	12:00 AM				~~11.00~~	~~16.25~~	
~~WED (08/12)~~		12:00 AM	[401]-G...	12:42 AM	07:33 AM	[401]-G...	12:14 PM	~~5.50~~		
		12:14 PM	[401]-G...	01:15 PM	01:38 PM	[401]-G...	05:12 PM	~~4.50~~	~~10.00~~	
~~THU (08/13)~~		08:29 AM	[401]-G...	05:22 PM				~~8.75~~	~~8.75~~	
~~FRI (08/14)~~		09:01 AM	[401]-G...	06:31 PM				~~9.50~~	~~9.50~~	
~~SAT (08/15)~~										
							Weekly Totals	**0.00**		**$0.00**

Pay-Period Totals

	Pay Code	Allocation *(tax)*	Hours	Rate	Dollars
R	Regular	[401] -General County -Unassigned	91.00	$50.26	$4,573.67
		Totals	**91.00**		**$4,573.67**

Hours for italicized entries are already included in totals once.

Pay-Period Approvals

Approve Dates	Approved By	Approved Time	Approve Type
Up to: 08-09-2020	wparker	08-10-2020 05:04:51	Supervisor

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Current Year 2021	[0QL29] COUNTY COMMISSION OF HARRISON COUNTY WEST VA

Name PARKER, WILLIAM A (0192)
Status ACTIVE
Dept 401
Full/Part Time Full Time

Pay Period 08/10/2020 - 08/24/2020 (ARCHIVED PERIOD) - Semi-Monthly
Badge Number 2270
Position County Administrator
Labor Allocation County Commission-General County - Unassigned
Hire Date 06/03/2013
Pay Type Salary
Pay Class PC1

Date	Pay Code	IN	Allocation *(tax)*	OUT	IN	Allocation *(tax)*	OUT	Hours	Total Hours	Dollars
~~SUN (08/09)~~										
MON (08/10)		04:01 AM	[401]-G...	05:00 PM				13.00	13.00	
TUE (08/11)		07:21 AM	[401]-G...	11:30 AM	11:30 AM	[401]-G...	12:30 PM	5.25		
		12:57 PM	[401]-G...	12:00 AM				11.00	16.25	
WED (08/12)		12:00 AM	[401]-G...	12:42 AM	07:33 AM	[401]-G...	12:14 PM	5.50		
		12:14 PM	[401]-G...	01:15 PM	01:38 PM	[401]-G...	05:12 PM	4.50	10.00	
THU (08/13)		08:29 AM	[401]-G...	05:22 PM				8.75	8.75	
FRI (08/14)		09:01 AM	[401]-G...	06:31 PM				9.50	9.50	
SAT (08/15)										
							Weekly Totals	57.50		$0.00
SUN (08/16)										
MON (08/17)		09:52 AM	[401]-G...	06:11 PM				8.50	8.50	
TUE (08/18)		08:37 AM	[401]-G...	12:29 PM	12:29 PM	[401]-G...	01:30 PM	5.00		
		01:36 PM	[401]-G...	12:00 AM				10.50	15.50	
WED (08/19)		12:00 AM	[401]-G...	12:53 AM	07:01 AM	[401]-G...	12:47 PM	6.75		
		12:47 PM	[401]-G...	01:45 PM	02:14 PM	[401]-G...	06:30 PM	5.25	12.00	
THU (08/20)		09:10 AM	[401]-G...	12:16 PM	12:16 PM	[401]-G...	01:15 PM	4.00		
		01:22 PM	[401]-G...	06:32 PM				5.25	9.25	
FRI (08/21)		10:21 AM	[401]-G...	06:02 PM				7.75	7.75	
SAT (08/22)										
							Weekly Totals	53.00		$0.00
SUN (08/23)										
MON (08/24)		08:46 AM	[401]-G...	09:03 PM				12.25	12.25	
~~TUE (08/25)~~		07:33 AM	[401]-G...	11:55 AM	11:55 AM	[401]-G...	01:00 PM	~~5.00~~		
		01:17 PM	[401]-G...	05:53 PM				~~4.75~~	~~17.25~~	
~~WED (08/26)~~		06:57 AM	[401]-G...	05:16 PM				~~10.25~~	~~10.25~~	
~~THU (08/27)~~		08:44 AM	[401]-G...	12:03 PM	12:03 PM	[401]-G...	01:00 PM	~~4.25~~		
		01:02 PM	[401]-G...	04:44 PM				~~3.75~~	~~8.00~~	
~~FRI (08/28)~~		09:39 AM	[401]-G...	06:21 PM				~~8.50~~	~~8.50~~	
~~SAT (08/29)~~		09:06 AM	[401]-G...	05:54 PM				~~9.00~~	~~9.00~~	
							Weekly Totals	~~12.25~~		$0.00

Pay-Period Totals

	Pay Code	Allocation *(tax)*	Hours	Rate	Dollars
R	Regular	[401] -General County -Unassigned	122.75	$50.26	$6,169.46
		Totals	122.75		$6,169.46

Hours for italicized entries are already included in totals once.

Pay-Period Approvals

Approve Dates	Approved By	Approved Time	Approve Type
Up to: 08-24-2020	wparker	08-25-2020 07:55:05	Supervisor

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Current Year 2021	[0QL29] COUNTY COMMISSION OF HARRISON COUNTY WEST VA

Name PARKER, WILLIAM A (0192)
Status ACTIVE
Dept 401
Full/Part Time Full Time

Pay Period 08/25/2020 - 09/09/2020 (ARCHIVED PERIOD) - Semi-Monthly
Badge Number 2270
Position County Administrator
Labor Allocation County Commission-General County - Unassigned
Hire Date 06/03/2013
Pay Type Salary
Pay Class PC1

Date	Pay Code	IN	Allocation *(tax)*	OUT	IN	Allocation *(tax)*	OUT	Hours	Total Hours	Dollars
~~SUN (08/23)~~										
~~MON (08/24)~~		08:46 AM	[401]-G...	09:03 PM				~~12.25~~	~~12.25~~	
TUE (08/25)		07:33 AM	[401]-G...	11:55 AM	11:55 AM	[401]-G...	01:00 PM	**5.50**		
		01:17 PM	[401]-G...	05:53 PM				**4.75**	**10.25**	
WED (08/26)		06:57 AM	[401]-G...	05:16 PM				**10.25**	**10.25**	
THU (08/27)		08:44 AM	[401]-G...	12:03 PM	12:03 PM	[401]-G...	01:00 PM	**4.25**		
		01:02 PM	[401]-G...	04:44 PM				**3.75**	**8.00**	
FRI (08/28)		09:39 AM	[401]-G...	06:21 PM				**8.50**	**8.50**	
SAT (08/29)		09:06 AM	[401]-G...	05:54 PM				**9.00**	**9.00**	
							Weekly Totals	**46.00**		**$0.00**
SUN (08/30)										
MON (08/31)		08:22 AM	[401]-G...	12:44 PM	12:44 PM	[401]-G...	01:30 PM	**5.25**		
		01:25 PM	[401]-G...	05:29 PM				**4.00**	**9.25**	
TUE (09/01)		07:24 AM	[401]-G...	12:30 PM	12:30 PM	[401]-G...	01:30 PM	**6.00**		
		01:35 PM	[401]-G...	06:34 PM				**5.00**	**11.00**	
WED (09/02)		07:33 AM	[401]-G...	01:18 PM	01:18 PM	[401]-G...	02:15 PM	**6.75**		
		02:13 PM	[401]-G...	04:58 PM				**2.75**	**9.50**	
THU (09/03)		09:39 AM	[401]-G...	11:52 AM	11:52 AM	[401]-G...	12:45 PM	**3.00**		
		12:53 PM	[401]-G...	04:51 PM				**3.75**	**6.75**	
FRI (09/04)		09:28 AM	[401]-G...	04:32 PM				**7.00**		
	[HOL] Holiday		[401]-G...					**4.50**	**11.50**	
SAT (09/05)										
							Weekly Totals	**48.00**		**$0.00**
SUN (09/06)		12:29 PM	[401]-G...	06:26 PM				**6.00**	**6.00**	
MON (09/07)		09:46 AM	[401]-G...	02:47 PM				**5.00**		
	[HOL] Holiday		[401]-G...					**8.00**	**13.00**	
TUE (09/08)		08:25 AM	[401]-G...	11:12 AM	11:12 AM	[401]-G...	12:15 PM	**3.75**		
		12:27 PM	[401]-G...	04:44 PM				**4.25**	**8.00**	
WED (09/09)		05:31 AM	[401]-G...	12:39 PM	12:39 PM	[401]-G...	01:45 PM	**8.25**		
		02:03 PM	[401]-G...	04:56 PM				**3.00**	**11.25**	
~~THU (09/10)~~		07:30 AM	[401]-G...	12:16 PM	12:16 PM	[401]-G...	01:15 PM	~~5.75~~		
		01:39 PM	[401]-G...	05:58 PM				~~4.75~~	~~10.50~~	
~~FRI (09/11)~~		09:14 AM	[401]-G...	12:54 PM	12:54 PM	[401]-G...	01:45 PM	~~4.50~~		
		01:41 PM	[401]-G...	04:32 PM				~~2.75~~	~~7.25~~	
~~SAT (09/12)~~										
							Weekly Totals	~~36.25~~		**$0.00**

Pay-Period Totals

	Pay Code	Allocation *(tax)*	Hours	Rate	Dollars
R	Regular	[401] -General County -Unassigned	119.75	$50.26	$6,018.69
HOL	Holiday	[401] -General County -Unassigned	12.50	$50.26	$628.25
		Totals	**132.25**		**$6,646.94**

Hours for italicized entries are already included in totals once.

Pay-Period Approvals

Approve Dates	Approved By	Approved Time	Approve Type
Up to: 09-09-2020	wparker	09-10-2020 08:09:20	Supervisor

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Current Year 2021	[0QL29] COUNTY COMMISSION OF HARRISON COUNTY WEST VA

Name PARKER, WILLIAM A (0192)
Status ACTIVE
Dept 401
Full/Part Time Full Time

Pay Period 09/10/2020 - 09/24/2020 (ARCHIVED PERIOD) - Semi-Monthly
Badge Number 2270
Position County Administrator
Labor Allocation County Commission-General County - Unassigned
Hire Date 06/03/2013
Pay Type Salary
Pay Class PC1

Date	Pay Code	IN	Allocation *(tax)*	OUT	IN	Allocation *(tax)*	OUT	Hours	Total Hours	Dollars
~~SUN (09/06)~~		12:29 PM	[401]-G...	06:26 PM				~~5.50~~	6.00	
~~MON (09/07)~~		09:46 AM	[401]-G...	02:47 PM				~~5.00~~		
	[HOL] Holiday		[401]-G...					~~8.00~~	13.00	
~~TUE (09/08)~~		08:25 AM	[401]-G...	11:12 AM	11:12 AM	[401]-G...	12:15 PM	~~3.75~~		
		12:27 PM	[401]-G...	04:44 PM				~~4.25~~	8.00	
~~WED (09/09)~~		05:31 AM	[401]-G...	12:39 PM	12:39 PM	[401]-G...	01:45 PM	~~6.36~~		
		02:03 PM	[401]-G...	04:56 PM				~~5.00~~	11.25	
THU (09/10)		07:30 AM	[401]-G...	12:16 PM	12:16 PM	[401]-G...	01:15 PM	5.75		
		01:39 PM	[401]-G...	05:58 PM				4.25	10.00	
FRI (09/11)		09:14 AM	[401]-G...	12:54 PM	12:54 PM	[401]-G...	01:45 PM	4.50		
		01:41 PM	[401]-G...	04:32 PM				2.75	7.25	
SAT (09/12)										
							Weekly Totals	17.25		$0.00
SUN (09/13)		12:38 PM	[401]-G...	03:34 PM				2.75	2.75	
MON (09/14)		08:50 AM	[401]-G...	05:13 PM				8.50	8.50	
TUE (09/15)		07:52 AM	[401]-G...	11:25 AM	11:25 AM	[401]-G...	12:30 PM	4.75		
		01:01 PM	[401]-G...	05:10 PM				4.25	9.00	
WED (09/16)		07:43 AM	[401]-G...	12:30 PM	12:30 PM	[401]-G...	01:15 PM	5.50		
		01:16 PM	[401]-G...	04:58 PM				3.75	9.25	
THU (09/17)		09:55 AM	[401]-G...	11:36 AM	11:36 AM	[401]-G...	12:30 PM	2.50		
		12:48 PM	[401]-G...	06:12 PM				5.50	8.00	
FRI (09/18)		08:41 AM	[401]-G...	11:49 AM	11:49 AM	[401]-G...	12:45 PM	4.00		
		01:02 PM	[401]-G...	04:26 PM				3.50	7.50	
SAT (09/19)										
							Weekly Totals	45.00		$0.00
SUN (09/20)										
MON (09/21)	[V] Vacation		[401]-G...					8.00	8.00	
TUE (09/22)	[V] Vacation		[401]-G...					8.00	8.00	
WED (09/23)		09:03 AM	[401]-G...	12:27 PM	12:27 PM	[401]-G...	01:30 PM	4.50		
		01:36 PM	[401]-G...	04:44 PM				3.25	7.75	
THU (09/24)		09:35 AM	[401]-G...	04:55 PM				7.50	7.50	
~~FRI (09/25)~~		04:44 AM	[401]-G...	12:26 PM	12:26 PM	[401]-G...	01:30 PM	~~3.75~~		
		01:36 PM	[401]-G...	04:26 PM				~~3.00~~	~~11.75~~	
~~SAT (09/26)~~										
							Weekly Totals	31.25		$0.00

Pay-Period Totals

	Pay Code	Allocation *(tax)*	Hours	Rate	Dollars
R	Regular	[401] -General County -Unassigned	77.50	$50.26	$3,895.21
V	Vacation	[401] -General County -Unassigned	16.00	$50.26	$804.16
		Totals	93.50		$4,699.37

Hours for italicized entries are already included in totals once.

Pay-Period Approvals

Approve Dates	Approved By	Approved Time	Approve Type
Up to: 09-24-2020	wparker	09-25-2020 05:26:58	Supervisor

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Current Year 2021	[0QL29] COUNTY COMMISSION OF HARRISON COUNTY WEST VA

Name PARKER, WILLIAM A (0192)
Status ACTIVE
Dept 401
Full/Part Time Full Time

Pay Period 09/25/2020 - 10/09/2020 (ARCHIVED PERIOD) - Semi-Monthly
Badge Number 2270
Position County Administrator
Labor Allocation County Commission-General County - Unassigned
Hire Date 06/03/2013
Pay Type Salary
Pay Class PC1

Date	Pay Code	IN	Allocation *(tax)*	OUT	IN	Allocation *(tax)*	OUT	Hours	Total Hours	Dollars
SUN (09/20)										
MON (09/21)	[V] Vacation		[401]-G...					8.00	8.00	
TUE (09/22)	[V] Vacation		[401]-G...					8.00	8.00	
WED (09/23)		09:03 AM	[401]-G...	12:27 PM	12:27 PM	[401]-G...	01:30 PM	4.50		
		01:36 PM	[401]-G...	04:44 PM				3.25	7.75	
THU (09/24)		09:35 AM	[401]-G...	04:55 PM				7.50	7.50	
FRI (09/25)		04:44 AM	[401]-G...	12:26 PM	12:26 PM	[401]-G...	01:30 PM	8.75		
		01:36 PM	[401]-G...	04:26 PM				3.00	11.75	
SAT (09/26)										
							Weekly Totals	11.75		$0.00
SUN (09/27)		12:05 PM	[401]-G...	07:28 PM				7.50	7.50	
MON (09/28)		06:51 AM	[401]-G...	01:13 PM	01:13 PM	[401]-G...	02:15 PM	7.50		
		02:30 PM	[401]-G...	05:19 PM				2.75	10.25	
TUE (09/29)		07:29 AM	[401]-G...	05:38 PM				10.25	10.25	
WED (09/30)		08:38 AM	[401]-G...	05:15 PM				8.50	8.50	
THU (10/01)		09:20 AM	[401]-G...	04:59 PM				7.75	7.75	
FRI (10/02)	[R] Regular		[401]-G...					10.00	10.00	
SAT (10/03)										
							Weekly Totals	54.25		$0.00
SUN (10/04)										
MON (10/05)		09:10 AM	[401]-G...	11:26 AM	11:26 AM	[401]-G...	12:15 PM	3.00		
		12:18 PM	[401]-G...	07:12 PM				7.00	10.00	
TUE (10/06)		10:08 AM	[401]-G...	12:05 PM	12:05 PM	[401]-G...	12:45 PM	2.50		
		12:47 PM	[401]-G...	04:49 PM				4.00	6.50	
WED (10/07)		08:35 AM	[401]-G...	05:16 PM				8.75	8.75	
THU (10/08)		06:46 AM	[401]-G...	11:51 AM	11:51 AM	[401]-G...	12:45 PM	6.00		
		01:16 PM	[401]-G...	04:42 PM				3.50	9.50	
FRI (10/09)		08:51 AM	[401]-G...	04:32 PM				7.75	7.75	
SAT (10/10)										
							Weekly Totals	42.50		$0.00

Pay-Period Totals

	Pay Code	Allocation *(tax)*	Hours	Rate	Dollars
R	Regular	[401] -General County -Unassigned	108.50	$50.26	$5,453.26
		Totals	**108.50**		**$5,453.26**

Hours for italicized entries are already included in totals once.

Pay-Period Approvals

Approve Dates	Approved By	Approved Time	Approve Type
Up to: 10-09-2020	wparker	10-12-2020 11:58:14	Supervisor

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Current Year 2021	[0QL29] COUNTY COMMISSION OF HARRISON COUNTY WEST VA

Name PARKER, WILLIAM A (0192)
Status ACTIVE
Dept 401
Full/Part Time Full Time

Pay Period 10/10/2020 - 10/24/2020 (ARCHIVED PERIOD) - Semi-Monthly
Badge Number 2270
Position County Administrator
Labor Allocation County Commission-General County - Unassigned
Hire Date 06/03/2013
Pay Type Salary
Pay Class PC1

Date	Pay Code	IN	Allocation *(tax)*	OUT	IN	Allocation *(tax)*	OUT	Hours	Total Hours	Dollars
SUN (10/04)										
MON (10/05)		09:10 AM	[401]-G...	11:26 AM	11:26 AM	[401]-G...	12:15 PM	3.00		
		12:18 PM	[401]-G...	07:12 PM				7.00	10.00	
TUE (10/06)		10:08 AM	[401]-G...	12:05 PM	12:05 PM	[401]-G...	12:45 PM	2.50		
		12:47 PM	[401]-G...	04:49 PM				4.00	6.50	
WED (10/07)		08:35 AM	[401]-G...	05:16 PM				8.75	8.75	
THU (10/08)		06:46 AM	[401]-G...	11:51 AM	11:51 AM	[401]-G...	12:45 PM	6.00		
		01:16 PM	[401]-G...	04:42 PM				2.50	8.50	
FRI (10/09)		08:51 AM	[401]-G...	04:32 PM				7.75	7.75	
SAT (10/10)										
							Weekly Totals	**0.00**		**$0.00**
SUN (10/11)										
MON (10/12)		10:53 AM	[401]-G...	03:18 PM				4.25		
	[HOL] Holiday		[401]-G...					8.00	12.25	
TUE (10/13)		08:33 AM	[401]-G...	05:17 PM				8.75	8.75	
WED (10/14)		07:57 AM	[401]-G...	12:32 PM	12:32 PM	[401]-G...	01:30 PM	5.50		
		02:09 PM	[401]-G...	05:45 PM				3.50	9.00	
THU (10/15)		07:51 AM	[401]-G...	11:36 AM	11:36 AM	[401]-G...	12:30 PM	4.75		
		12:48 PM	[401]-G...	04:46 PM				4.00	8.75	
FRI (10/16)		07:44 AM	[401]-G...	11:29 AM	11:29 AM	[401]-G...	12:30 PM	4.75		
		12:55 PM	[401]-G...	04:47 PM				3.75	8.50	
SAT (10/17)										
							Weekly Totals	**47.25**		**$0.00**
SUN (10/18)										
MON (10/19)		08:53 AM	[401]-G...	05:23 PM				8.50	8.50	
TUE (10/20)		08:34 AM	[401]-G...	05:49 PM				9.25	9.25	
WED (10/21)		08:36 AM	[401]-G...	08:57 PM				12.50	12.50	
THU (10/22)		09:54 AM	[401]-G...	05:18 PM				7.25	7.25	
FRI (10/23)		10:08 AM	[401]-G...	11:46 AM	11:46 AM	[401]-G...	12:45 PM	2.50		
		12:53 PM	[401]-G...	04:27 PM				3.50	6.00	
SAT (10/24)										
							Weekly Totals	**43.50**		**$0.00**

Pay-Period Totals

	Pay Code	Allocation *(tax)*	Hours	Rate	Dollars
HOL	Holiday	[401] -General County -Unassigned	8.00	$50.26	$402.08
R	Regular	[401] -General County -Unassigned	82.75	$50.26	$4,159.05
		Totals	**90.75**		**$4,561.13**

Hours for italicized entries are already included in totals once.

Pay-Period Approvals

Approve Dates	Approved By	Approved Time	Approve Type
Up to: 10-24-2020	wparker	10-27-2020 12:31:52	Supervisor

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Current Year 2021	[0QL29] COUNTY COMMISSION OF HARRISON COUNTY WEST VA

Name PARKER, WILLIAM A (0192)
Status ACTIVE
Dept 401
Full/Part Time Full Time

Pay Period 10/25/2020 - 11/09/2020 (ARCHIVED PERIOD) - Semi-Monthly
Badge Number 2270
Position County Administrator
Labor Allocation County Commission-General County - Unassigned
Hire Date 06/03/2013
Pay Type Salary
Pay Class PC1

Date	Pay Code	IN	Allocation *(tax)*	OUT	IN	Allocation *(tax)*	OUT	Hours	Total Hours	Dollars
SUN (10/25)										
MON (10/26)	[V] Vacation		[401]-G...					8.00	8.00	
TUE (10/27)		10:02 AM	[401]-G...	11:57 AM	11:57 AM	[401]-G...	01:00 PM	3.00		
		01:19 PM	[401]-G...	06:08 PM				5.00	8.00	
WED (10/28)		08:31 AM	[401]-G...	12:03 PM	12:03 PM	[401]-G...	01:00 PM	4.50		
		01:17 PM	[401]-G...	05:48 PM				4.50	9.00	
THU (10/29)		09:51 AM	[401]-G...	05:41 PM				8.00	8.00	
FRI (10/30)		09:01 AM	[401]-G...	12:04 PM	12:04 PM	[401]-G...	01:00 PM	4.00		
		01:20 PM	[401]-G...	06:25 PM				5.25	9.25	
SAT (10/31)										
							Weekly Totals	42.25		$0.00
SUN (11/01)										
MON (11/02)		08:36 AM	[401]-G...	12:08 PM	12:08 PM	[401]-G...	01:15 PM	4.75		
		01:38 PM	[401]-G...	06:37 PM				4.75	9.50	
TUE (11/03)		11:40 AM	[401]-G...	12:00 AM				12.25		
	[HOL] Holiday		[401]-G...					8.00	20.25	
WED (11/04)		12:00 AM	[401]-G...	12:16 AM	08:28 AM	[401]-G...	07:00 PM	10.75	10.75	
THU (11/05)		08:30 AM	[401]-G...	05:16 PM				8.75	8.75	
FRI (11/06)		07:06 AM	[401]-G...	05:13 PM				10.25	10.25	
SAT (11/07)										
							Weekly Totals	59.50		$0.00
SUN (11/08)		02:44 PM	[401]-G...	09:08 PM				6.50	6.50	
MON (11/09)		07:39 AM	[401]-G...	06:34 PM				10.75	10.75	
TUE (11/10)		06:55 AM	[401]-G...	07:16 PM				12.25	12.25	
WED (11/11)		12:25 PM	[401]-G...	05:00 PM				4.50		
	[HOL] Holiday		[401]-G...					8.00	12.50	
THU (11/12)		08:07 AM	[401]-G...	05:04 PM				9.00	9.00	
FRI (11/13)		08:39 AM	[401]-G...	04:57 PM				8.25	8.25	
SAT (11/14)										
							Weekly Totals	17.25		$0.00

Pay-Period Totals

	Pay Code	Allocation *(tax)*	Hours	Rate	Dollars
V	Vacation	[401] -General County -Unassigned	8.00	$50.26	$402.08
R	Regular	[401] -General County -Unassigned	103.00	$50.26	$5,176.82
HOL	Holiday	[401] -General County -Unassigned	8.00	$50.26	$402.08
		Totals	119.00		$5,980.98

Hours for italicized entries are already included in totals once.

Pay-Period Approvals

Approve Dates	Approved By	Approved Time	Approve Type
Up to: 11-09-2020	wparker	11-10-2020 07:05:36	Supervisor

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Current Year 2021	[0QL29] COUNTY COMMISSION OF HARRISON COUNTY WEST VA

Name PARKER, WILLIAM A (0192)
Status ACTIVE
Dept 401
Full/Part Time Full Time

Pay Period 11/10/2020 - 11/24/2020 (ARCHIVED PERIOD) - Semi-Monthly
Badge Number 2270
Position County Administrator
Labor Allocation County Commission-General County - Unassigned
Hire Date 06/03/2013
Pay Type Salary
Pay Class PC1

Date	Pay Code	IN	Allocation *(tax)*	OUT	IN	Allocation *(tax)*	OUT	Hours	Total Hours	Dollars
~~SUN (11/08)~~		02:44 PM	[401]-G...	09:08 PM				6.50	~~6.50~~	
~~MON (11/09)~~		07:39 AM	[401]-G...	06:34 PM				10.75	~~10.75~~	
TUE (11/10)		06:55 AM	[401]-G...	07:16 PM				12.25	12.25	
WED (11/11)		12:25 PM	[401]-G...	05:00 PM				4.50		
	[HOL] Holiday		[401]-G...					8.00	12.50	
THU (11/12)		08:07 AM	[401]-G...	05:04 PM				9.00	9.00	
FRI (11/13)		08:39 AM	[401]-G...	04:57 PM				8.25	8.25	
SAT (11/14)										
							Weekly Totals	42.00		$0.00
SUN (11/15)										
MON (11/16)		08:18 AM	[401]-G...	09:24 PM				13.25	13.25	
TUE (11/17)		08:51 AM	[401]-G...	07:09 PM				10.50	10.50	
WED (11/18)	[R] Regular		[401]-G...					8.00	8.00	
THU (11/19)	[R] Regular		[401]-G...					8.00	8.00	
FRI (11/20)		08:57 AM	[401]-G...	04:05 PM				7.00	7.00	
SAT (11/21)										
							Weekly Totals	46.75		$0.00
SUN (11/22)		10:49 AM	[401]-G...	07:40 PM				9.00	9.00	
MON (11/23)		08:16 AM	[401]-G...	04:42 PM				8.50	8.50	
TUE (11/24)		07:18 AM	[401]-G...	05:00 PM				9.75	9.75	
~~WED (11/25)~~										
~~THU (11/26)~~	[HOL] Holiday		[401]-G...					~~8.00~~	~~8.00~~	
~~FRI (11/27)~~	[HOL] Holiday		[401]-G...					~~8.00~~	~~8.00~~	
~~SAT (11/28)~~										
							Weekly Totals	27.25		$0.00

Pay-Period Totals

	Pay Code	Allocation *(tax)*	Hours	Rate	Dollars
R	Regular	[401] -General County -Unassigned	108.00	$50.26	$5,428.10
HOL	Holiday	[401] -General County -Unassigned	8.00	$50.26	$402.08
		Totals	116.00		$5,830.18

Hours for italicized entries are already included in totals once.

Pay-Period Approvals

Approve Dates	Approved By	Approved Time	Approve Type
Up to: 11-24-2020	jessicasell	11-24-2020 15:25:38	Supervisor

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Current Year 2021	[0QL29] COUNTY COMMISSION OF HARRISON COUNTY WEST VA

Name PARKER, WILLIAM A (0192)
Status ACTIVE
Dept 401
Full/Part Time Full Time

Pay Period 11/25/2020 - 12/09/2020 (ARCHIVED PERIOD) - Semi-Monthly
Badge Number 2270
Position County Administrator
Labor Allocation County Commission-General County - Unassigned
Hire Date 06/03/2013
Pay Type Salary
Pay Class PC1

Date	Pay Code	IN	Allocation *(tax)*	OUT	IN	Allocation *(tax)*	OUT	Hours	Total Hours	Dollars
~~SUN (11/22)~~		10:49 AM	[401]-G...	07:40 PM				~~9.00~~	~~9.00~~	
~~MON (11/23)~~		08:16 AM	[401]-G...	04:42 PM				~~8.50~~	~~8.50~~	
~~TUE (11/24)~~		07:18 AM	[401]-G...	05:00 PM				~~9.75~~	~~9.75~~ 9	
WED (11/25)	REMOTE									
THU (11/26)	[HOL] Holiday		[401]-G...					8.00	8.00	
FRI (11/27)	[HOL] Holiday		[401]-G...					8.00	8.00	
SAT (11/28)										
							Weekly Totals	16.00		$0.00
SUN (11/29)										
MON (11/30)		11:48 AM	[401]-G...	06:18 PM				6.50	6.50	
TUE (12/01)		08:36 AM	[401]-G...	04:35 PM				8.00	8.00	
WED (12/02)		08:09 AM	[401]-G...	04:49 PM				8.50	8.50	
THU (12/03)		09:08 AM	[401]-G...	02:58 PM				5.75	5.75	
FRI (12/04)		08:47 AM	[401]-G...	05:24 PM				8.75	8.75	
SAT (12/05)										
							Weekly Totals	37.50		$0.00
SUN (12/06)										
MON (12/07)		10:00 AM	[401]-G...	07:00 PM				9.00	9.00	
TUE (12/08)		09:20 AM	[401]-G...	05:26 PM				8.25	8.25	
WED (12/09)		08:22 AM	[401]-G...	05:45 PM				9.50	9.50	
THU (12/10)		08:31 AM	[401]-G...	04:32 PM				~~8.00~~	~~8.00~~	
~~FRI (12/11)~~		08:41 AM	[401]-G...	05:03 PM				~~8.25~~	~~8.25~~	
~~SAT (12/12)~~										
							Weekly Totals	~~26.75~~		$0.00

Pay-Period Totals

	Pay Code	Allocation *(tax)*	Hours	Rate	Dollars
HOL	Holiday	[401] -General County -Unassigned	16.00	$50.26	$804.16
R	Regular	[401] -General County -Unassigned	64.25	$50.26	$3,229.22
		Totals	80.25		$4,033.38

Hours for italicized entries are already included in totals once.

Pay-Period Approvals

Approve Dates	Approved By	Approved Time	Approve Type
Up to: 12-09-2020	wparker	12-10-2020 08:59:05	Supervisor

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Current Year 2021	[0QL29] COUNTY COMMISSION OF HARRISON COUNTY WEST VA

Name PARKER, WILLIAM A (0192)
Status ACTIVE
Dept 401
Full/Part Time Full Time

Pay Period 12/10/2020 - 12/24/2020 (ARCHIVED PERIOD) - Semi-Monthly
Badge Number 2270
Position County Administrator
Labor Allocation County Commission-General County - Unassigned
Hire Date 06/03/2013
Pay Type Salary
Pay Class PC1

Date	Pay Code	IN	Allocation *(tax)*	OUT	IN	Allocation *(tax)*	OUT	Hours	Total Hours	Dollars
[illegible]										
MON (12/07)		10:00 AM	[401]-G...	07:00 PM				9.00	9.00	
TUE (12/08)		09:20 AM	[401]-G...	05:26 PM				8.25	8.25	
WED (12/09)		08:22 AM	[401]-G...	05:45 PM				9.50	9.50	
THU (12/10)		08:31 AM	[401]-G...	04:32 PM				8.00	8.00	
FRI (12/11)		08:41 AM	[401]-G...	05:03 PM				8.25	8.25	
SAT (12/12)										
							Weekly Totals	16.25		$0.00
SUN (12/13)										
MON (12/14)		10:03 AM	[401]-G...	04:44 PM				6.75	6.75	
TUE (12/15)		08:42 AM	[401]-G...	04:33 PM				7.75	7.75	
WED (12/16)		06:04 AM	[401]-G...	05:00 PM				11.00	11.00	
THU (12/17)		09:14 AM	[401]-G...	02:34 PM				5.25	5.25	
FRI (12/18)		07:30 AM	[401]-G...	05:14 PM				9.75	9.75	
SAT (12/19)										
							Weekly Totals	40.50		$0.00
SUN (12/20)										
MON (12/21)		09:10 AM	[401]-G...	04:43 PM				7.50	7.50	
TUE (12/22)		09:18 AM	[401]-G...	05:00 PM				7.75	7.75	
WED (12/23)		08:24 AM	[401]-G...	05:45 PM				9.25	9.25	
THU (12/24)	[HOL] Holiday		[401]-G...					8.00	8.00	
FRI (12/25)	[HOL] Holiday		[401]-G...					8.00	8.00	
SAT (12/26)										
							Weekly Totals	32.50		$0.00

Pay-Period Totals

	Pay Code	Allocation *(tax)*	Hours	Rate	Dollars
R	Regular	[401] -General County -Unassigned	81.25	$50.26	$4,083.66
HOL	Holiday	[401] -General County -Unassigned	8.00	$50.26	$402.08
		Totals	89.25		$4,485.74

Hours for italicized entries are already included in totals once.

Pay-Period Approvals

Approve Dates	Approved By	Approved Time	Approve Type
Up to: 12-24-2020	wparker	12-27-2020 15:09:12	Supervisor

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Current Year 2021	[0QL29] COUNTY COMMISSION OF HARRISON COUNTY WEST VA

Name PARKER, WILLIAM A (0192)
Status ACTIVE
Dept 401
Full/Part Time Full Time

Pay Period 12/25/2020 - 01/09/2021 (ARCHIVED PERIOD) - Semi-Monthly
Badge Number 2270
Position County Administrator
Labor Allocation County Commission-General County - Unassigned
Hire Date 06/03/2013
Pay Type Salary
Pay Class PC1

Date	Pay Code	IN	Allocation *(tax)*	OUT	IN	Allocation *(tax)*	OUT	Hours	Total Hours	Dollars
~~SUN (12/20)~~										
~~MON (12/21)~~		09:10 AM	[401]-G...	04:43 PM				~~7.50~~	~~7.50~~	
~~TUE (12/22)~~		09:18 AM	[401]-G...	05:00 PM				~~7.75~~	~~7.75~~	
~~WED (12/23)~~		08:24 AM	[401]-G...	05:45 PM				~~9.25~~	~~9.25~~	
~~THU (12/24)~~	[HOL] Holiday		[401]-G...					~~8.00~~	~~8.00~~	
FRI (12/25)	[HOL] Holiday		[401]-G...					**8.00**	**8.00**	
SAT (12/26)										
							Weekly Totals	**8.00**		**$0.00**
SUN (12/27)		01:32 PM	[401]-G...	05:53 PM				**4.50**	**4.50**	
MON (12/28)		09:17 AM	[401]-G...	05:25 PM				**8.25**	**8.25**	
TUE (12/29)		09:01 AM	[401]-G...	04:29 PM				**7.50**	**7.50**	
WED (12/30)		06:48 AM	[401]-G...	05:08 PM				**10.50**	**10.50**	
THU (12/31)	[HOL] Holiday		[401]-G...					**8.00**	**8.00**	
FRI (01/01)	[HOL] Holiday		[401]-G...					**8.00**	**8.00**	
SAT (01/02)										
							Weekly Totals	**46.75**		**$0.00**
SUN (01/03)										
MON (01/04)		09:04 AM	[401]-G...	05:03 PM				**8.00**	**8.00**	
TUE (01/05)		08:58 AM	[401]-G...	05:00 PM				**8.00**	**8.00**	
WED (01/06)		08:30 AM	[401]-G...	05:38 PM				**9.25**	**9.25**	
THU (01/07)		10:48 AM	[401]-G...	04:43 PM				**6.00**	**6.00**	
FRI (01/08)		08:36 AM	[401]-G...	07:00 PM				**10.50**	**10.50**	
SAT (01/09)										
							Weekly Totals	**41.75**		**$0.00**

Pay-Period Totals

	Pay Code	Allocation *(tax)*	Hours	Rate	Dollars
HOL	Holiday	[401] -General County -Unassigned	24.00	$50.26	$1,206.24
R	Regular	[401] -General County -Unassigned	72.50	$50.26	$3,643.86
		Totals	**96.50**		**$4,850.10**

Hours for italicized entries are already included in totals once.

Pay-Period Approvals

Approve Dates	Approved By	Approved Time	Approve Type
Up to: 01-09-2021	wparker	01-11-2021 09:36:48	Supervisor

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Current Year 2021	[0QL29] COUNTY COMMISSION OF HARRISON COUNTY WEST VA

Name PARKER, WILLIAM A (0192)
Status ACTIVE
Dept 401
Full/Part Time Full Time

Pay Period 01/10/2021 - 01/24/2021 (ARCHIVED PERIOD) - Semi-Monthly
Badge Number 2270
Position County Administrator
Labor Allocation County Commission-General County - Unassigned
Hire Date 06/03/2013
Pay Type Salary
Pay Class PC1

Date	Pay Code	IN	Allocation *(tax)*	OUT	IN	Allocation *(tax)*	OUT	Hours	Total Hours	Dollars
SUN (01/10)										
MON (01/11)		09:58 AM	[401]-G...	05:19 PM				7.25	7.25	
TUE (01/12)		08:30 AM	[401]-G...	04:30 PM				8.00	8.00	
WED (01/13)		08:16 AM	[401]-G...	05:20 PM				9.00	9.00	
THU (01/14)		08:19 AM	[401]-G...	04:45 PM				8.50	8.50	
FRI (01/15)		08:30 AM	[401]-G...	04:30 PM				8.00	8.00	
SAT (01/16)										
							Weekly Totals	40.75		$0.00
SUN (01/17)										
MON (01/18)	[HOL] Holiday		[401]-G...					8.00	8.00	
TUE (01/19)		09:22 AM	[401]-G...	05:22 PM				8.00	8.00	
WED (01/20)		07:49 AM	[401]-G...	04:49 PM				9.00	9.00	
THU (01/21)		08:40 AM	[401]-G...	04:40 PM				8.00	8.00	
FRI (01/22)	[S] Sick		[401]-G...					8.00	8.00	
SAT (01/23)										
							Weekly Totals	41.00		$0.00
SUN (01/24)										
MON (01/25)	[BRV] Bereavement		[401]-G...					8.00	8.00	
TUE (01/26)	[BRV] Bereavement		[401]-G...					8.00	8.00	
WED (01/27)	[BRV] Bereavement		[401]-G...					8.00	8.00	
THU (01/28)		08:58 AM	[401]-G...	05:00 PM				8.00	8.00	
FRI (01/29)		09:15 AM	[401]-G...	03:33 PM				6.25	6.25	
SAT (01/30)										
							Weekly Totals	0.00		$0.00

Pay-Period Totals

	Pay Code	Allocation *(tax)*	Hours	Rate	Dollars
R	Regular	[401] -General County -Unassigned	65.75	$50.26	$3,304.60
HOL	Holiday	[401] -General County -Unassigned	8.00	$50.26	$402.08
S	Sick	[401] -General County -Unassigned	8.00	$50.26	$402.08
		Totals	81.75		$4,108.76

Hours for italicized entries are already included in totals once.

Pay-Period Approvals

Approve Dates	Approved By	Approved Time	Approve Type
Up to: 01-24-2021	jessicasell	01-25-2021 10:20:00	Supervisor

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Current Year 2021	[0QL29] COUNTY COMMISSION OF HARRISON COUNTY WEST VA

Name PARKER, WILLIAM A (0192)
Status ACTIVE
Dept 401
Full/Part Time Full Time

Pay Period 01/25/2021 - 02/09/2021 (ARCHIVED PERIOD) - Semi-Monthly
Badge Number 2270
Position County Administrator
Labor Allocation County Commission-General County - Unassigned
Hire Date 06/03/2013
Pay Type Salary
Pay Class PC1

Date	Pay Code	IN	Allocation *(tax)*	OUT	IN	Allocation *(tax)*	OUT	Hours	Total Hours	Dollars
~~SUN (01/24)~~										
MON (01/25)	[BRV] Bereavement		[401]-G...					8.00	8.00	
TUE (01/26)	[BRV] Bereavement		[401]-G...					8.00	8.00	
WED (01/27)	[BRV] Bereavement		[401]-G...					8.00	8.00	
THU (01/28)		08:58 AM	[401]-G...	05:00 PM				8.00	8.00	
FRI (01/29)		09:15 AM	[401]-G...	03:33 PM				6.25	6.25	
SAT (01/30)										
							Weekly Totals	38.25		$0.00
SUN (01/31)										
MON (02/01)		09:16 AM	[401]-G...	06:16 PM				9.00	9.00	
TUE (02/02)		08:38 AM	[401]-G...	09:14 PM				12.50	12.50	
WED (02/03)		09:15 AM	[401]-G...	04:04 PM				6.75	6.75	
THU (02/04)										
FRI (02/05)		08:56 AM	[401]-G...	05:27 PM				8.50	8.50	
SAT (02/06)										
							Weekly Totals	36.75		$0.00
SUN (02/07)										
MON (02/08)	[S] Sick		[401]-G...					8.00	8.00	
TUE (02/09)	[S] Sick		[401]-G...					8.00	8.00	
~~WED (02/10)~~	[S] Sick		[401]-G...					8.00	8.00	
~~THU (02/11)~~	[S] Sick		[401]-G...					~~8.00~~	~~8.00~~	
~~FRI (02/12)~~	[S] Sick		[401]-G...					~~8.00~~	~~8.00~~	
~~SAT (02/13)~~										
							Weekly Totals	16.00		$0.00

Pay-Period Totals

	Pay Code	Allocation *(tax)*	Hours	Rate	Dollars
BRV	Bereavement	[401] -General County -Unassigned	24.00	$50.26	$1,206.24
R	Regular	[401] -General County -Unassigned	51.00	$50.26	$2,563.27
S	Sick	[401] -General County -Unassigned	16.00	$50.26	$804.16
		Totals	91.00		$4,573.67

Hours for italicized entries are already included in totals once.

Pay-Period Approvals

Approve Dates	Approved By	Approved Time	Approve Type
Up to: 02-09-2021	jessicasell	02-10-2021 08:41:30	Supervisor

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Current Year 2021	[0QL29] COUNTY COMMISSION OF HARRISON COUNTY WEST VA

Name PARKER, WILLIAM A (0192)
Status ACTIVE
Dept 401
Full/Part Time Full Time

Pay Period 02/10/2021 - 02/24/2021 (ARCHIVED PERIOD) - Semi-Monthly
Badge Number 2270
Position County Administrator
Labor Allocation County Commission-General County - Unassigned
Hire Date 06/03/2013
Pay Type Salary
Pay Class PC1

Date	Pay Code	IN	Allocation *(tax)*	OUT	IN	Allocation *(tax)*	OUT	Hours	Total Hours	Dollars
SUN (02/07)										
MON (02/08)	[S] Sick		[401]-G...					8.00	8.00	
TUE (02/09)	[S] Sick		[401]-G...					8.00	8.00	
WED (02/10)	[S] Sick		[401]-G...					8.00	8.00	
THU (02/11)	[S] Sick		[401]-G...					8.00	8.00	
FRI (02/12)	[S] Sick		[401]-G...					8.00	8.00	
SAT (02/13)										
							Weekly Totals	24.00		$0.00
SUN (02/14)										
MON (02/15)	[HOL] Holiday		[401]-G...					8.00		
	[HOL] Holiday		[401]-G...					8.00	16.00	
TUE (02/16)	[S] Sick		[401]-G...					8.00	8.00	
WED (02/17)	[S] Sick		[401]-G...					8.00	8.00	
THU (02/18)	[S] Sick		[401]-G...					8.00	8.00	
FRI (02/19)	[S] Sick		[401]-G...					8.00	8.00	
SAT (02/20)										
							Weekly Totals	48.00		$0.00
SUN (02/21)										
MON (02/22)		10:02 AM		06:04 PM				8.00	8.00	
TUE (02/23)		07:49 AM		05:35 PM				9.75	9.75	
WED (02/24)		08:36 AM		06:00 PM				9.50	9.50	
THU (02/25)		10:21 AM		05:03 PM				6.75	6.75	
FRI (02/26)		10:39 AM		04:16 PM				5.50	5.50	
SAT (02/27)										
							Weekly Totals	27.25		$0.00

Pay-Period Totals

	Pay Code	Allocation *(tax)*	Hours	Rate	Dollars
S	Sick	[401] -General County -Unassigned	56.00	$50.26	$2,814.56
HOL	Holiday	[401] -General County -Unassigned	16.00	$50.26	$804.16
R	Regular	[401] -General County -Unassigned	27.25	$50.26	$1,369.59
		Totals	99.25		$4,988.31

Hours for italicized entries are already included in totals once.

Pay-Period Approvals

Approve Dates	Approved By	Approved Time	Approve Type	Delete
Up to: 02-24-2021	wparker	02-24-2021 16:18:16	Supervisor	

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Current Year 2021	[0QL29] COUNTY COMMISSION OF HARRISON COUNTY WEST VA

Name PARKER, WILLIAM A (0192)
Status ACTIVE
Dept 401
Full/Part Time Full Time

Pay Period 02/25/2021 - 03/09/2021 (Previous Period) - Semi-Monthly
Badge Number 2270
Position County Administrator
Labor Allocation County Commission-General County - Unassigned
Hire Date 06/03/2013
Pay Type Salary
Pay Class PC1

Date	Pay Code	IN	Allocation *(tax)*	OUT	IN	Allocation *(tax)*	OUT	Hours	Total Hours	Dollars
~~SUN (02/21)~~										
~~MON (02/22)~~		10:02 AM		06:04 PM				~~8.00~~	~~8.00~~	
~~TUE (02/23)~~		07:49 AM		05:35 PM				~~9.75~~	~~9.75~~	
~~WED (02/24)~~		08:36 AM		06:00 PM				~~9.50~~	~~9.50~~	
THU (02/25)		10:21 AM		05:03 PM				**6.75**	**6.75**	
FRI (02/26)		10:39 AM		04:16 PM				**5.50**	**5.50**	
SAT (02/27)										
							Weekly Totals	**12.25**		**$0.00**
SUN (02/28)		02:00 PM		06:04 PM				**4.00**	**4.00**	
MON (03/01)		08:28 AM		06:16 PM				**9.75**	**9.75**	
TUE (03/02)		09:37 AM		04:35 PM				**7.00**	**7.00**	
WED (03/03)		08:37 AM		05:37 PM				**9.00**	**9.00**	
THU (03/04)		10:13 AM		05:56 PM				**7.75**	**7.75**	
FRI (03/05)		09:13 AM		04:32 PM				**7.25**	**7.25**	
SAT (03/06)		01:06 PM		04:51 PM				**3.75**	**3.75**	
							Weekly Totals	**48.50**		**$0.00**
SUN (03/07)		03:11 PM		10:51 PM				**7.50**	**7.50**	
MON (03/08)		09:00 AM		12:00 AM				**15.00**	**15.00**	
TUE (03/09)		12:00 AM		01:19 AM	08:06 AM		07:09 PM	**12.50**	**12.50**	
~~WED (03/10)~~		~~08:03 AM~~		~~03:57 PM~~				~~14.00~~	~~14.00~~	
~~THU (03/11)~~		07:48 AM		04:59 PM				~~9.25~~	~~9.25~~	
~~FRI (03/12)~~		10:37 AM		02:42 PM				~~4.25~~	~~4.25~~	
~~SAT (03/13)~~										
							Weekly Totals	~~35.00~~		~~$0.00~~

Pay-Period Totals

	Pay Code	Allocation *(tax)*	Hours	Rate	Dollars
R	Regular	[401] -General County -Unassigned	95.75	$50.26	$4,812.43
		Totals	**95.75**		**$4,812.43**

Hours for italicized entries are already included in totals once.

Pay-Period Approvals

Approve Dates	Approved By	Approved Time	Approve Type	Delete
Up to: 03-09-2021	wparker	03-10-2021 07:41:47	Supervisor	

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Current Year 2021	[0QL29] COUNTY COMMISSION OF HARRISON COUNTY WEST VA

Name PARKER, WILLIAM A (0192)
Status ACTIVE
Dept 401
Full/Part Time Full Time

Pay Period 03/10/2021 - 03/24/2021 (Previous Period) - Semi-Monthly
Badge Number 2270
Position County Administrator
Labor Allocation County Commission-General County - Unassigned
Hire Date 06/03/2013
Pay Type Salary
Pay Class PC1

Timecard has been temporarily locked up to 03/24/2021 by mclark (**Edits Enabled**)

Date	Pay Code	IN	Allocation *(tax)*	OUT	IN	Allocation *(tax)*	OUT	Hours	Total Hours	Dollars
~~SUN (03/07)~~		03:11 PM		10:51 PM				~~7.50~~	~~7.50~~	
~~MON (03/08)~~		09:00 AM		12:00 AM				~~15.00~~	~~15.00~~	
~~TUE (03/09)~~		12:00 AM		01:19 AM	08:06 AM		07:09 PM	~~12.50~~	~~12.50~~	
WED (03/10)		08:03 AM		09:57 PM				**14.00**	**14.00**	
THU (03/11)		07:48 AM		04:59 PM				**9.25**	**9.25**	
FRI (03/12)		10:37 AM		02:42 PM				**4.25**	**4.25**	
SAT (03/13)										
							Weekly Totals	**27.50**		**$0.00**
SUN (03/14)		02:19 PM		04:58 PM				**2.75**	**2.75**	
MON (03/15)		07:53 AM		04:33 PM				**8.50**	**8.50**	
TUE (03/16)		08:15 AM		05:38 PM				**9.50**	**9.50**	
WED (03/17)		08:30 AM		04:56 PM				**8.50**	**8.50**	
THU (03/18)		09:48 AM		05:24 PM				**7.75**	**7.75**	
FRI (03/19)		09:48 AM		04:59 PM				**7.25**	**7.25**	
SAT (03/20)										
							Weekly Totals	**44.25**		**$0.00**
SUN (03/21)		12:11 PM		05:30 PM				**5.25**	**5.25**	
MON (03/22)		07:45 AM		05:29 PM				**9.75**	**9.75**	
TUE (03/23)		07:58 AM		07:16 PM				**11.25**	**11.25**	
WED (03/24)		07:05 AM		05:38 PM				**10.75**	**10.75**	
~~THU (03/25)~~		08:01 AM		05:11 PM				~~9.25~~	~~9.25~~	
~~FRI (03/26)~~		05:47 AM		04:42 PM				~~11.00~~	~~11.00~~	
~~SAT (03/27)~~										
							Weekly Totals	**37.00**		**$0.00**

Pay-Period Totals

	Pay Code	Allocation *(tax)*	Hours	Rate	Dollars
R	Regular	[401] -General County -Unassigned	108.75	$50.26	$5,465.82
		Totals	**108.75**		**$5,465.82**

Hours for italicized entries are already included in totals once.

Pay-Period Approvals

Approve Dates	Approved By	Approved Time	Approve Type	Delete
Up to: 03-24-2021	wparker	03-25-2021 08:01:01	Supervisor	

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*Note: The Department of Labor revised the regulations located at 29 C.F.R. part 541 with an effective date of January 1, 2020. WHD will continue to enforce the 2004 part 541 regulations through December 31, 2019, including the $455 per week standard salary level and $100,000 annual compensation level for Highly Compensated Employees. The final rule is available at: https://www.federalregister.gov/documents/2019/09/27/2019-20353/defining-and-delimiting-the-exemptions-for-executive-administrative-professional-outside-sales-and.

U.S. Department of Labor
Wage and Hour Division

21C



U.S. Wage and Hour Division
(Revised September 2019)

Fact Sheet #17A: Exemption for Executive, Administrative, Professional, Computer & Outside Sales Employees Under the Fair Labor Standards Act (FLSA)

This fact sheet provides general information on the exemption from minimum wage and overtime pay provided by Section 13(a)(1) of the FLSA as defined by Regulations, 29 C.F.R. Part 541.

The FLSA requires that most employees in the United States be paid at least the federal minimum wage for all hours worked and overtime pay at not less than time and one-half the regular rate of pay for all hours worked over 40 hours in a workweek.

However, Section 13(a)(1) of the FLSA provides an exemption from both minimum wage and overtime pay for employees employed as bona fide executive, administrative, professional and outside sales employees. Section 13(a)(1) and Section 13(a)(17) also exempt certain computer employees. To qualify for exemption, employees generally must meet certain tests regarding their job duties and be paid on a salary basis at not less than $684* per week. Employers may use nondiscretionary bonuses and incentive payments (including commissions) paid on an annual or more frequent basis, to satisfy up to 10 percent of the standard salary level. Job titles do not determine exempt status. In order for an exemption to apply, an employee's specific job duties and salary must meet all the requirements of the Department's regulations.

See other fact sheets in this series for more information on the exemptions for executive, administrative, professional, computer and outside sales employees, and for more information on the salary basis requirement.

Executive Exemption

To qualify for the executive employee exemption, all of the following tests must be met:

- The employee must be compensated on a salary basis (as defined in the regulations) at a rate not less than $684* per week;
- The employee's primary duty must be managing the enterprise, or managing a customarily recognized department or subdivision of the enterprise;
- The employee must customarily and regularly direct the work of at least two or more other full-time employees or their equivalent; and
- The employee must have the authority to hire or fire other employees, or the employee's suggestions and recommendations as to the hiring, firing, advancement, promotion or any other change of status of other employees must be given particular weight.

Administrative Exemptions

To qualify for the administrative employee exemption, all of the following tests must be met:

- The employee must be compensated on a salary or fee basis (as defined in the regulations) at a rate not less than $684* per week;
- The employee's primary duty must be the performance of office or non-manual work directly related to the management or general business operations of the employer or the employer's customers; and
- The employee's primary duty includes the exercise of discretion and independent judgment with respect to matters of significance.

Professional Exemption

To qualify for the **learned professional** employee exemption, all of the following tests must be met:

- The employee must be compensated on a salary or fee basis (as defined in the regulations) at a rate not less than $684* per week;
- The employee's primary duty must be the performance of work requiring advanced knowledge, defined as work which is predominantly intellectual in character and which includes work requiring the consistent exercise of discretion and judgment;
- The advanced knowledge must be in a field of science or learning; and
- The advanced knowledge must be customarily acquired by a prolonged course of specialized intellectual instruction.

To qualify for the **creative professional** employee exemption, all of the following tests must be met:

- The employee must be compensated on a salary or fee basis (as defined in the regulations) at a rate not less than $684* per week;
- The employee's primary duty must be the performance of work requiring invention, imagination, originality or talent in a recognized field of artistic or creative endeavor.

Computer Employee Exemption

To qualify for the computer employee exemption, the following tests must be met:

- The employee must be compensated **either** on a salary or fee basis (as defined in the regulations) at a rate not less than $684* per week **or**, if compensated on an hourly basis, at a rate not less than $27.63 an hour;
- The employee must be employed as a computer systems analyst, computer programmer, software engineer or other similarly skilled worker in the computer field performing the duties described below;
- The employee's primary duty must consist of:
  1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;

2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;
3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or
4) A combination of the aforementioned duties, the performance of which requires the same level of skills.

Outside Sales Exemption

To qualify for the outside sales employee exemption, all of the following tests must be met:

- The employee's primary duty must be making sales (as defined in the FLSA), or obtaining orders or contracts for services or for the use of facilities for which a consideration will be paid by the client or customer; and
- The employee must be customarily and regularly engaged away from the employer's place or places of business.

Highly Compensated Employees

Highly compensated employees performing office or non-manual work and paid total annual compensation of $107,432 or more (which must include at least $684* per week paid on a salary or fee basis) are exempt from the FLSA if they customarily and regularly perform at least one of the duties of an exempt executive, administrative or professional employee identified in the standard tests for exemption.

Blue-Collar Workers

The exemptions provided by FLSA Section 13(a)(1) apply only to "white-collar" employees who meet the salary and duties tests set forth in the Part 541 regulations. The exemptions do not apply to manual laborers or other "blue-collar" workers who perform work involving repetitive operations with their hands, physical skill and energy. FLSA-covered, non-management employees in production, maintenance, construction and similar occupations such as carpenters, electricians, mechanics, plumbers, iron workers, craftsmen, operating engineers, longshoremen, construction workers and laborers are entitled to minimum wage and overtime premium pay under the FLSA, and are not exempt under the Part 541 regulations no matter how highly paid they might be.

Police, Fire Fighters, Paramedics & Other First Responders

The exemptions also do not apply to police officers, detectives, deputy sheriffs, state troopers, highway patrol officers, investigators, inspectors, correctional officers, parole or probation officers, park rangers, fire fighters, paramedics, emergency medical technicians, ambulance personnel, rescue workers, hazardous materials workers and similar employees, regardless of rank or pay level, who perform work such as preventing, controlling or extinguishing fires of any type; rescuing fire, crime or accident victims; preventing or detecting crimes; conducting investigations or inspections for violations of law; performing surveillance; pursuing, restraining and apprehending suspects; detaining or supervising suspected and convicted criminals, including those on probation or parole; interviewing witnesses; interrogating and fingerprinting suspects; preparing investigative reports; or other similar work.

Other Laws & Collective Bargaining Agreements

The FLSA provides minimum standards that may be exceeded, but cannot be waived or reduced. Employers must comply, for example, with any Federal, State or municipal laws, regulations or ordinances establishing a higher minimum wage or lower maximum workweek than those established under the FLSA. Similarly, employers may, on their own initiative or under a collective bargaining agreement, provide a higher wage, shorter workweek, or higher overtime premium than provided under the FLSA. While collective bargaining agreements cannot waive or reduce FLSA protections, nothing in the FLSA or the Part 541 regulation relieves employers from their contractual obligations under such bargaining agreements.

Where to Obtain Additional Information

For additional information, visit our Wage and Hour Division Website: http://www.wagehour.dol.gov and/or call our toll-free information and helpline, available 8 a.m. to 5 p.m. in your time zone, 1-866-4USWAGE (1-866-487-9243).

When state law differs from the federal FLSA, an employer must comply with the standard most protective to employees. Links to your state labor department can be found at www.dol.gov/whd/contacts/state_of.htm.

This publication is for general information and is not to be considered in the same light as official statements of position contained in the regulations.

U.S. Department of Labor
Frances Perkins Building
200 Constitution Avenue, NW
Washington, DC 20210

1-866-4-USWAGE
TTY: 1-866-487-9243
Contact Us



FLSA Coverage

Coverage under the FLSA

Most jobs are governed by the FLSA. Some are not. Some jobs are excluded from FLSA coverage by statute. Other jobs, while governed by the FLSA, are considered "exempt" from the FLSA overtime rules.

Exclusions from FLSA coverage.

Particular jobs may be completely excluded from coverage under the FLSA overtime rules. There are two general types of complete exclusion. Some jobs are specifically excluded in the statute itself. For example, employees of movie theaters and many agricultural workers are not governed by the FLSA overtime rules. Another type of exclusion is for jobs which are governed by some other specific federal labor law. As a general rule, if a job is governed by some other federal labor law, the FLSA does not apply. For example, most railroad workers are governed by the Railway Labor Act, and many truck drivers are governed by the Motor Carriers Act, and not the FLSA. Many of FLSA exclusions are found in §213 of the FLSA.

Exempt or Nonexempt.

Employees whose jobs are governed by the FLSA are either "exempt" or "nonexempt." Nonexempt employees are entitled to overtime pay. Exempt employees are not. Most employees covered by the FLSA are nonexempt. Some are not.

Some jobs are classified as exempt by definition. For example, "outside sales" employees are exempt ("inside sales" employeesare nonexempt). For most employees, however, whether they are exempt or nonexempt depends on (a) how much they are paid, (b) how they are paid, and (c) what kind of work they do.

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With few exceptions, to be exempt an employee must (a) be paid at least ~~$23,660~~ per year (~~$455~~ per week), and (b) be paid on a salary basis, and also (c) perform exempt job duties. These requirements are outlined in the FLSA Regulations (promulgated by the U.S. Department of Labor). Most employees must meet all three "tests" to be exempt.

Salary level test.

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Employees who are paid less than ~~$23,660~~ per year (~~$455~~ per week) are nonexempt. (Employees who earn more than $100,000 per year are almost certainly exempt.)

Salary basis test.

Generally, an employee is paid on a salary basis if s/he has a "guaranteed minimum" amount of money s/he can count on receiving for any work week in which s/he performs "any" work. This amount need not be the entire compensation received, but there must be some amount of pay the employee can count on receiving in any work week in which s/he performs any work. Some "rules of thumb" indicating that an employee is paid on a salary basis include whether an employee's base pay is computed from an annual figure divided by the number of paydays in a year, or whether an employee's actual pay is lower in work periods when s/he works fewer than the normal number of hours. However, whether an employee is paid on a salary basis is a "fact," and thus specific evaluation of particular circumstances is necessary. Whether an employee is paid on a salary basis is not affected by whether pay is expressed in hourly terms (as this is a fairly common requirement of many payroll computer programs), but whether the employee in fact has a "guaranteed minimum" amount of pay s/he can count on.

The FLSA salary basis test applies only to reductions in monetary amounts. Requiring an employee to charge absences from work to leave accruals is not a reduction in "pay," because the monetary amount of the employee's paycheck remains the same. Similarly, paying an employee more than the guaranteed salary amount is not normally inconsistent with salary basis status, because this does not result in any reduction in the base pay.

With some exceptions, the base pay of a salary basis employee may not be reduced based on the "quality or quantity" of work performed (provided that the employee does "some" work in the work period). This usually means that the base pay of a salary basis employee may not be reduced if s/he performs less work than normal, if the reason for that is determined by the employer. For example, a salary basis pay employee's base pay may not be reduced if there is "no work" to be performed (such as for a plant closing or slow period), and a salary basis employee's base pay may not be reduced for partial day absences. However, employers may "dock" the base pay of salary basis employees in full day increments, for disciplinary suspensions, or for personal leave, or for sickness under a bona fide sick leave plan (as for example if the employee has run out of accrued sick leave).

Thus, there can be "permissible" and "impermissible" reductions in salary basis pay. Permissible reductions have no effect on the employee's exempt status. Impermissible reductions may, in that the general rule is that an employee who is subjected to impermissible reductions in salary is

no longer paid on a salary basis, and is therefore nonexempt. However, employers have several avenues by which they can "cure" impermissible reductions in salary basis pay, and as a practical matter these make it unlikely that an otherwise exempt employee would become nonexempt because of salary basis pay problems.The salary basis pay requirement for exempt status does not
apply to some jobs (for example, doctors, lawyers and schoolteachers are exempt even if the employees are paid hourly).

The duties tests.

An employee who meets the salary level tests and also the salary basis tests is exempt only if s/he also performs exempt job duties. These FLSA exemptions are limited to employees who perform relatively high-level work. Whether the duties of a particular job qualify as exempt depends on what they are. Job titles or position descriptions are of limited usefulness in this determination. (A secretary is still a secretary even if s/he is called an "administrative assistant," and the chief executive officer is still the CEO even if s/he is called a janitor.) It is the actual job tasks that must be evaluated, along with how the particular job tasks "fit" into the employer's overall operations.

There are three typical categories of exempt job duties, called "executive," "professional," and "administrative."

Exempt executive job duties.

Job duties are exempt executive job duties if the employee

1. regularly supervises two or more other employees, and also
2. has management as the primary duty of the position, and also,
3. has some genuine input into the job status of other employees (such as hiring, firing, promotions, or assignments).

Supervision means what it implies. The supervision must be a regular part of the employee's job, and must be of other employees. Supervision of non-employees does not meet the standard. The "two employees" requirement may be met by supervising two full-time employees or the equivalent number of part-time employees. (Two half-time employees equal one full-time employee.)

"Mere supervision" is not sufficient. In addition, the supervisory employee must have "management" as the "primary duty" of the job. The FLSA Regulations contain a list of typical management duties. These include (in addition to supervision):

- interviewing, selecting, and training employees;
- setting rates of pay and hours of work;
- maintaining production or sales records (beyond the merely clerical);
- appraising productivity; handling employee grievances or complaints, or disciplining employees;
- determining work techniques;
- planning the work;
- apportioning work among employees;
- determining the types of equipment to be used in performing work, or materials needed;
- planning budgets for work;
- monitoring work for legal or regulatory compliance;
- providing for safety and security of the workplace.

Determining whether an employee has management as the primary duty of the position requires case-by-case evaluation. A "rule of thumb" is to determine if the employee is "in charge" of a department or subdivision of the enterprise (such as a shift). One handy clue might be to ask who a telephone inquiry would be directed to if the called asked for "the boss." Typically, only one employee is "in charge" at any particular time. Thus, for example, if a "sergeant" and a "lieutenant" are each at work at the same time (in the same unit or subunit of the organization), only the lieutenant is "in charge" during that time.

An employee may qualify as performing executive job duties even if s/he performs a variety of "regular" job duties as well. For example, the night manager at a fast food restaurant may in reality spend most of the shift preparing food and serving customers. S/he is, however, still "the boss" even when not actually engaged in "active" bossing duties. In the event that some "executive" decisions are required, s/he is there to make them, and this is sufficient.

The final requirement for the executive exemption is that the employee have genuine input into personnel matters. This does not require that the employee be the final decision maker on such matters, but rather that the employee's input is given "particular weight." Usually, it will mean that making personnel recommendations is part of the employee's normal job duties, that the employee makes these kinds of recommendations frequently enough to be a "real" part of the job, and that higher management takes the employee's personnel suggestions or recommendations
seriously.

Exempt professional job duties.

The job duties of the traditional "learned professions" are exempt. These include lawyers, doctors, dentists, teachers, architects, clergy. Also included are registered nurses (but not LPNs), accountants (but not bookkeepers), engineers (who have engineering degrees or the equivalent and perform work of the sort usually performed by licensed professional engineers), actuaries,

scientists (but not technicians), pharmacists, and other employees who perform work requiring "advanced knowledge" similar to that historically associated with the traditional learned professions.

Professionally exempt work means work which is predominantly intellectual, requires specialized education, and involves the exercise of discretion and judgment. Professionally exempt workers must have education beyond high school, and usually beyond college, in fields that are distinguished from (more "academic" than) the mechanical arts or skilled trades. Advanced degrees are the most common measure of this, but are not absolutely necessary if an employee has attained a similar level of advanced education through other means (and perform essentially the same kind of work as similar employees who do have advanced degrees).

Some employees may also perform "creative professional" job duties which are exempt. This classification applies to jobs such as actors, musicians, composers, writers, cartoonists, and some journalists. It is meant to cover employees in these kinds of jobs whose work requires invention, imagination, originality or talent; who contribute a unique interpretation or analysis.

Identifying most professionally exempt employees is usually pretty straightforward and uncontroversial, but this is not always the case. Whether a journalist is professionally exempt, for example, or a commercial artist, will likely require careful analysis of just what the employee actually does.

Exempt Administrative job duties.

The most elusive and imprecise of the definitions of exempt job duties is for exempt "administrative" job duties.

The Regulatory definition provides that exempt administrative job duties are

(a) office or nonmanual work, which is
(b) directly related to management or general business operations of the employer or the employer's customers, and
(c) a primary component of which involves the exercise of independent judgment and discretion about
(d) matters of significance.

The administrative exemption is designed for relatively high-level employees whose main job is to "keep the business running." A useful rule of thumb is to distinguish administrative employees from "operational" or "production" employees. Employees who make what the business sells are not administrative employees. Administrative employees provide "support" to the operational or production employees. They are "staff" rather than "line" employees. Examples of administrative functions include labor relations and personnel (human resources employees), payroll and finance (including budgeting and benefits management), records maintenance, accounting and tax, marketing and advertising (as differentiated from direct sales), quality control, public relations (including shareholder or investment relations, and government relations), legal and regulatory compliance, and some computer-related jobs (such as network, internet and database administration). (See Computer employees.)

To be exempt under the administrative exemption, the "staff" or "support" work must be office or nonmanual, and must be for matters of significance. Clerical employees perform office or nonmanual support work but are not administratively exempt. Nor is administrative work exempt just because it is financially important, in the sense that the employer would experience financial losses if the employee fails to perform competently. Administratively exempt work typically involves the exercise of discretion and judgment, with the authority to make independent decisions on matters which affect the business as a whole or a significant part of it.

Questions to ask might include whether the employee has the authority to formulate or interpret company policies; how major the employee's assignments are in relation to the overall business operations of the enterprise (buying paper clips versus buying a fleet of delivery vehicles, for example); whether the employee has the authority to commit the employer in matters which have significant financial impact; whether the employee has the authority to deviate from company policy without prior approval.

An example of administratively exempt work could be the buyer for a department store. S/he performs office or nonmanual work and is not engaged in production or sales. The job involves work which is necessary to the overall operation of the store -- selecting merchandize to be ordered as inventory. It is important work, since having the right inventory (and the right amount of inventory) is crucial to the overall well-being of the store's business. It involves the exercise of a good deal of important judgment and discretion, since it is up to the buyer to select items which will sell in sufficient quantity and at sufficient margins to be profitable. Other examples of administratively exempt employees might be planners and true administrative assistants (as differentiated from secretaries with fancy titles). Bookkeepers, "gal Fridays," and most employees who operate machines are not administratively exempt.

Merely clerical work may be administrative, but it is not exempt. Most secretaries, for example, may accurately be said to be performing administrative work, but their jobs are not usually exempt. Similarly, filing, filling out forms and preparing routine reports, answering telephones, making travel arrangements, working on customer "help desks," and similar jobs are not likely to be high-level enough to be administratively exempt. Many clerical workers do in fact exercise some discretion and judgment in their jobs. However, to "count" the exercise of judgment and discretion must be about matters of considerable importance to the operation of the enterprise as a whole.

Routinely ordering supplies (and even selecting which vendor to buy supplies from) is not likely to be considered high- enough to qualify the employee for administratively exempt status. There is no "bright line." Some secretaries may indeed be high-level, administratively exempt employees (for example, the secretary to the CEO who really does "run his life"), while some employees with fancy titles (e.g., "administrative assistant") may really be performing nonexempt clerical duties.

Rights of exempt employees.

An exempt employee has virtually "no rights at all" under the FLSA overtime rules. About all an exempt employee is entitled to under the FLSA is to receive the full amount of the base salary in any work period during which s/he performs any work (less any permissible deductions). Nothing in the FLSA prohibits an employer from requiring exempt employees to "punch a clock," or work a particular schedule, or "make up" time lost due to absences. Nor does the FLSA limit the amount of work time anemployer may require or expect from any employee, on any schedule. ("Mandatory overtime" is not restricted by the FLSA.)

Keep in mind that this discussion is limited to rights underthe FLSA. Exempt employees may have rights under other laws or by way of employment policies or contracts.

Rights of nonexempt employees.

Nonexempt employees are entitled under the FLSA to time and one-half their "regular rate" of pay for each hour they actually work over the applicable FLSA overtime threshold in the applicable FLSA work period. (See, "FLSA Overtime")

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21D

Americans with Disabilities Act

The Americans with Disabilities Act (ADA) prohibits discrimination against people with disabilities in several areas, including employment, transportation, public accommodations, communications and access to state and local government' programs and services. As it relates to employment, Title I of the ADA protects the rights of both employees and job seekers. The ADA also establishes requirements for telecommunications relay services. Title IV, which is regulated by the Federal Communications Commission (FCC), also requires closed captioning of federally funded public service announcements.

While the U.S. Department of Labor's (DOL) Office of Disability Employment Policy (ODEP) does not enforce the ADA, it does offer publications and other technical assistance on the basic requirements of the law, including covered employers' obligation to provide reasonable accommodations to qualified job applicants and employees with disabilities. For a quick overview of the ADA read "The Americans with Disabilities Act: A Brief Overview."

In addition to the U.S. Department of Labor, several other federal agencies have a role in enforcing, or investigating claims involving, the ADA:

- The U.S Equal Employment Opportunity Commission (EEOC) enforces Title I of the ADA. Title I prohibits private employers, state and local governments, employment agencies and labor unions from discriminating against qualified individuals with disabilities in applying for jobs, hiring, firing and job training.
- The U.S. Department of Transportation enforces regulations governing transit, which includes ensuring that recipients of federal aid and state and local entities responsible for roadways and pedestrian facilities do not discriminate on the basis of disability in highway transportation programs or activities. The department also issues guidance to transit agencies on how to comply with the ADA to ensure that public transit vehicles and facilities are accessible.
- The Federal Communications Commission (FCC) enforces regulations covering telecommunication services. Title IV of the ADA covers telephone and television access for people with hearing and speech disabilities. It requires telephone and Internet companies to provide a nationwide system of telecommunications relay services that allow people with hearing and speech disabilities to communicate over the telephone.
- The U.S. Department of Justice enforces ADA regulations governing state and local government services (Title II) and public accommodations (Title III).
- The U.S. Department of Education, like many other federal agencies, enforces Title II of the ADA, which prohibit discrimination in programs or activities that receive federal financial assistance from the department.
- The U.S. Department of Health and Human Services (HHS) also enforces Title II of the ADA relating to access to programs, services and activities receiving HHS federal financial assistance. This includes ensuring that people who are deaf or hard-of-hearing have access to sign language interpreters and other auxiliary aids in hospitals and clinics when needed for effective communication.
- Another federal agency, the Architectural and Transportation Barriers Compliance Board (ATBCB), also known as the Access Board, issues guidelines to ensure that buildings, facilities and transit vehicles are accessible to people with disabilities. The Guidelines & Standards issued under the ADA and other laws establish design requirements for the construction and alteration of facilities. These standards apply to places of public accommodation, commercial facilities, and state and local government facilities.

Two agencies within the U.S. Department of Labor enforce parts of the ADA. The Office of Federal Contract Compliance Programs (OFCCP) has coordinating authority under the employment-related provisions of the ADA. The Civil Rights Center (CRC) is responsible for enforcing Title II of the ADA as it applies to the labor- and workforce-related practices of state and local governments and other public entities. Visit the Laws & Regulations subtopic for specific information on these provisions.

DOL Resources on the ADA

- Disability Employment Policy Resources by Topic — The ADA
- Employers and the ADA: Myths and Facts
- The ADA Amendments Act of 2008: Frequently Asked Questions

Other Resources on the ADA

- Facts About the Americans with Disabilities Act
- The ADA: Questions and Answers
- Employees' Practical Guide to Requesting and Negotiating Reasonable Accommodation Under the ADA
- Employers' Practical Guide to Reasonable Accommodation Under the Americans with Disabilities Act (ADA)
- Employer Assistance and Resource Network on Disability Inclusion — The Americans with Disabilities Act
- ADA Frequently Asked Questions

U.S. DEPARTMENT OF LABOR

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Employers' Responsibilities

Under Title I of the Americans with Disabilities Act (ADA), employers, including state and local governments, with 15 or more employees, are prohibited from discriminating against people with disabilities. Title I protects qualified individuals with disabilities in several areas, including job application procedures, hiring, firing, advancement, compensation and job training. It is also unlawful to retaliate against someone for opposing employment practices that discriminate based on disability, or for filing an ADA discrimination charge. The Office of Federal Contract Compliance Programs (OFCCP) shares enforcement authority for Title I of the ADA with the U.S. Equal Employment Opportunity Commission (EEOC), which has primary responsibility for enforcing the employment provisions of the law. (Note: Federal employees and job applicants are covered by Section 501 of the Rehabilitation Act of 1973 instead of the ADA. The protections are mostly the same.)

One of the key non-discrimination aspects of Title I is the requirement to provide reasonable accommodations for employees and job seekers with disabilities. Accommodations make it possible for a person with a disability to perform their job, but they must not create an "undue hardship" for the employer, in other words cause too much difficulty or expense to implement. What are some examples of reasonable accommodations that may be needed during the hiring process? They can take many forms, including providing written materials in accessible formats, such as large print, Braille or audiotape, and providing readers or sign language interpreters.

While the U.S. Department of Labor's Office of Disability Employment Policy (ODEP) does not enforce the ADA, it does offer information and resources to educate employers about their responsibilities under the law, in particular as they relate to providing accommodations. A key resource is the Job Accommodation Network (JAN), which provides expert, one-on-one assistance to employers on accommodations for employees with disabilities.

Section 503 of the Rehabilitation Act of 1973 (Section 503) is another law that protects the employment rights of job seekers and employees with disabilities. OFCCP enforces Section 503, which prohibits employment discrimination based on disability and also requires affirmative action in the hiring, placement and advancement of people with disabilities by federal contractors or subcontractors. Federal contractors with contracts in excess of $10,000 must take affirmative action to employ and advance in employment qualified individuals with disabilities. Recent updates to Section 503 have strengthened these affirmative action requirements. Contractors that have a contract or sub-contract of $50,000 or more and 50 or more employees must have an actual affirmative action program or plan. The regulations also include a utilization goal of 7 percent. That goal is a "yardstick" against which federal contractors can measure their success in recruiting and hiring individuals with disabilities.

DOL's Civil Rights Center (CRC) enforces the employment-related provisions of Section 504 of the Rehabilitation Act (Section 504). Section 504 prohibits recipients of federal financial assistance from discriminating against qualified individuals with disabilities in employment and in their programs and activities. CRC also enforces Title II of the ADA as it to the labor- and workforce-related practices of state and local governments and other public entities. In addition, CRC enforces Workforce Innovation and Opportunity Act (WIOA) Section 188 Nondiscrimination and Equal Opportunity Regulations, which prohibit disability-based discrimination by programs and activities that are offered as part of the public workforce development service delivery system. This includes job training for adults and youth and programs or activities provided by American Job Centers. See the Laws & Regulations subtopic for specific information on these laws.

U.S. Department of Labor Resources on Employer Responsibilities

- Disability Nondiscrimination Law Advisor
- Employment Rights: Who Has Them and Who Enforces Them?
- Federal Contractor Compliance Advisor
- Disability:IN - Tools and programs to bridge inclusive companies with people and organizations within the disability community.
- Accommodation Ideas Based on Disability
- ADA Frequently Asked Questions for Employers
- Recruitment & Hiring Resources from the Employer Assistance and Resource Network on Disability Inclusion

- Questions & Answers about the Employment Provisions of the Americans with Disabilities Act
- Employers' Practical Guide to Reasonable Accommodation Under the Americans with Disabilities Act
- Stay-At-Work/Return-to-Work: Supporting Employees Who Experience Unexpected Illness or Disability
- Society for Human Resource Management's Disability Employment Resource Page
- Information for Employers from the Job Accommodation Network

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EMPLOYEES' PRACTICAL GUIDE TO REQUESTING AND NEGOTIATING REASONABLE ACCOMMODATION UNDER THE AMERICANS WITH DISABILITIES ACT

Review a summary of some of the most frequent issues that employees have regarding accommodations and ADA compliance. Learn more about JAN's practical ideas for resolving them.

Introduction

The Job Accommodation Network (JAN) is a free service of the U.S. Department of Labor's Office of Disability Employment Policy. JAN consultants have been providing job accommodation information since 1983 when JAN was founded. In addition, JAN consultants have been providing information about the Americans with Disabilities Act (ADA) since 1992 when the ADA went into effect. Over the years, JAN consultants have developed practical ideas to help employees understand the ADA and request and negotiate reasonable accommodations in the workplace. The *Employees' Practical Guide to Requesting and Negotiating Reasonable Accommodations under the Americans with Disabilities Act* is a summary of some of the most frequent issues that employees have regarding accommodations and the ADA and JAN's practical ideas for resolving them. As new information is available or new issues develop, the *Guide* will be updated to reflect the changes. If you have an issue that is not addressed in the *Guide* or if you want to discuss an issue in more detail, please call JAN.

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I. ADA BASICS

This section provides answers to basic questions about Title I of the Americans with Disabilities Act (ADA). Most of the answers come from formal and informal guidance from the Equal Employment Opportunity Commission (EEOC), the federal agency that enforces Title I of the ADA. When available, links to the EEOC guidance are provided.

What is the ADA?

The ADA is a federal civil rights law that was passed in 1990 and went into effect beginning in 1992. Its purpose is to protect people with disabilities from discrimination in employment, in the programs and activities offered by state and local governments, and in accessing the goods and services offered in places like stores, hotels, restaurants, football stadiums, doctors' offices, beauty parlors, and so on. For more information about the ADA, see the JAN's ADA Library.

The focus of this guide is Title I of the ADA, which prohibits discrimination in employment and requires employers to provide reasonable accommodations for employees with disabilities. For more information about Title I of the ADA, see JAN's ADA Library.

Does my employer have to comply with Title I of the ADA?

Only "covered entities" must comply with Title I of the ADA. The term covered entities includes private employers with 15 or more employees, state and local government employers, employment agencies, labor organizations, and joint labor-management committees. For simplicity, this guide will refer to covered entities as "employers." Federal executive agencies are exempt from the ADA, but they have to comply with the Rehabilitation Act of 1973, which is almost identical to the ADA.

- For more information about covered entities, see EEOC's Threshold Issues, section 2-III-B.

How do I know if I have rights under Title I of the ADA?

Sometimes it is difficult to determine whether you have rights under Title I of the ADA, but understanding some of the terms used in the ADA may help you make that determination. In general, Title I protects "qualified" "employees" with "disabilities."

The term "qualified" means that you satisfy the skill, experience, education, and other job-related requirements of the position sought or held, and can perform the essential job functions of the position, with or without reasonable accommodation

- For additional information about the definition of qualified, see theTitle I Technical Assistance Manual, chapter II

The term employee means, "an individual employed by an employer." The question of whether an employer-employee relationship exists is fact-specific and depends on whether the employer controls the means and manner of the worker's work performance.

- For additional information about the definition of employee, see EEOC's Threshold Issues, Section 2-III-A-1.

The term disability means: (1) a person who has a physical or mental impairment that substantially limits one or more major life activities, (2) a person with a record of a physical or mental impairment that substantially limits one or more major life activities, and (3) a person who is regarded as having a physical or mental impairment that substantially limits one or more major life activities.

On September 25, 2008, the ADA Amendments Act (ADAAA) was passed. This Act changed the interpretation of the definition of disability. For additional information on the ADAAA, visit JAN's A to Z on the ADAAA.

- For additional information about the definition of disability, visit How to Determine Whether a Person has a Disability under the Americans with Disabilities Act (ADA).

The term essential job functions means the fundamental job duties of the employment position that the individual with a disability holds or desires. The term essential functions does not include marginal functions of the position.

- For additional information about essential functions, visit the EEOC's Title I Technical Assistance Manual, section 2.3(a).

Where can I get more information about the ADA?

The federal agencies that enforce the various titles of the ADA provide publications that help explain the requirements of all the titles. JAN has an ADA Library that contains most of these resources.

- For additional ADA resources, visit JAN's ADA Library.

The enforcing agency for Title I is the Equal Employment Opportunity Commission (EEOC), which can be reached at (800)669-4000 or on the Web at http://www.eeoc.gov. The EEOC provides numerous publications, including:

- The ADA: Your Employment Rights as an Individual with a Disability
- Disability Related Inquiries and Medical Exams of Employees
- Reasonable Accommodation and Undue Hardship

II. REQUESTING AN ACCOMMODATION

The ADA applies to all aspects of employment, including job advertisements, job applications, job interviews, and post-offer medical examinations. Although many of the ADA rules that apply to applicants and new-hires are the same as the rules for employees, there are some differences. This section discusses the differences.

How do I know when to request an accommodation?

You can request an accommodation at any time during the application process or while you are employed. You can request an accommodation even if you did not ask for one when applying for a job or after receiving a job offer. In general, you should request an accommodation when you know that there is a workplace barrier that is preventing you, due to a disability, from competing for a job, performing a job, or gaining equal access to a benefit of employment like an employee lunch room or employee parking. As a practical matter, it is better to request an accommodation before your job performance suffers or conduct problems occur because employers do not have to rescind discipline that occurred before they knew about your disability.

- From Reasonable Accommodation and Undue Hardship.

How do I request an accommodation?

According to the EEOC, you only have to let your employer know that you need an adjustment or change at work for a reason related to a medical condition. You can use "plain English" to make your request and you do not have to mention the ADA or use the phrase "reasonable accommodation."

Here are some examples:

- Example A: An employee tells her supervisor, "I'm having trouble getting to work at my scheduled starting time because of medical treatments I'm undergoing." This is a request for a reasonable accommodation.
- Example B: An employee tells his supervisor, "I need six weeks off to get treatment for a back problem." This is a request for a reasonable accommodation.
- Example C: A new employee, who uses a wheelchair, informs the employer that her wheelchair cannot fit under the desk in her office. This is a request for reasonable accommodation.
- Example D: An employee tells his supervisor that he would like a new chair because his present one is uncomfortable. Although this is a request for a change at work, his statement is insufficient to put the employer on notice that he is requesting reasonable accommodation. He does not link his need for the new chair with a medical condition.

Requests for reasonable accommodation do not have to be in writing so you can request accommodations in a face-to-face conversation or using any other method of communication. Your employer may choose to write a memo or letter confirming your request or may ask you to fill out a form or submit the request in written form, but the employer cannot ignore your initial request. However, you may want to put your request in writing even if your employer does not require it. Sometimes it is useful to have a paper trail in case there is a dispute about whether or when you requested accommodation.

- From Reasonable Accommodation and Undue Hardship.
- For more information regarding how to make a written accommodation request, visit Accommodation Request Letter.

Do I have to tell my employer that I have a disability?

Under the ADA, employers are only required to provide accommodations for employees who are experiencing workplace problems because of a disability. Therefore, unless you let your employer know that you have a disability, the employer is not obligated to consider accommodations under the ADA.

How much medical information do I have to provide to my employer?

Some employees do not want to give their employers a lot of details about their disability. If you prefer not to give a lot of information, you may want to limit the medical information you initially give to your employer when you request an accommodation. For example, you may want to tell your employer what you are having trouble doing, that the problem is related to a disability, and what your accommodation ideas are. Some employers will not ask for more information. However, employers have the right to request additional medical information

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when an employee requests an accommodation and if you do not provide it, the employer can deny your accommodation request. When an employee requests an accommodation and the disability or need for accommodation is not obvious, an employer may require that the employee provide medical documentation to establish that the employee has an ADA disability and needs the requested accommodation.

- For more information on medical inquiries, go to JAN's A to Z: Medical Exams and Inquiries.

What accommodations can I request?

In general, an accommodation is any change in the work environment or in the way things are customarily done that enables an individual with a disability to enjoy equal employment opportunities. Under the ADA, employers are required to provide "reasonable" accommodations for employees with disabilities. Therefore, you can request any accommodation that is considered "reasonable."

Here are some examples of reasonable accommodations from the EEOC:

- making existing facilities accessible
- job restructuring
- part-time or modified work schedules
- acquiring or modifying equipment
- changing tests, training materials, or policies
- providing qualified readers or interpreters
- reassignment to a vacant position
- medical leave
- work at home

The following are not considered forms of reasonable accommodation and therefore not required under the ADA:

- removing or eliminating an essential function from a job
- lowering production standards
- providing personal use items such as a prosthetic limb, a wheelchair, eyeglasses, hearing aids, or similar devices if they are also needed off the job

Note: While employers are not required to eliminate an essential function, lower a production standard, or provide personal use items, they can do so if they wish.

The only limitation on an employer's obligation to provide reasonable accommodations is that no such change or modification is required if it would cause "undue hardship" to the employer. "Undue hardship" means significant difficulty or expense and focuses on the resources and circumstances of the particular employer in relationship to the cost or difficulty of providing a specific accommodation. Undue hardship refers not only to financial difficulty, but to reasonable accommodations that are unduly extensive, substantial, or disruptive, or those that would fundamentally alter the nature or operation of the business. An employer must assess on a case-by-case basis whether a particular reasonable accommodation would cause undue hardship.

- From Reasonable Accommodation and Undue Hardship.

How long does my employer have to respond to my accommodation request?

According to the EEOC, there is no specific amount of time that employers have to respond to an accommodation request, but they should respond as quickly as possible. Unnecessary delays in responding or implementing an accommodation can result in a violation of the ADA. The EEOC provides the following examples:

Example A: An employer provides parking for all employees. An employee who uses a wheelchair requests from his supervisor an accessible parking space, explaining that the spaces are so narrow that there is insufficient room for his van to extend the ramp that allows him to get in and out. The supervisor does not act on the request and does not forward it to someone with authority to respond. The employee makes a second request to the supervisor. Yet, two months after the initial request, nothing has been done. Although the supervisor never definitively denies the request, the lack of action under these circumstances amounts to a denial, and thus violates the ADA.

Example B: An employee who is blind requests adaptive equipment for her computer as a reasonable accommodation. The employer must order this equipment and is informed that it will take three months to receive delivery. No other company sells the adaptive equipment the employee needs. The employer notifies the employee of the results of its investigation and that it has ordered the equipment. Although it will take three months to receive the equipment, the employer has moved as quickly as it can to obtain it and thus there is no ADA violation resulting from the delay. The employer and employee should determine what can be done so that the employee can perform his/her job as effectively as possible while waiting for the equipment.

- See question 10 from Reasonable Accommodation and Undue Hardship.

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III. NEGOTIATING AN ACCOMMODATION

How do I know if I am entitled to the accommodation I want?

In general, to be entitled to an accommodation under the ADA, you must work for an employer with 15 or more employees (or a state or local government), you must be a person with a disability as defined in the ADA, and you must need the accommodation because of your disability. In addition, if there are other accommodations that will meet your needs, besides the one you want, your employer is free to choose among effective accommodation options. Finally, your employer can deny your accommodation if providing it would cause the employer an undue hardship.

What if I am not sure what accommodation I need?

Even if you are not sure what accommodation you need, you can go ahead and let your employer know that you need an adjustment or change at work because of a medical condition. Then, you and your employer can explore accommodation options together.

If you want to research accommodation options yourself, you can call JAN to get accommodation ideas or look at JAN's on-line accommodation publications at JAN's A to Z.

What if my employer denies my accommodation request?

If your employer denies your request, try to find out why so you know what to do next. For example, if your employer denied your request because your medical information did not show that you have a disability, you can provide additional information. Or, if your employer decided that the accommodation you requested would pose an undue hardship, you may want to suggest other options.

If you do not think your employer had a valid reason to deny your request, or the employer will not tell you why the request was denied, you can appeal the decision by going up the chain of command, filing a grievance with your union if you have one, or filing a complaint with the EEOC or your state enforcing agency.

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- For information regarding the complaint process, visit EEOC's How to File a Charge.
- For a list of state enforcing agencies, go here.

What if I need another accommodation in the future?

The duty to provide reasonable accommodation is an ongoing one so you can ask for more than one accommodation if needed. An employer must consider each request for reasonable accommodation on a case by case basis.

What if my employer retaliates against me for requesting an accommodation?

According to the EEOC, individuals who oppose unlawful employment discrimination, participate in employment discrimination proceedings, or otherwise assert their rights under the laws enforced by the EEOC are protected against retaliation. Therefore, if your employer retaliates against you for requesting an accommodation, you should report the retaliation to someone higher up in the company or agency or contact the EEOC immediately.

21F [redacted]

U.S. Equal Employment Opportunity Commission

Enforcement Guidance on Reasonable Accommodation and Undue Hardship under the ADA

This guidance document was issued upon approval by vote of the U.S. Equal Employment Opportunity Commission.

OLC Control Number:

EEOC-CVG-2003-1

Concise Display Name:

Enforcement Guidance on Reasonable Accommodation and Undue Hardship under the ADA

Issue Date:

10-17-2002

General Topics:

Disability

Summary:

This document addresses the rights and responsibilities of employers and individuals with disabilities regarding reasonable accommodation and undue hardship under Title I of the ADA.

Citation:

ADA, Rehabilitation Act, 29 CFR Part 1630, 29 CFR Part 1614

Document Applicant:

Employers, Employees, Applicants, Attorneys and Practitioners, EEOC Staff

Previous Revision:

Yes. This document replaced a 1999 guidance document by the same name.

The contents of this document do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.

EEOC NOTICE Number 915.002

October 17, 2002

1. SUBJECT: EEOC Enforcement Guidance on Reasonable Accommodation and Undue Hardship Under the Americans with Disabilities Act
2. PURPOSE: This enforcement guidance supersedes the enforcement guidance issued by the Commission on 03/01/99. Most of the original guidance remains the same, but limited changes have been made as a result of: (1) the Supreme Court's decision in US Airways, Inc. v. Barnett, 535 U.S., 122 S. Ct. 1516 (2002), and (2) the Commission's issuance of new regulations under section 501 of the Rehabilitation

Act. The major changes in response to the Barnett decision are found on pages 4-5, 44-45, and 61-62. In addition, minor changes were made to certain footnotes and the Instructions for Investigators as a result of the Barnett decision and the new section 501 regulations.

3. EFFECTIVE DATE: Upon receipt.
4. EXPIRATION DATE: As an exception to EEOC Order 205.001, Appendix B, Attachment 4, . a(5), this Notice will remain in effect until rescinded or superseded.
5. ORIGINATOR: ADA Division, Office of Legal Counsel.
6. INSTRUCTIONS: File after Section 902 of Volume II of the Compliance Manual.

Enforcement Guidance: Reasonable Accommodation and Undue Hardship Under the Americans with Disabilities Act

Table of Contents

INTRODUCTION

GENERAL PRINCIPLES

REQUESTING REASONABLE ACCOMMODATION

REASONABLE ACCOMMODATION AND JOB APPLICANTS

REASONABLE ACCOMMODATION RELATED TO THE BENEFITS AND PRIVILEGES OF EMPLOYMENT

TYPES OF REASONABLE ACCOMMODATIONS RELATED TO JOB PERFORMANCE

JOB RESTRUCTURING

LEAVE

MODIFIED OR PART-TIME SCHEDULE

MODIFIED WORKPLACE POLICIES

REASSIGNMENT

OTHER REASONABLE ACCOMMODATION ISSUES

UNDUE HARDSHIP ISSUES

BURDENS OF PROOF

INSTRUCTIONS FOR INVESTIGATORS

APPENDIX: RESOURCES FOR LOCATING REASONABLE ACCOMMODATIONS

INDEX

INTRODUCTION

This Enforcement Guidance clarifies the rights and responsibilities of employers and individuals with disabilities regarding reasonable accommodation and undue hardship. Title I of the ADA requires an employer to provide reasonable

accommodation to qualified individuals with disabilities who are employees or applicants for employment, except when such accommodation would cause an undue hardship. This Guidance sets forth an employer's legal obligations regarding reasonable accommodation; however, employers may provide more than the law requires.

This Guidance examines what "reasonable accommodation" means and who is entitled to receive it. The Guidance addresses what constitutes a request for reasonable accommodation, the form and substance of the request, and an employer's ability to ask questions and seek documentation after a request has been made.

The Guidance discusses reasonable accommodations applicable to the hiring process and to the benefits and privileges of employment. The Guidance also covers different types of reasonable accommodations related to job performance, including job restructuring, leave, modified or part-time schedules, modified workplace policies, and reassignment. Questions concerning the relationship between the ADA and the Family and Medical Leave Act (FMLA) are examined as they affect leave and modified schedules. Reassignment issues addressed include who is entitled to reassignment and the extent to which an employer must search for a vacant position. The Guidance also examines issues concerning the interplay between reasonable accommodations and conduct rules.

The final section of this Guidance discusses undue hardship, including when requests for schedule modifications and leave may be denied.

GENERAL PRINCIPLES

Reasonable Accommodation

Title I of the Americans with Disabilities Act of 1990 (the "ADA")[1] requires an employer[2] to provide reasonable accommodation to qualified individuals with disabilities who are employees or applicants for employment, unless to do so would cause undue hardship. "In general, an accommodation is any change in the work environment or in the way things are customarily done that enables an individual with a disability to enjoy equal employment opportunities."[3] There are three categories of "reasonable accommodations":

> "(i) modifications or adjustments to a job application process that enable a qualified applicant with a disability to be considered for the position such qualified applicant desires; or
>
> (ii) modifications or adjustments to the work environment, or to the manner or circumstances under which the position held or desired is customarily performed, that enable a qualified individual with a disability to perform the essential functions of that position; or
>
> (iii) modifications or adjustments that enable a covered entity's employee with a disability to enjoy equal benefits and privileges of employment as are enjoyed by its other similarly situated employees without disabilities." [4]

The duty to provide reasonable accommodation is a fundamental statutory requirement because of the nature of discrimination faced by individuals with disabilities. Although many individuals with disabilities can apply for and perform jobs without any reasonable accommodations, there are workplace barriers that keep others from performing jobs which they could do with some form of accommodation. These barriers may be physical obstacles (such as inaccessible facilities or equipment), or they may be procedures or rules (such as rules concerning when work is performed, when breaks are taken, or how essential or marginal functions are performed). Reasonable accommodation removes workplace barriers for individuals with disabilities.

Reasonable accommodation is available to qualified applicants and employees with disabilities.[5] Reasonable accommodations must be provided to qualified employees regardless of whether they work part- time or full-time, or are considered "probationary." Generally, the individual with a disability must inform the employer that an accommodation is needed.[6]

There are a number of possible reasonable accommodations that an employer may have to provide in connection with modifications to the work environment or adjustments in how and when a job is performed. These include:

- making existing facilities accessible;
- job restructuring;
- part-time or modified work schedules;
- acquiring or modifying equipment;

- changing tests, training materials, or policies;
- providing qualified readers or interpreters; and
- reassignment to a vacant position.[7]

A modification or adjustment is "reasonable" if it "seems reasonable on its face, i.e., ordinarily or in the run of cases;"[8] this means it is "reasonable" if it appears to be "feasible" or "plausible."[9] An accommodation also must be effective in meeting the needs of the individual.[10] In the context of job performance, this means that a reasonable accommodation enables the individual to perform the essential functions of the position. Similarly, a reasonable accommodation enables an applicant with a disability to have an equal opportunity to participate in the application process and to be considered for a job. Finally, a reasonable accommodation allows an employee with a disability an equal opportunity to enjoy the benefits and privileges of employment that employees without disabilities enjoy.

Example A: An employee with a hearing disability must be able to contact the public by telephone. The employee proposes that he use a TTY[11] to call a relay service operator who can then place the telephone call and relay the conversation between the parties. This is "reasonable" because a TTY is a common device used to facilitate communication between hearing and hearing-impaired individuals. Moreover, it would be effective in enabling the employee to perform his job.

Example B: A cashier easily becomes fatigued because of lupus and, as a result, has difficulty making it through her shift. The employee requests a stool because sitting greatly reduces the fatigue. This accommodation is reasonable because it is a common-sense solution to remove a workplace barrier being required to stand when the job can be effectively performed sitting down. This "reasonable" accommodation is effective because it addresses the employee's fatigue and enables her to perform her job.

Example C: A cleaning company rotates its staff to different floors on a monthly basis. One crew member has a psychiatric disability. While his mental illness does not affect his ability to perform the various cleaning functions, it does make it difficult to adjust to alterations in his daily routine. The employee has had significant difficulty adjusting to the monthly changes in floor assignments. He asks for a reasonable accommodation and proposes three options: staying on one floor permanently, staying on one floor for two months and then rotating, or allowing a transition period to adjust to a change in floor assignments. These accommodations are reasonable because they appear to be feasible solutions to this employee's problems dealing

with changes to his routine. They also appear to be effective because they would enable him to perform his cleaning duties.

There are several modifications or adjustments that are not considered forms of reasonable accommodation.[12] An employer does not have to eliminate an essential function, i.e., a fundamental duty of the position. This is because a person with a disability who is unable to perform the essential functions, with or without reasonable accommodation,[13] is not a "qualified" individual with a disability within the meaning of the ADA. Nor is an employer required to lower production standards -- whether qualitative or quantitative[14] -- that are applied uniformly to employees with and without disabilities. However, an employer may have to provide reasonable accommodation to enable an employee with a disability to meet the production standard. While an employer is not required to eliminate an essential function or lower a production standard, it may do so if it wishes.

An employer does not have to provide as reasonable accommodations personal use items needed in accomplishing daily activities both on and off the job. Thus, an employer is not required to provide an employee with a prosthetic limb, a wheelchair, eyeglasses, hearing aids, or similar devices if they are also needed off the job. Furthermore, an employer is not required to provide personal use amenities, such as a hot pot or refrigerator, if those items are not provided to employees without disabilities. However, items that might otherwise be considered personal may be required as reasonable accommodations where they are specifically designed or required to meet job-related rather than personal needs.[15]

Undue Hardship

The only statutory limitation on an employer's obligation to provide "reasonable accommodation" is that no such change or modification is required if it would cause "undue hardship" to the employer.[16] "Undue hardship" means significant difficulty or expense and focuses on the resources and circumstances of the particular employer in relationship to the cost or difficulty of providing a specific accommodation. Undue hardship refers not only to financial difficulty, but to reasonable accommodations that are unduly extensive, substantial, or disruptive, or those that would fundamentally alter the nature or operation of the business.[17] An employer must assess on a case-by-case basis whether a particular reasonable accommodation would cause undue hardship. The ADA's "undue hardship" standard is different from that applied by courts under Title VII of the Civil Rights Act of 1964 for religious accommodation.[18]

REQUESTING REASONABLE ACCOMMODATION

1. How must an individual request a reasonable accommodation?

When an individual decides to request accommodation, the individual or his/her representative must let the employer know that s/he needs an adjustment or change at work for a reason related to a medical condition. To request accommodation, an individual may use "plain English" and need not mention the ADA or use the phrase "reasonable accommodation."[19]

Example A: An employee tells her supervisor, "I'm having trouble getting to work at my scheduled starting time because of medical treatments I'm undergoing." This is a request for a reasonable accommodation.

Example B: An employee tells his supervisor, "I need six weeks off to get treatment for a back problem." This is a request for a reasonable accommodation.

Example C: A new employee, who uses a wheelchair, informs the employer that her wheelchair cannot fit under the desk in her office. This is a request for reasonable accommodation.

Example D: An employee tells his supervisor that he would like a new chair because his present one is uncomfortable. Although this is a request for a change at work, his statement is insufficient to put the employer on notice that he is requesting reasonable accommodation. He does not link his need for the new chair with a medical condition.

While an individual with a disability may request a change due to a medical condition, this request does not necessarily mean that the employer is required to provide the change. A request for reasonable accommodation is the first step in an informal, interactive process between the individual and the employer. In some instances, before addressing the merits of the accommodation request, the employer needs to determine if the individual's medical condition meets the ADA definition of "disability,"[20] a prerequisite for the individual to be entitled to a reasonable accommodation.

2. May someone other than the individual with a disability request a reasonable accommodation on behalf of the individual?

Yes, a family member, friend, health professional, or other representative may request a reasonable accommodation on behalf of an individual with a disability.[21] Of course, the individual with a disability may refuse to accept an accommodation that is not needed.

Example A: An employee's spouse phones the employee's supervisor on Monday morning to inform her that the employee had a medical emergency due to multiple sclerosis, needed to be hospitalized, and thus requires time off. This discussion constitutes a request for reasonable accommodation.

Example B: An employee has been out of work for six months with a workers' compensation injury. The employee's doctor sends the employer a letter, stating that the employee is released to return to work, but with certain work restrictions. (Alternatively, the letter may state that the employee is released to return to a light duty position.) The letter constitutes a request for reasonable accommodation.

3. Do requests for reasonable accommodation need to be in writing?

No. Requests for reasonable accommodation do not need to be in writing. Individuals may request accommodations in conversation or may use any other mode of communication.[22] An employer may choose to write a memorandum or letter confirming the individual's request. Alternatively, an employer may ask the individual to fill out a form or submit the request in written form, but the employer cannot ignore the initial request. An employer also may request reasonable documentation that the individual has an ADA disability and needs a reasonable accommodation. (See Question 6).

4. When should an individual with a disability request a reasonable accommodation?

An individual with a disability may request a reasonable accommodation at any time during the application process or during the period of employment. The ADA does not preclude an employee with a disability from requesting a reasonable accommodation because s/he did not ask for one when applying for a job or after receiving a job offer. Rather, an individual with a disability should request a reasonable accommodation when s/he knows that there is a workplace barrier that is preventing him/her, due to a disability, from effectively competing for a position, performing a job, or gaining equal access to a benefit of employment.[23]

As a practical matter, it may be in an employee's interest to request a reasonable accommodation before performance suffers or conduct problems occur.

5. What must an employer do after receiving a request for reasonable accommodation?

The employer and the individual with a disability should engage in an informal process to clarify what the individual needs and identify the appropriate reasonable accommodation.[24] The employer may ask the individual relevant questions that will enable it to make an informed decision about the request. This includes asking what type of reasonable accommodation is needed.[25]

The exact nature of the dialogue will vary. In many instances, both the disability and the type of accommodation required will be obvious, and thus there may be little or no need to engage in any discussion. In other situations, the employer may need to ask questions concerning the nature of the disability and the individual's functional limitations in order to identify an effective accommodation. While the individual with a disability does not have to be able to specify the precise accommodation, s/he does need to describe the problems posed by the workplace barrier. Additionally, suggestions from the individual with a disability may assist the employer in determining the type of reasonable accommodation to provide. Where the individual or the employer are not familiar with possible accommodations, there are extensive public and private resources to help the employer identify reasonable accommodations once the specific limitations and workplace barriers have been ascertained.[26]

6. May an employer ask an individual for documentation when the individual requests reasonable accommodation?

Yes. When the disability and/or the need for accommodation is not obvious, the employer may ask the individual for reasonable documentation about his/her disability and functional limitations. [27] The employer is entitled to know that the individual has a covered disability for which s/he needs a reasonable accommodation.

Reasonable documentation means that the employer may require only the documentation that is needed to establish that a person has an ADA disability, and that the disability necessitates a reasonable accommodation. Thus, an employer, in response to a request for reasonable accommodation, cannot ask for documentation that is unrelated to determining the existence of a disability and

the necessity for an accommodation. This means that in most situations an employer cannot request a person's complete medical records because they are likely to contain information unrelated to the disability at issue and the need for accommodation. If an individual has more than one disability, an employer can request information pertaining only to the disability that requires a reasonable accommodation.

An employer may require that the documentation about the disability and the functional limitations come from an appropriate health care or rehabilitation professional. The appropriate professional in any particular situation will depend on the disability and the type of functional limitation it imposes. Appropriate professionals include, but are not limited to, doctors (including psychiatrists), psychologists, nurses, physical therapists, occupational therapists, speech therapists, vocational rehabilitation specialists, and licensed mental health professionals.

In requesting documentation, employers should specify what types of information they are seeking regarding the disability, its functional limitations, and the need for reasonable accommodation. The individual can be asked to sign a limited release allowing the employer to submit a list of specific questions to the health care or vocational professional.[28]

As an alternative to requesting documentation, an employer may simply discuss with the person the nature of his/her disability and functional limitations. It would be useful for the employer to make clear to the individual why it is requesting information, i.e., to verify the existence of an ADA disability and the need for a reasonable accommodation.

Example A: An employee says to an employer, "I'm having trouble reaching tools because of my shoulder injury." The employer may ask the employee for documentation describing the impairment; the nature, severity, and duration of the impairment; the activity or activities that the impairment limits; and the extent to which the impairment limits the employee's ability to perform the activity or activities (i.e., the employer is seeking information as to whether the employee has an ADA disability).

Example B: A marketing employee has a severe learning disability. He attends numerous meetings to plan marketing strategies. In order to remember what is discussed at these meetings he must take detailed notes but, due to his disability, he has great difficulty writing. The employee tells his supervisor about his

disability and requests a laptop computer to use in the meetings. Since neither the disability nor the need for accommodation are obvious, the supervisor may ask the employee for reasonable documentation about his impairment; the nature, severity, and duration of the impairment; the activity or activities that the impairment limits; and the extent to which the impairment limits the employee's ability to perform the activity or activities. The employer also may ask why the disability necessitates use of a laptop computer (or any other type of reasonable accommodation, such as a tape recorder) to help the employee retain the information from the meetings.[29]

Example C: An employee's spouse phones the employee's supervisor on Monday morning to inform her that the employee had a medical emergency due to multiple sclerosis, needed to be hospitalized, and thus requires time off. The supervisor can ask the spouse to send in documentation from the employee's treating physician that confirms that the hospitalization was related to the multiple sclerosis and provides information on how long an absence may be required from work.[30]

If an individual's disability or need for reasonable accommodation is not obvious, and s/he refuses to provide the reasonable documentation requested by the employer, then s/he is not entitled to reasonable accommodation.[31] On the other hand, failure by the employer to initiate or participate in an informal dialogue with the individual after receiving a request for reasonable accommodation could result in liability for failure to provide a reasonable accommodation.[32]

7. May an employer require an individual to go to a health care professional of the employer's (rather than the employee's) choice for purposes of documenting need for accommodation and disability?

   The ADA does not prevent an employer from requiring an individual to go to an appropriate health professional of the employer's choice if the individual provides insufficient information from his/her treating physician (or other health care professional) to substantiate that s/he has an ADA disability and needs a reasonable accommodation. However, if an individual provides insufficient documentation in response to the employer's initial request, the employer should explain why the documentation is insufficient and allow the individual an opportunity to provide the missing information in a timely manner.

Documentation is insufficient if it does not specify the existence of an ADA disability and explain the need for reasonable accommodation.[33]

Any medical examination conducted by the employer's health professional must be job-related and consistent with business necessity. This means that the examination must be limited to determining the existence of an ADA disability and the functional limitations that require reasonable accommodation.[34] If an employer requires an employee to go to a health professional of the employer's choice, the employer must pay all costs associated with the visit(s).

8. Are there situations in which an employer cannot ask for documentation in response to a request for reasonable accommodation?

Yes. An employer cannot ask for documentation when: (1) both the disability and the need for reasonable accommodation are obvious, or (2) the individual has already provided the employer with sufficient information to substantiate that s/he has an ADA disability and needs the reasonable accommodation requested.

Example A: An employee brings a note from her treating physician explaining that she has diabetes and that, as a result, she must test her blood sugar several times a day to ensure that her insulin level is safe in order to avoid a hyperglycemic reaction. The note explains that a hyperglycemic reaction can include extreme thirst, heavy breathing, drowsiness, and flushed skin, and eventually would result in unconsciousness. Depending on the results of the blood test, the employee might have to take insulin. The note requests that the employee be allowed three or four 10-minute breaks each day to test her blood, and if necessary, to take insulin. The doctor's note constitutes sufficient documentation that the person has an ADA disability because it describes a substantially limiting impairment and the reasonable accommodation needed as a result. The employer cannot ask for additional documentation.

Example B: One year ago, an employer learned that an employee had bipolar disorder after he requested a reasonable accommodation. The documentation provided at that time from the employee's psychiatrist indicated that this was a permanent condition which would always involve periods in which the disability would remit and then intensify. The psychiatrist's letter explained that during periods when the condition flared up, the person's manic moods or depressive episodes could be severe enough to create serious problems for the individual in caring for himself or working, and that medication controlled the frequency and severity of these episodes.

Now, one year later, the employee again requests a reasonable accommodation related to his bipolar disorder. Under these facts, the employer may ask for reasonable documentation on the need for the accommodation (if the need is not obvious), but it cannot ask for documentation that the person has an ADA disability. The medical information provided one year ago established the existence of a long-term impairment that substantially limits a major life activity.

Example C: An employee gives her employer a letter from her doctor, stating that the employee has asthma and needs the employer to provide her with an air filter. This letter contains insufficient information as to whether the asthma is an ADA disability because it does not provide any information as to its severity (i.e., whether it substantially limits a major life activity). Furthermore, the letter does not identify precisely what problem exists in the workplace that requires an air filter or any other reasonable accommodation. Therefore, the employer can request additional documentation.

9. Is an employer required to provide the reasonable accommodation that the individual wants?

The employer may choose among reasonable accommodations as long as the chosen accommodation is effective.[35] Thus, as part of the interactive process, the employer may offer alternative suggestions for reasonable accommodations and discuss their effectiveness in removing the workplace barrier that is impeding the individual with a disability.

If there are two possible reasonable accommodations, and one costs more or is more burdensome than the other, the employer may choose the less expensive or burdensome accommodation as long as it is effective (i.e., it would remove a workplace barrier, thereby providing the individual with an equal opportunity to apply for a position, to perform the essential functions of a position, or to gain equal access to a benefit or privilege of employment). Similarly, when there are two or more effective accommodations, the employer may choose the one that is easier to provide. In either situation, the employer does not have to show that it is an undue hardship to provide the more expensive or more difficult accommodation. If more than one accommodation is effective, "the preference of the individual with a disability should be given primary consideration. However, the employer providing the accommodation has the ultimate discretion to choose between effective accommodations."[36]

Example A: An employee with a severe learning disability has great difficulty reading. His supervisor sends him many detailed memoranda which he often has trouble understanding. However, he has no difficulty understanding oral communication. The employee requests that the employer install a computer with speech output and that his supervisor send all memoranda through electronic mail which the computer can then read to him. The supervisor asks whether a tape recorded message would accomplish the same objective and the employee agrees that it would. Since both accommodations are effective, the employer may choose to provide the supervisor and employee with a tape recorder so that the supervisor can record her memoranda and the employee can listen to them.

Example B: An attorney with a severe vision disability requests that her employer provide someone to read printed materials that she needs to review daily. The attorney explains that a reader enables her to review substantial amounts of written materials in an efficient manner. Believing that this reasonable accommodation would be too costly, the employer instead provides the attorney with a device that allows her to magnify print so that she can read it herself. The attorney can read print using this device, but with such great difficulty it significantly slows down her ability to review written materials. The magnifying device is ineffective as a reasonable accommodation because it does not provide the attorney with an equal opportunity to attain the same level of performance as her colleagues. Without an equal opportunity to attain the same level of performance, this attorney is denied an equal opportunity to compete for promotions. In this instance, failure to provide the reader, absent undue hardship, would violate the ADA.

10. How quickly must an employer respond to a request for reasonable accommodation?

An employer should respond expeditiously to a request for reasonable accommodation. If the employer and the individual with a disability need to engage in an interactive process, this too should proceed as quickly as possible.[37] Similarly, the employer should act promptly to provide the reasonable accommodation. Unnecessary delays can result in a violation of the ADA.[38]

Example A: An employer provides parking for all employees. An employee who uses a wheelchair requests from his supervisor an accessible parking space, explaining that the spaces are so narrow that there is insufficient room for his van

to extend the ramp that allows him to get in and out. The supervisor does not act on the request and does not forward it to someone with authority to respond. The employee makes a second request to the supervisor. Yet, two months after the initial request, nothing has been done. Although the supervisor never definitively denies the request, the lack of action under these circumstances amounts to a denial, and thus violates the ADA.

Example B: An employee who is blind requests adaptive equipment for her computer as a reasonable accommodation. The employer must order this equipment and is informed that it will take three months to receive delivery. No other company sells the adaptive equipment the employee needs. The employer notifies the employee of the results of its investigation and that it has ordered the equipment. Although it will take three months to receive the equipment, the employer has moved as quickly as it can to obtain it and thus there is no ADA violation resulting from the delay. The employer and employee should determine what can be done so that the employee can perform his/her job as effectively as possible while waiting for the equipment.

11. May an employer require an individual with a disability to accept a reasonable accommodation that s/he does not want?

    No. An employer may not require a qualified individual with a disability to accept an accommodation. If, however, an employee needs a reasonable accommodation to perform an essential function or to eliminate a direct threat, and refuses to accept an effective accommodation, s/he may not be qualified to remain in the job.[39]

REASONABLE ACCOMMODATION AND JOB APPLICANTS

12. May an employer ask whether a reasonable accommodation is needed when an applicant has not asked for one?

    An employer may tell applicants what the hiring process involves (e.g., an interview, timed written test, or job demonstration), and may ask applicants whether they will need a reasonable accommodation for this process.

During the hiring process and before a conditional offer is made, an employer generally may not ask an applicant whether s/he needs a reasonable accommodation for the job, except when the employer knows that an applicant has a disability – either because it is obvious or the applicant has voluntarily disclosed the information – and could reasonably believe that the applicant will need a reasonable accommodation to perform specific job functions. If the applicant replies that s/he needs a reasonable accommodation, the employer may inquire as to what type. [40]

After a conditional offer of employment is extended, an employer may inquire whether applicants will need reasonable accommodations related to anything connected with the job (i.e., job performance or access to benefits/privileges of the job) as long as all entering employees in the same job category are asked this question. Alternatively, an employer may ask a specific applicant if s/he needs a reasonable accommodation if the employer knows that this applicant has a disability – either because it is obvious or the applicant has voluntarily disclosed the information – and could reasonably believe that the applicant will need a reasonable accommodation. If the applicant replies that s/he needs a reasonable accommodation, the employer may inquire as to what type.[41]

13. Does an employer have to provide a reasonable accommodation to an applicant with a disability even if it believes that it will be unable to provide this individual with a reasonable accommodation on the job?

Yes. An employer must provide a reasonable accommodation to a qualified applicant with a disability that will enable the individual to have an equal opportunity to participate in the application process and to be considered for a job (unless it can show undue hardship). Thus, individuals with disabilities who meet initial requirements to be considered for a job should not be excluded from the application process because the employer speculates, based on a request for reasonable accommodation for the application process, that it will be unable to provide the individual with reasonable accommodation to perform the job. In many instances, employers will be unable to determine whether an individual needs reasonable accommodation to perform a job based solely on a request for accommodation during the application process. And even if an individual will need reasonable accommodation to perform the job, it may not be the same type or degree of accommodation that is needed for the application process. Thus, an employer should assess the need for accommodations for the application process separately from those that may be needed to perform the job. [42]

Example A: An employer is impressed with an applicant's resume and contacts the individual to come in for an interview. The applicant, who is deaf, requests a sign language interpreter for the interview. The employer cancels the interview and refuses to consider further this applicant because it believes it would have to hire a full-time interpreter. The employer has violated the ADA. The employer should have proceeded with the interview, using a sign language interpreter (absent undue hardship), and at the interview inquired to what extent the individual would need a sign language interpreter to perform any essential functions requiring communication with other people.

Example B: An individual who has paraplegia applies for a secretarial position. Because the office has two steps at the entrance, the employer arranges for the applicant to take a typing test, a requirement of the application process, at a different location. The applicant fails the test. The employer does not have to provide any further reasonable accommodations for this individual because she is no longer qualified to continue with the application process.

REASONABLE ACCOMMODATION RELATED TO THE BENEFITS AND PRIVILEGES OF EMPLOYMENT (43)

The ADA requires employers to provide reasonable accommodations so that employees with disabilities can enjoy the "benefits and privileges of employment" equal to those enjoyed by similarly-situated employees without disabilities. Benefits and privileges of employment include, but are not limited to, employer-sponsored: (1) training, (2) services (e.g., employee assistance programs (EAP's), credit unions, cafeterias, lounges, gymnasiums, auditoriums, transportation), and (3) parties or other social functions (e.g., parties to celebrate retirements and birthdays, and company outings).(44) If an employee with a disability needs a reasonable accommodation in order to gain access to, and have an equal opportunity to participate in, these benefits and privileges, then the employer must provide the accommodation unless it can show undue hardship.

14. Does an employer have to provide reasonable accommodation to enable an employee with a disability to have equal access to information communicated in the workplace to non-disabled employees?

Yes. Employers provide information to employees through different means, including computers, bulletin boards, mailboxes, posters, and public address systems. Employers must ensure that employees with disabilities have access to information that is provided to other similarly-situated employees without disabilities, regardless of whether they need it to perform their jobs.

Example A: An employee who is blind has adaptive equipment for his computer that integrates him into the network with other employees, thus allowing communication via electronic mail and access to the computer bulletin board. When the employer installs upgraded computer equipment, it must provide new adaptive equipment in order for the employee to be integrated into the new networks, absent undue hardship. Alternative methods of communication (e.g., sending written or telephone messages to the employee instead of electronic mail) are likely to be ineffective substitutes since electronic mail is used by every employee and there is no effective way to ensure that each one will always use alternative measures to ensure that the blind employee receives the same information that is being transmitted via computer.

Example B: An employer authorizes the Human Resources Director to use a public address system to remind employees about special meetings and to make certain announcements. In order to make this information accessible to a deaf employee, the Human Resources Director arranges to send in advance an electronic mail message to the deaf employee conveying the information that will be broadcast. The Human Resources Director is the only person who uses the public address system; therefore, the employer can ensure that all public address messages are sent, via electronic mail, to the deaf employee. Thus, the employer is providing this employee with equal access to office communications.

15. Must an employer provide reasonable accommodation so that an employee may attend training programs?

Yes. Employers must provide reasonable accommodation (e.g., sign language interpreters; written materials produced in alternative formats, such as braille, large print, or on audio- cassette) that will provide employees with disabilities with an equal opportunity to participate in employer-sponsored training, absent undue hardship. This obligation extends to in-house training, as well as to training provided by an outside entity. Similarly, the employer has an obligation to provide reasonable accommodation whether the training occurs on the employer's premises or elsewhere.

Example A: XYZ Corp. has signed a contract with Super Trainers, Inc., to provide mediation training at its facility to all of XYZ's Human Resources staff. One staff member is blind and requests that materials be provided in braille. Super Trainers refuses to provide the materials in braille. XYZ maintains that it is the responsibility of Super Trainers and sees no reason why it should have to arrange and pay for the braille copy.

Both XYZ (as an employer covered under Title I of the ADA) and Super Trainers (as a public accommodation covered under Title III of the ADA)[45] have obligations to provide materials in alternative formats. This fact, however, does not excuse either one from their respective obligations. If Super Trainers refuses to provide the braille version, despite its Title III obligations, XYZ still retains its obligation to provide it as a reasonable accommodation, absent undue hardship.

Employers arranging with an outside entity to provide training may wish to avoid such problems by specifying in the contract who has the responsibility to provide appropriate reasonable accommodations. Similarly, employers should ensure that any offsite training will be held in an accessible facility if they have an employee who, because of a disability, requires such an accommodation.

Example B: XYZ Corp. arranges for one of its employees to provide CPR training. This three-hour program is optional. A deaf employee wishes to take the training and requests a sign language interpreter. XYZ must provide the interpreter because the CPR training is a benefit that XYZ offers all employees, even though it is optional.

TYPES OF REASONABLE ACCOMMODATIONS RELATED TO JOB PERFORMANCE[46]

Below are discussed certain types of reasonable accommodations related to job performance.

Job Restructuring

Job restructuring includes modifications such as:

- reallocating or redistributing marginal job functions that an employee is unable to perform because of a disability; and
- altering when and/or how a function, essential or marginal, is performed.[47]

An employer never has to reallocate essential functions as a reasonable accommodation, but can do so if it wishes.

16. If, as a reasonable accommodation, an employer restructures an employee's job to eliminate some marginal functions, may the employer require the employee to take on other marginal functions that s/he can perform?

    Yes. An employer may switch the marginal functions of two (or more) employees in order to restructure a job as a reasonable accommodation.

    Example: A cleaning crew works in an office building. One member of the crew wears a prosthetic leg which enables him to walk very well, but climbing steps is painful and difficult. Although he can perform his essential functions without problems, he cannot perform the marginal function of sweeping the steps located throughout the building. The marginal functions of a second crew member include cleaning the small kitchen in the employee's lounge, which is something the first crew member can perform. The employer can switch the marginal functions performed by these two employees.

Leave

Permitting the use of accrued paid leave, or unpaid leave, is a form of reasonable accommodation when necessitated by an employee's disability.[48] An employer does not have to provide paid leave beyond that which is provided to similarly-situated employees. Employers should allow an employee with a disability to exhaust accrued paid leave first and then provide unpaid leave.[49] For example, if employees get 10 days of paid leave, and an employee with a disability needs 15 days of leave, the employer should allow the individual to use 10 days of paid leave and 5 days of unpaid leave.

An employee with a disability may need leave for a number of reasons related to the disability, including, but not limited to:

- obtaining medical treatment (e.g., surgery, psychotherapy, substance abuse treatment, or dialysis); rehabilitation services; or physical or occupational therapy;

- recuperating from an illness or an episodic manifestation of the disability;
- obtaining repairs on a wheelchair, accessible van, or prosthetic device;
- avoiding temporary adverse conditions in the work environment (for example, an air-conditioning breakdown causing unusually warm temperatures that could seriously harm an employee with multiple sclerosis);
- training a service animal (e.g., a guide dog); or
- receiving training in the use of braille or to learn sign language.

17. May an employer apply a "no-fault" leave policy, under which employees are automatically terminated after they have been on leave for a certain period of time, to an employee with a disability who needs leave beyond the set period?

    No. If an employee with a disability needs additional unpaid leave as a reasonable accommodation, the employer must modify its "no-fault" leave policy to provide the employee with the additional leave, unless it can show that: (1) there is another effective accommodation that would enable the person to perform the essential functions of his/her position, or (2) granting additional leave would cause an undue hardship. Modifying workplace policies, including leave policies, is a form of reasonable accommodation.[50]

18. Does an employer have to hold open an employee's job as a reasonable accommodation?

    Yes. An employee with a disability who is granted leave as a reasonable accommodation is entitled to return to his/her same position unless the employer demonstrates that holding open the position would impose an undue hardship.[51]

    If an employer cannot hold a position open during the entire leave period without incurring undue hardship, the employer must consider whether it has a vacant, equivalent position for which the employee is qualified and to which the employee can be reassigned to continue his/her leave for a specific period of time and then, at the conclusion of the leave, can be returned to this new position.[52]

    Example: An employee needs eight months of leave for treatment and recuperation related to a disability. The employer grants the request, but after four months the employer determines that it can no longer hold open the position for the remaining four months without incurring undue hardship. The employer must consider whether it has a vacant, equivalent position to which the employee

can be reassigned for the remaining four months of leave, at the end of which time the employee would return to work in that new position. If an equivalent position is not available, the employer must look for a vacant position at a lower level. Continued leave is not required as a reasonable accommodation if a vacant position at a lower level is also unavailable.

19. Can an employer penalize an employee for work missed during leave taken as a reasonable accommodation?

    No. To do so would be retaliation for the employee's use of a reasonable accommodation to which s/he is entitled under the law.[53] Moreover, such punishment would make the leave an ineffective accommodation, thus making an employer liable for failing to provide a reasonable accommodation.[54]

    Example A: A salesperson took five months of leave as a reasonable accommodation. The company compares the sales records of all salespeople over a one-year period, and any employee whose sales fall more than 25% below the median sales performance of all employees is automatically terminated. The employer terminates the salesperson because she had fallen below the required performance standard. The company did not consider that the reason for her lower sales performance was her five-month leave of absence; nor did it assess her productivity during the period she did work (i.e., prorate her productivity).

    Penalizing the salesperson in this manner constitutes retaliation and a denial of reasonable accommodation.

    Example B: Company X is having a reduction-in-force. The company decides that any employee who has missed more than four weeks in the past year will be terminated. An employee took five weeks of leave for treatment of his disability. The company cannot count those five weeks in determining whether to terminate this employee.[55]

20. When an employee requests leave as a reasonable accommodation, may an employer provide an accommodation that requires him/her to remain on the job instead?

    Yes, if the employer's reasonable accommodation would be effective and eliminate the need for leave.[56] An employer need not provide an employee's preferred accommodation as long as the employer provides an effective accommodation.[57] Accordingly, in lieu of providing leave, an employer may

provide a reasonable accommodation that requires an employee to remain on the job (e.g., reallocation of marginal functions or temporary transfer) as long as it does not interfere with the employee's ability to address his/her medical needs. The employer is obligated, however, to restore the employee's full duties or to return the employee to his/her original position once s/he no longer needs the reasonable accommodation.

Example A: An employee with emphysema requests ten weeks of leave for surgery and recuperation related to his disability. In discussing this request with the employer, the employee states that he could return to work after seven weeks if, during his first three weeks back, he could work part-time and eliminate two marginal functions that require lots of walking. If the employer provides these accommodations, then it can require the employee to return to work after seven weeks.

Example B: An employee's disability is getting more severe and her doctor recommends surgery to counteract some of the effects. After receiving the employee's request for leave for the surgery, the employer proposes that it provide certain equipment which it believes will mitigate the effects of the disability and delay the need for leave to get surgery. The employer's proposed accommodation is not effective because it interferes with the employee's ability to get medical treatment.

21. How should an employer handle leave for an employee covered by both the ADA and the Family and Medical Leave Act (FMLA)?[58]

An employer should determine an employee's rights under each statute separately, and then consider whether the two statutes overlap regarding the appropriate actions to take.[59]

Under the ADA, an employee who needs leave related to his/her disability is entitled to such leave if there is no other effective accommodation and the leave will not cause undue hardship. An employer must allow the individual to use any accrued paid leave first, but, if that is insufficient to cover the entire period, then the employer should grant unpaid leave. An employer must continue an employee's health insurance benefits during his/her leave period only if it does so for other employees in a similar leave status. As for the employee's position, the ADA requires that the employer hold it open while the employee is on leave unless it can show that doing so causes undue hardship. When the employee is ready to return to work, the employer must allow the individual to return to the same

position (assuming that there was no undue hardship in holding it open) if the employee is still qualified (i.e., the employee can perform the essential functions of the position with or without reasonable accommodation).

If it is an undue hardship under the ADA to hold open an employee's position during a period of leave, or an employee is no longer qualified to return to his/her original position, then the employer must reassign the employee (absent undue hardship) to a vacant position for which s/he is qualified.

Under the FMLA, an eligible employee is entitled to a maximum of 12 weeks of leave per 12 month period. The FMLA guarantees the right of the employee to return to the same position or to an equivalent one.[60] An employer must allow the individual to use any accrued paid leave first, but if that is insufficient to cover the entire period, then the employer should grant unpaid leave. The FMLA requires an employer to continue the employee's health insurance coverage during the leave period, provided the employee pays his/her share of the premiums.

Example A: An employee with an ADA disability needs 13 weeks of leave for treatment related to the disability. The employee is eligible under the FMLA for 12 weeks of leave (the maximum available), so this period of leave constitutes both FMLA leave and a reasonable accommodation. Under the FMLA, the employer could deny the employee the thirteenth week of leave. But, because the employee is also covered under the ADA, the employer cannot deny the request for the thirteenth week of leave unless it can show undue hardship. The employer may consider the impact on its operations caused by the initial 12-week absence, along with other undue hardship factors.[61]

Example B: An employee with an ADA disability has taken 10 weeks of FMLA leave and is preparing to return to work. The employer wants to put her in an equivalent position rather than her original one. Although this is permissible under the FMLA, the ADA requires that the employer return the employee to her original position. Unless the employer can show that this would cause an undue hardship, or that the employee is no longer qualified for her original position (with or without reasonable accommodation), the employer must reinstate the employee to her original position.

Example C: An employee with an ADA disability has taken 12 weeks of FMLA leave. He notifies his employer that he is ready to return to work, but he no longer is able to perform the essential functions of his position or an equivalent position. Under the FMLA, the employer could terminate his employment,[62] but under the ADA

the employer must consider whether the employee could perform the essential functions with reasonable accommodation (e.g., additional leave, part-time schedule, job restructuring, or use of specialized equipment). If not, the ADA requires the employer to reassign the employee if there is a vacant position available for which he is qualified, with or without reasonable accommodation, and there is no undue hardship.

Modified or Part-Time Schedule

22. Must an employer allow an employee with a disability to work a modified or part-time schedule as a reasonable accommodation, absent undue hardship?

Yes.[63] A modified schedule may involve adjusting arrival or departure times, providing periodic breaks, altering when certain functions are performed, allowing an employee to use accrued paid leave, or providing additional unpaid leave. An employer must provide a modified or part-time schedule when required as a reasonable accommodation, absent undue hardship, even if it does not provide such schedules for other employees.[64]

Example A: An employee with HIV infection must take medication on a strict schedule. The medication causes extreme nausea about one hour after ingestion, and generally lasts about 45 minutes. The employee asks that he be allowed to take a daily 45-minute break when the nausea occurs. The employer must grant this request absent undue hardship.

For certain positions, the time during which an essential function is performed may be critical. This could affect whether an employer can grant a request to modify an employee's schedule.[65] Employers should carefully assess whether modifying the hours could significantly disrupt their operations – that is, cause undue hardship – or whether the essential functions may be performed at different times with little or no impact on the operations or the ability of other employees to perform their jobs.

If modifying an employee's schedule poses an undue hardship, an employer must consider reassignment to a vacant position that would enable the employee to work during the hours requested. [66]

Example B: A day care worker requests that she be allowed to change her hours from 7:00 a.m. - 3:00 p.m. to 10:00 a.m. - 6:00 p.m. because of her disability. The day care center is open from 7:00 a.m. - 7:00 p.m. and it will still have sufficient

coverage at the beginning of the morning if it grants the change in hours. In this situation, the employer must provide the reasonable accommodation.

Example C: An employee works for a morning newspaper, operating the printing presses which run between 10 p.m. and 3 a.m. Due to her disability, she needs to work in the daytime. The essential function of her position, operating the printing presses, requires that she work at night because the newspaper cannot be printed during the daytime hours. Since the employer cannot modify her hours, it must consider whether it can reassign her to a different position.

23. How should an employer handle requests for modified or part-time schedules for an employee covered by both the ADA and the Family and Medical Leave Act (FMLA)?[67]

An employer should determine an employee's rights under each statute separately, and then consider whether the two statutes overlap regarding the appropriate actions to take.

Under the ADA, an employee who needs a modified or part-time schedule because of his/her disability is entitled to such a schedule if there is no other effective accommodation and it will not cause undue hardship. If there is undue hardship, the employer must reassign the employee if there is a vacant position for which s/he is qualified and which would allow the employer to grant the modified or part-time schedule (absent undue hardship).[68] An employee receiving a part-time schedule as a reasonable accommodation is entitled only to the benefits, including health insurance, that other part-time employees receive. Thus, if non-disabled part-time workers are not provided with health insurance, then the employer does not have to provide such coverage to an employee with a disability who is given a part-time schedule as a reasonable accommodation.

Under the FMLA, an eligible employee is entitled to take leave intermittently or on a part-time basis, when medically necessary, until s/he has used up the equivalent of 12 workweeks in a 12- month period. When such leave is foreseeable based on planned medical treatment, an employer may require the employee to temporarily transfer (for the duration of the leave) to an available alternative position, with equivalent pay and benefits, for which the employee is qualified and which better suits his/her reduced hours.[69] An employer always must maintain the employee's existing level of coverage under a group health plan during the period of FMLA leave, provided the employee pays his/her share of the premium.[70]

Example: An employee with an ADA disability requests that she be excused from work one day a week for the next six months because of her disability. If this employee is eligible for a modified schedule under the FMLA, the employer must provide the requested leave under that statute if it is medically necessary, even if the leave would be an undue hardship under the ADA.

Modified Workplace Policies

24. Is it a reasonable accommodation to modify a workplace policy?

Yes. It is a reasonable accommodation to modify a workplace policy when necessitated by an individual's disability-related limitations,[71] absent undue hardship. But, reasonable accommodation only requires that the employer modify the policy for an employee who requires such action because of a disability; therefore, the employer may continue to apply the policy to all other employees.

Example: An employer has a policy prohibiting employees from eating or drinking at their workstations. An employee with insulin-dependent diabetes explains to her employer that she may occasionally take too much insulin and, in order to avoid going into insulin shock, she must immediately eat a candy bar or drink fruit juice. The employee requests permission to keep such food at her workstation and to eat or drink when her insulin level necessitates. The employer must modify its policy to grant this request, absent undue hardship. Similarly, an employer might have to modify a policy to allow an employee with a disability to bring in a small refrigerator, or to use the employer's refrigerator, to store medication that must be taken during working hours.

Granting an employee time off from work or an adjusted work schedule as a reasonable accommodation may involve modifying leave or attendance procedures or policies. For example, it would be a reasonable accommodation to modify a policy requiring employees to schedule vacation time in advance if an otherwise qualified individual with a disability needed to use accrued vacation time on an unscheduled basis because of disability- related medical problems, barring undue hardship.[72] Furthermore, an employer may be required to provide additional leave to an employee with a disability as a reasonable accommodation in spite of a "no-fault" leave policy, unless the provision of such leave would impose an undue hardship.[73]

In some instances, an employer's refusal to modify a workplace policy, such as a leave or attendance policy, could constitute disparate treatment as well as a failure to provide a reasonable accommodation. For example, an employer may have a policy requiring employees to notify supervisors before 9:00 a.m. if they are unable to report to work. If an employer would excuse an employee from complying with this policy because of emergency hospitalization due to a car accident, then the employer must do the same thing when the emergency hospitalization is due to a disability.[74]

Reassignment [75]

The ADA specifically lists "reassignment to a vacant position" as a form of reasonable accommodation.[76] This type of reasonable accommodation must be provided to an employee who, because of a disability, can no longer perform the essential functions of his/her current position, with or without reasonable accommodation, unless the employer can show that it would be an undue hardship.[77]

An employee must be "qualified" for the new position. An employee is "qualified" for a position if s/he: (1) satisfies the requisite skill, experience, education, and other job-related requirements of the position, and (2) can perform the essential functions of the new position, with or without reasonable accommodation.[78] The employee does not need to be the best qualified individual for the position in order to obtain it as a reassignment.

There is no obligation for the employer to assist the individual to become qualified. Thus, the employer does not have to provide training so that the employee acquires necessary skills to take a job.[79] The employer, however, would have to provide an employee with a disability who is being reassigned with any training that is normally provided to anyone hired for or transferred to the position.

Example A: An employer is considering reassigning an employee with a disability to a position which requires the ability to speak Spanish in order to perform an essential function. The employee never learned Spanish and wants the employer to send him to a course to learn Spanish. The employer is not required to provide this training as part of the obligation to make a reassignment. Therefore, the employee is not qualified for this position.

Example B: An employer is considering reassigning an employee with a disability to a position in which she will contract for goods and services. The employee is qualified for the position. The employer has its own specialized rules regarding contracting

that necessitate training all individuals hired for these positions. In this situation, the employer must provide the employee with this specialized training.

Before considering reassignment as a reasonable accommodation, employers should first consider those accommodations that would enable an employee to remain in his/her current position. Reassignment is the reasonable accommodation of last resort and is required only after it has been determined that: (1) there are no effective accommodations that will enable the employee to perform the essential functions of his/her current position, or (2) all other reasonable accommodations would impose an undue hardship.[80] However, if both the employer and the employee voluntarily agree that transfer is preferable to remaining in the current position with some form of reasonable accommodation, then the employer may transfer the employee.

"Vacant" means that the position is available when the employee asks for reasonable accommodation, or that the employer knows that it will become available within a reasonable amount of time. A "reasonable amount of time" should be determined on a case-by-case basis considering relevant facts, such as whether the employer, based on experience, can anticipate that an appropriate position will become vacant within a short period of time.[81] A position is considered vacant even if an employer has posted a notice or announcement seeking applications for that position. The employer does not have to bump an employee from a job in order to create a vacancy; nor does it have to create a new position.[82]

Example C: An employer is seeking a reassignment for an employee with a disability. There are no vacant positions today, but the employer has just learned that another employee resigned and that that position will become vacant in four weeks. The impending vacancy is equivalent to the position currently held by the employee with a disability. If the employee is qualified for that position, the employer must offer it to him.

Example D: An employer is seeking a reassignment for an employee with a disability. There are no vacant positions today, but the employer has just learned that an employee in an equivalent position plans to retire in six months. Although the employer knows that the employee with a disability is qualified for this position, the employer does not have to offer this position to her because six months is beyond a "reasonable amount of time." (If, six months from now, the employer decides to advertise the position, it must allow the individual to apply for that position and give the application the consideration it deserves.)

The employer must reassign the individual to a vacant position that is equivalent in terms of pay, status, or other relevant factors (e.g., benefits, geographical location) if the employee is qualified for the position. If there is no vacant equivalent position, the employer must reassign the employee to a vacant lower level position for which the individual is qualified. Assuming there is more than one vacancy for which the employee is qualified, the employer must place the individual in the position that comes closest to the employee's current position in terms of pay, status, etc.[83] If it is unclear which position comes closest, the employer should consult with the employee about his/her preference before determining the position to which the employee will be reassigned. Reassignment does not include giving an employee a promotion. Thus, an employee must compete for any vacant position that would constitute a promotion.

25. Is a probationary employee entitled to reassignment?

Employers cannot deny a reassignment to an employee solely because s/he is designated as "probationary." An employee with a disability is eligible for reassignment to a new position, regardless of whether s/he is considered "probationary," as long as the employee adequately performed the essential functions of the position, with or without reasonable accommodation, before the need for a reassignment arose.

The longer the period of time in which an employee has adequately performed the essential functions, with or without reasonable accommodation, the more likely it is that reassignment is appropriate if the employee becomes unable to continue performing the essential functions of the current position due to a disability. If, however, the probationary employee has never adequately performed the essential functions, with or without reasonable accommodation, then s/he is not entitled to reassignment because s/he was never "qualified" for the original position. In this situation, the employee is similar to an applicant who applies for a job for which s/he is not qualified, and then requests reassignment. Applicants are not entitled to reassignment.

Example A: An employer designates all new employees as "probationary" for one year. An employee has been working successfully for nine months when she becomes disabled in a car accident. The employee, due to her disability, is unable to continue performing the essential functions of her current position, with or without reasonable accommodation, and seeks a reassignment. She is entitled to

a reassignment if there is a vacant position for which she is qualified and it would not pose an undue hardship.

Example B: A probationary employee has been working two weeks, but has been unable to perform the essential functions of the job because of his disability. There are no reasonable accommodations that would permit the individual to perform the essential functions of the position, so the individual requests a reassignment. The employer does not have to provide a reassignment (even if there is a vacant position) because, as it turns out, the individual was never qualified -- i.e., the individual was never able to perform the essential functions of the position, with or without reasonable accommodation, for which he was hired.

26. Must an employer offer reassignment as a reasonable accommodation if it does not allow any of its employees to transfer from one position to another?

    Yes. The ADA requires employers to provide reasonable accommodations to individuals with disabilities, including reassignment, even though they are not available to others. Therefore, an employer who does not normally transfer employees would still have to reassign an employee with a disability, unless it could show that the reassignment caused an undue hardship. And, if an employer has a policy prohibiting transfers, it would have to modify that policy in order to reassign an employee with a disability, unless it could show undue hardship.[84]

27. Is an employer's obligation to offer reassignment to a vacant position limited to those vacancies within an employee's office, branch, agency, department, facility, personnel system (if the employer has more than a single personnel system), or geographical area?

    No. This is true even if the employer has a policy prohibiting transfers from one office, branch, agency, department, facility, personnel system, or geographical area to another. The ADA contains no language limiting the obligation to reassign only to positions within an office, branch, agency, etc.[85] Rather, the extent to which an employer must search for a vacant position will be an issue of undue hardship.[86] If an employee is being reassigned to a different geographical area, the employee must pay for any relocation expenses unless the employer routinely pays such expenses when granting voluntary transfers to other employees.

28. Does an employer have to notify an employee with a disability about vacant positions, or is it the employee's responsibility to learn what jobs are vacant?

The employer is in the best position to know which jobs are vacant or will become vacant within a reasonable period of time.[87] In order to narrow the search for potential vacancies, the employer, as part of the interactive process, should ask the employee about his/her qualifications and interests. Based on this information, the employer is obligated to inform an employee about vacant positions for which s/he may be eligible as a reassignment. However, an employee should assist the employer in identifying appropriate vacancies to the extent that the employee has access to information about them. If the employer does not know whether the employee is qualified for a specific position, the employer can discuss with the employee his/her qualifications.[88]

An employer should proceed as expeditiously as possible in determining whether there are appropriate vacancies. The length of this process will vary depending on how quickly an employer can search for and identify whether an appropriate vacant position exists. For a very small employer, this process may take one day; for other employers this process may take several weeks.[89] When an employer has completed its search, identified whether there are any vacancies (including any positions that will become vacant in a reasonable amount of time), notified the employee of the results, and either offered an appropriate vacancy to the employee or informed him/her that no appropriate vacancies are available, the employer will have fulfilled its obligation.

29. Does reassignment mean that the employee is permitted to compete for a vacant position?

    No. Reassignment means that the employee gets the vacant position if s/he is qualified for it. Otherwise, reassignment would be of little value and would not be implemented as Congress intended.[90]

30. If an employee is reassigned to a lower level position, must an employer maintain his/her salary from the higher level position?

    No, unless the employer transfers employees without disabilities to lower level positions and maintains their original salaries.[91]

31. Must an employer provide a reassignment if it would violate a seniority system?

    Generally, it will be "unreasonable" to reassign an employee with a disability if doing so would violate the rules of a seniority system.[92] This is true both for collectively bargained seniority systems and those unilaterally imposed by

management. Seniority systems governing job placement give employees expectations of consistent, uniform treatment expectations that would be undermined if employers had to make the type of individualized, case-by-case assessment required by the reasonable accommodation process.[93]

However, if there are "special circumstances" that "undermine the employees' expectations of consistent, uniform treatment," it may be a "reasonable accommodation," absent undue hardship, to reassign an employee despite the existence of a seniority system. For example, "special circumstances" may exist where an employer retains the right to alter the seniority system unilaterally, and has exercised that right fairly frequently, thereby lowering employee expectations in the seniority system.[94] In this circumstance, one more exception (i.e., providing the reassignment to an employee with a disability) may not make a difference.[95] Alternatively, a seniority system may contain exceptions, such that one more exception is unlikely to matter.[96] Another possibility is that a seniority system might contain procedures for making exceptions, thus suggesting to employees that seniority does not automatically guarantee access to a specific job.

OTHER REASONABLE ACCOMMODATION ISSUES [97]

32. If an employer has provided one reasonable accommodation, does it have to provide additional reasonable accommodations requested by an individual with a disability?

The duty to provide reasonable accommodation is an ongoing one.[98] Certain individuals require only one reasonable accommodation, while others may need more than one. Still others may need one reasonable accommodation for a period of time, and then at a later date, require another type of reasonable accommodation. If an individual requests multiple reasonable accommodations, s/he is entitled only to those accommodations that are necessitated by a disability and that will provide an equal employment opportunity.

An employer must consider each request for reasonable accommodation and determine: (1) whether the accommodation is needed, (2) if needed, whether the accommodation would be effective, and (3) if effective, whether providing the

reasonable accommodation would impose an undue hardship. If a reasonable accommodation turns out to be ineffective and the employee with a disability remains unable to perform an essential function, the employer must consider whether there would be an alternative reasonable accommodation that would not pose an undue hardship. If there is no alternative accommodation, then the employer must attempt to reassign the employee to a vacant position for which s/he is qualified, unless to do so would cause an undue hardship.

33. Does an employer have to change a person's supervisor as a form of reasonable accommodation?

No. An employer does not have to provide an employee with a new supervisor as a reasonable accommodation. Nothing in the ADA, however, prohibits an employer from doing so. Furthermore, although an employer is not required to change supervisors, the ADA may require that supervisory methods be altered as a form of reasonable accommodation.[99] Also, an employee with a disability is protected from disability-based discrimination by a supervisor, including disability-based harassment.

Example: A supervisor frequently schedules team meetings on a day's notice often notifying staff in the afternoon that a meeting will be held on the following morning. An employee with a disability has missed several meetings because they have conflicted with previously-scheduled physical therapy sessions. The employee asks that the supervisor give her two to three days' notice of team meetings so that, if necessary, she can reschedule the physical therapy sessions. Assuming no undue hardship would result, the supervisor must make this reasonable accommodation.

34. Does an employer have to allow an employee with a disability to work at home as a reasonable accommodation?

An employer must modify its policy concerning where work is performed if such a change is needed as a reasonable accommodation, but only if this accommodation would be effective and would not cause an undue hardship.[100] Whether this accommodation is effective will depend on whether the essential functions of the position can be performed at home. There are certain jobs in which the essential functions can only be performed at the work site -- e.g., food server, cashier in a store. For such jobs, allowing an employee to work at home is not effective because it does not enable an employee to perform his/her essential functions. Certain considerations may be critical in determining

whether a job can be effectively performed at home, including (but not limited to) the employer's ability to adequately supervise the employee and the employee's need to work with certain equipment or tools that cannot be replicated at home. In contrast, employees may be able to perform the essential functions of certain types of jobs at home (e.g., telemarketer, proofreader).[101] For these types of jobs, an employer may deny a request to work at home if it can show that another accommodation would be effective or if working at home will cause undue hardship.

35. Must an employer withhold discipline or termination of an employee who, because of a disability, violated a conduct rule that is job-related for the position in question and consistent with business necessity?

    No. An employer never has to excuse a violation of a uniformly applied conduct rule that is job-related and consistent with business necessity. This means, for example, that an employer never has to tolerate or excuse violence, threats of violence, stealing, or destruction of property. An employer may discipline an employee with a disability for engaging in such misconduct if it would impose the same discipline on an employee without a disability.

36. Must an employer provide a reasonable accommodation for an employee with a disability who violated a conduct rule that is job- related for the position in question and consistent with business necessity?

    An employer must make reasonable accommodation to enable an otherwise qualified employee with a disability to meet such a conduct standard in the future, barring undue hardship, except where the punishment for the violation is termination.[102] Since reasonable accommodation is always prospective, an employer is not required to excuse past misconduct even if it is the result of the individual's disability.[103] Possible reasonable accommodations could include adjustments to starting times, specified breaks, and leave if these accommodations will enable an employee to comply with conduct rules.[104]

    Example: An employee with major depression is often late for work because of medication side-effects that make him extremely groggy in the morning. His scheduled hours are 9:00 a.m. to 5:30 p.m., but he arrives at 9:00, 9:30, 10:00, or even 10:30 on any given day. His job responsibilities involve telephone contact with the company's traveling sales representatives, who depend on him to answer urgent marketing questions and expedite special orders. The employer disciplines him for tardiness, stating that continued failure to arrive promptly during the

next month will result in termination of his employment. The individual then explains that he was late because of a disability and needs to work on a later schedule. In this situation, the employer may discipline the employee because he violated a conduct standard addressing tardiness that is job-related for the position in question and consistent with business necessity. The employer, however, must consider reasonable accommodation, barring undue hardship, to enable this individual to meet this standard in the future. For example, if this individual can serve the company's sales representatives by regularly working a schedule of 10:00 a.m. to 6:30 p.m., a reasonable accommodation would be to modify his schedule so that he is not required to report for work until 10:00 a.m.

37. Is it a reasonable accommodation to make sure that an employee takes medication as prescribed?

    No. Medication monitoring is not a reasonable accommodation. Employers have no obligation to monitor medication because doing so does not remove a workplace barrier. Similarly, an employer has no responsibility to monitor an employee's medical treatment or ensure that s/he is receiving appropriate treatment because such treatment does not involve modifying workplace barriers.[(105)]

    It may be a form of reasonable accommodation, however, to give an employee a break in order that s/he may take medication, or to grant leave so that an employee may obtain treatment.

38. Is an employer relieved of its obligation to provide reasonable accommodation for an employee with a disability who fails to take medication, to obtain medical treatment, or to use an assistive device (such as a hearing aid)?

    No. The ADA requires an employer to provide reasonable accommodation to remove workplace barriers, regardless of what effect medication, other medical treatment, or assistive devices may have on an employee's ability to perform the job.[(106)]

    However, if an employee with a disability, with or without reasonable accommodation, cannot perform the essential functions of the position or poses a direct threat in the absence of medication, treatment, or an assistive device, then s/he is unqualified.

39. Must an employer provide a reasonable accommodation that is needed because of the side effects of medication or treatment related to the disability, or because of symptoms or other medical conditions resulting from the underlying disability?

Yes. The side effects caused by the medication that an employee must take because of the disability are limitations resulting from the disability. Reasonable accommodation extends to all limitations resulting from a disability.

Example A: An employee with cancer undergoes chemotherapy twice a week, which causes her to be quite ill afterwards. The employee requests a modified schedule -- leave for the two days a week of chemotherapy. The treatment will last six weeks. Unless it can show undue hardship, the employer must grant this request.

Similarly, any symptoms or related medical conditions resulting from the disability that cause limitations may also require reasonable accommodation. (107)

Example B: An employee, as a result of insulin-dependent diabetes, has developed background retinopathy (a vision impairment). The employee, who already has provided documentation showing his diabetes is a disability, requests a device to enlarge the text on his computer screen. The employer can request documentation that the retinopathy is related to the diabetes but the employee does not have to show that the retinopathy is an independent disability under the ADA. Since the retinopathy is a consequence of the diabetes (an ADA disability), the request must be granted unless undue hardship can be shown.

40. Must an employer ask whether a reasonable accommodation is needed when an employee has not asked for one?

Generally, no. As a general rule, the individual with a disability -- who has the most knowledge about the need for reasonable accommodation -- must inform the employer that an accommodation is needed.(108)

However, an employer should initiate the reasonable accommodation interactive process(109) without being asked if the employer: (1) knows that the employee has a disability, (2) knows, or has reason to know, that the employee is experiencing workplace problems because of the disability, and (3) knows, or has reason to know, that the disability prevents the employee from requesting a reasonable

accommodation. If the individual with a disability states that s/he does not need a reasonable accommodation, the employer will have fulfilled its obligation.

Example: An employee with mental retardation delivers messages at a law firm. He frequently mixes up messages for "R. Miller" and "T. Miller." The employer knows about the disability, suspects that the performance problem is a result of the disability, and knows that this employee is unable to ask for a reasonable accommodation because of his mental retardation. The employer asks the employee about mixing up the two names and asks if it would be helpful to spell the first name of each person. When the employee says that would be better, the employer, as a reasonable accommodation, instructs the receptionist to write the full first name when messages are left for one of the Messrs. Miller.

41. May an employer ask whether a reasonable accommodation is needed when an employee with a disability has not asked for one?

An employer may ask an employee with a known disability whether s/he needs a reasonable accommodation when it reasonably believes that the employee may need an accommodation. For example, an employer could ask a deaf employee who is being sent on a business trip if s/he needs reasonable accommodation. Or, if an employer is scheduling a luncheon at a restaurant and is uncertain about what questions it should ask to ensure that the restaurant is accessible for an employee who uses a wheelchair, the employer may first ask the employee. An employer also may ask an employee with a disability who is having performance or conduct problems if s/he needs reasonable accommodation.[110]

42. May an employer tell other employees that an individual is receiving a reasonable accommodation when employees ask questions about a coworker with a disability?

No. An employer may not disclose that an employee is receiving a reasonable accommodation because this usually amounts to a disclosure that the individual has a disability. The ADA specifically prohibits the disclosure of medical information except in certain limited situations, which do not include disclosure to coworkers.[111]

An employer may certainly respond to a question from an employee about why a coworker is receiving what is perceived as "different" or "special" treatment by emphasizing its policy of assisting any employee who encounters difficulties in the workplace. The employer also may find it helpful to point out that many of the

workplace issues encountered by employees are personal, and that, in these circumstances, it is the employer's policy to respect employee privacy. An employer may be able to make this point effectively by reassuring the employee asking the question that his/her privacy would similarly be respected if s/he found it necessary to ask the employer for some kind of workplace change for personal reasons.

Since responding to specific coworker questions may be difficult, employers might find it helpful before such questions are raised to provide all employees with information about various laws that require employers to meet certain employee needs (e.g., the ADA and the Family and Medical Leave Act), while also requiring them to protect the privacy of employees. In providing general ADA information to employees, an employer may wish to highlight the obligation to provide reasonable accommodation, including the interactive process and different types of reasonable accommodations, and the statute's confidentiality protections. Such information could be delivered in orientation materials, employee handbooks, notices accompanying paystubs, and posted flyers. Employers may wish to explore these and other alternatives with unions because they too are bound by the ADA's confidentiality provisions. Union meetings and bulletin boards may be further avenues for such educational efforts.

As long as there is no coercion by an employer, an employee with a disability may voluntarily choose to disclose to coworkers his/her disability and/or the fact that s/he is receiving a reasonable accommodation.

UNDUE HARDSHIP ISSUES (112)

An employer does not have to provide a reasonable accommodation that would cause an "undue hardship" to the employer. Generalized conclusions will not suffice to support a claim of undue hardship. Instead, undue hardship must be based on an individualized assessment of current circumstances that show that a specific reasonable accommodation would cause significant difficulty or expense.[(113)] A determination of undue hardship should be based on several factors, including:

- the nature and cost of the accommodation needed;
- the overall financial resources of the facility making the reasonable accommodation; the number of persons employed at this facility; the effect on expenses and resources of the facility;

- the overall financial resources, size, number of employees, and type and location of facilities of the employer (if the facility involved in the reasonable accommodation is part of a larger entity);
- the type of operation of the employer, including the structure and functions of the workforce, the geographic separateness, and the administrative or fiscal relationship of the facility involved in making the accommodation to the employer;
- the impact of the accommodation on the operation of the facility.[(114)]

The ADA's legislative history indicates that Congress wanted employers to consider all possible sources of outside funding when assessing whether a particular accommodation would be too costly.[(115)] Undue hardship is determined based on the net cost to the employer. Thus, an employer should determine whether funding is available from an outside source, such as a state rehabilitation agency, to pay for all or part of the accommodation.[(116)] In addition, the employer should determine whether it is eligible for certain tax credits or deductions to offset the cost of the accommodation. Also, to the extent that a portion of the cost of an accommodation causes undue hardship, the employer should ask the individual with a disability if s/he will pay the difference.

If an employer determines that one particular reasonable accommodation will cause undue hardship, but a second type of reasonable accommodation will be effective and will not cause an undue hardship, then the employer must provide the second accommodation.

An employer cannot claim undue hardship based on employees' (or customers') fears or prejudices toward the individual's disability.[(117)] Nor can undue hardship be based on the fact that provision of a reasonable accommodation might have a negative impact on the morale of other employees. Employers, however, may be able to show undue hardship where provision of a reasonable accommodation would be unduly disruptive to other employees's ability to work.

Example A: An employee with breast cancer is undergoing chemotherapy. As a consequence of the treatment, the employee is subject to fatigue and finds it difficult to keep up with her regular workload. So that she may focus her reduced energy on performing her essential functions, the employer transfers three of her marginal functions to another employee for the duration of the chemotherapy treatments. The second employee is unhappy at being given extra assignments, but the employer determines that the employee can absorb the new assignments with little effect on

his ability to perform his own assignments in a timely manner. Since the employer cannot show significant disruption to its operation, there is no undue hardship.[118]

Example B: A convenience store clerk with multiple sclerosis requests that he be allowed to go from working full-time to part- time as a reasonable accommodation because of his disability. The store assigns two clerks per shift, and if the first clerk's hours are reduced, the second clerk's workload will increase significantly beyond his ability to handle his responsibilities. The store determines that such an arrangement will result in inadequate coverage to serve customers in a timely manner, keep the shelves stocked, and maintain store security. Thus, the employer can show undue hardship based on the significant disruption to its operations and, therefore, can refuse to reduce the employee's hours. The employer, however, should explore whether any other reasonable accommodation will assist the store clerk without causing undue hardship.

43. Must an employer modify the work hours of an employee with a disability if doing so would prevent other employees from performing their jobs?

    No. If the result of modifying one employee's work hours (or granting leave) is to prevent other employees from doing their jobs, then the significant disruption to the operations of the employer constitutes an undue hardship.

    Example A: A crane operator, due to his disability, requests an adjustment in his work schedule so that he starts work at 8:00 a.m. rather than 7:00 a.m., and finishes one hour later in the evening. The crane operator works with three other employees who cannot perform their jobs without the crane operator. As a result, if the employer grants this requested accommodation, it would have to require the other three workers to adjust their hours, find other work for them to do from 7:00 to 8:00, or have the workers do nothing. The ADA does not require the employer to take any of these actions because they all significantly disrupt the operations of the business. Thus, the employer can deny the requested accommodation, but should discuss with the employee if there are other possible accommodations that would not result in undue hardship.

    Example B: A computer programmer works with a group of people to develop new software. There are certain tasks that the entire group must perform together, but each person also has individual assignments. It is through habit, not necessity, that they have often worked together first thing in the morning.

The programmer, due to her disability, requests an adjustment in her work schedule so that she works from 10:00 a.m. - 7:00 p.m. rather than 9:00 a.m. - 6:00 p.m. In this situation, the employer could grant the adjustment in hours because it would not significantly disrupt the operations of the business. The effect of the reasonable accommodation would be to alter when the group worked together and when they performed their individual assignments.

44. Can an employer deny a request for leave when an employee cannot provide a fixed date of return?

Providing leave to an employee who is unable to provide a fixed date of return is a form of reasonable accommodation. However, if an employer is able to show that the lack of a fixed return date causes an undue hardship, then it can deny the leave. In certain circumstances, undue hardship will derive from the disruption to the operations of the entity that occurs because the employer can neither plan for the employee's return nor permanently fill the position. If an employee cannot provide a fixed date of return, and an employer determines that it can grant such leave at that time without causing undue hardship, the employer has the right to require, as part of the interactive process, that the employee provide periodic updates on his/her condition and possible date of return. After receiving these updates, employers may reevaluate whether continued leave constitutes an undue hardship.

In certain situations, an employee may be able to provide only an approximate date of return.[119] Treatment and recuperation do not always permit exact timetables. Thus, an employer cannot claim undue hardship solely because an employee can provide only an approximate date of return. In such situations, or in situations in which a return date must be postponed because of unforeseen medical developments, employees should stay in regular communication with their employers to inform them of their progress and discuss, if necessary, the need for continued leave beyond what might have been granted originally.[120]

Example A: An experienced chef at a top restaurant requests leave for treatment of her disability but cannot provide a fixed date of return. The restaurant can show that this request constitutes undue hardship because of the difficulty of replacing, even temporarily, a chef of this caliber. Moreover, it leaves the employer unable to determine how long it must hold open the position or to plan for the chef's absence. Therefore, the restaurant can deny the request for leave as a reasonable accommodation.

Example B: An employee requests eight weeks of leave for surgery for his disability. The employer grants the request. During surgery, serious complications arise that require a lengthier period of recuperation than originally anticipated, as well as additional surgery. The employee contacts the employer after three weeks of leave to ask for an additional ten to fourteen weeks of leave (i.e., a total of 18 to 22 weeks of leave). The employer must assess whether granting additional leave causes an undue hardship.

45. Does a cost-benefit analysis determine whether a reasonable accommodation will cause undue hardship?

No. A cost-benefit analysis assesses the cost of a reasonable accommodation in relation to the perceived benefit to the employer and the employee. Neither the statute nor the legislative history supports a cost-benefit analysis to determine whether a specific accommodation causes an undue hardship.[121] Whether the cost of a reasonable accommodation imposes an undue hardship depends on the employer's resources, not on the individual's salary, position, or status (e.g., full-time versus part-time, salary versus hourly wage, permanent versus temporary).

46. Can an employer claim undue hardship solely because a reasonable accommodation would require it to make changes to property owned by someone else?

No, an employer cannot claim undue hardship solely because a reasonable accommodation would require it to make changes to property owned by someone else. In some situations, an employer will have the right under a lease or other contractual relationship with the property owner to make the type of changes that are needed. If this is the case, the employer should make the changes, assuming no other factors exist that would make the changes too difficult or costly. If the contractual relationship between the employer and property owner requires the owner's consent to the kinds of changes that are required, or prohibits them from being made, then the employer must make good faith efforts either to obtain the owner's permission or to negotiate an exception to the terms of the contract. If the owner refuses to allow the employer to make the modifications, the employer may claim undue hardship. Even in this situation, however, the employer must still provide another reasonable accommodation, if one exists, that would not cause undue hardship.

Example A: X Corp., a travel agency, leases space in a building owned by Z Co. One of X Corp.'s employees becomes disabled and needs to use a wheelchair. The

employee requests as a reasonable accommodation that several room dividers be moved to make his work space easily accessible. X Corp.'s lease specifically allows it to make these kinds of physical changes, and they are otherwise easy and inexpensive to make. The fact that X Corp. does not own the property does not create an undue hardship and therefore it must make the requested accommodation.

Example B: Same as Example A, except that X Corp.'s lease requires it to seek Z Co.'s permission before making any physical changes that would involve reconfiguring office space. X Corp. requests that Z Co. allow it to make the changes, but Z Co. denies the request. X Corp. can claim that making the physical changes would constitute an undue hardship. However, it must provide any other type of reasonable accommodation that would not involve making physical changes to the facility, such as finding a different location within the office that would be accessible to the employee.

An employer should remember its obligation to make reasonable accommodation when it is negotiating contracts with property owners.[122] Similarly, a property owner should carefully assess a request from an employer to make physical changes that are needed as a reasonable accommodation because failure to permit the modification might constitute "interference" with the rights of an employee with a disability.[123] In addition, other ADA provisions may require the property owner to make the modifications.[124]

BURDENS OF PROOF

In US Airways, Inc. v. Barnett, 535 U.S., 122 S. Ct. 1516 (2002), the Supreme Court laid out the burdens of proof for an individual with a disability (plaintiff) and an employer (defendant) in an ADA lawsuit alleging failure to provide reasonable accommodation. The "plaintiff/employee (to defeat a defendant/employer's motion for summary judgment) need only show that an 'accommodation' seems reasonable on its face, i.e., ordinarily or in the run of cases."[125] Once the plaintiff has shown that the accommodation s/he needs is "reasonable," the burden shifts to the defendant/employer to provide case-specific evidence proving that reasonable accommodation would cause an undue hardship in the particular circumstances.[126]

The Supreme Court's burden-shifting framework does not affect the interactive process triggered by an individual's request for accommodation.[127] An employer should still engage in this informal dialogue to obtain relevant information needed to make an informed decision.

INSTRUCTIONS FOR INVESTIGATORS

When assessing whether a Respondent has violated the ADA by denying a reasonable accommodation to a Charging Party, investigators should consider the following:

- Is the Charging Party "otherwise qualified" (i.e., is the Charging Party qualified for the job except that, because of disability, s/he needs a reasonable accommodation to perform the position's essential functions)?
- Did the Charging Party, or a representative, request a reasonable accommodation (i.e., did the Charging Party let the employer know that s/he needed an adjustment or change at work for a reason related to a medical condition)? [see Questions 1-4]
    - Did the Respondent request documentation of the Charging Party's disability and/or functional limitations? If yes, was the documentation provided? Did the Respondent have a legitimate reason for requesting documentation? [see Questions 6-8]
    - What specific type of reasonable accommodation, if any, did the Charging Party request?
    - Was there a nexus between the reasonable accommodation requested and the functional limitations resulting from the Charging Party's disability? [see Question 6]
    - Was the need for reasonable accommodation related to the use of medication, side effects from treatment, or symptoms related to a disability? [see Questions 36-38]
- For what purpose did the Charging Party request a reasonable accommodation:
    - for the application process? [see Questions 12-13]
    - in connection with aspects of job performance? [see Questions 16-24, 32-33]
    - in order to enjoy the benefits and privileges of employment? [see Questions 14-15]

- Should the Respondent have initiated the interactive process, or provided a reasonable accommodation, even if the Charging Party did not ask for an accommodation? [see Questions 11, 39]
- What did the Respondent do in response to the Charging Party's request for reasonable accommodation (i.e., did the Respondent engage in an interactive process with the Charging Party and if so, describe both the Respondent's and the Charging Party's actions/statements during this process)? [see Questions 5-11]
- If the Charging Party asked the Respondent for a particular reasonable accommodation, and the Respondent provided a different accommodation, why did the Respondent provide a different reasonable accommodation than the one requested by the Charging Party? Why does the Respondent believe that the reasonable accommodation it provided was effective in eliminating the workplace barrier at issue, thus providing the Charging Party with an equal employment opportunity? Why does the Charging Party believe that the reasonable accommodation provided by the Respondent was ineffective? [see Question 9]
- What type of accommodation could the Respondent have provided that would have been "reasonable" and effective in eliminating the workplace barrier at issue, thus providing the Charging Party with an equal employment opportunity?
- Does the charge involve allegations concerning reasonable accommodation and violations of any conduct rules? [see Questions 34-35]
- If the Charging Party alleges that the Respondent failed to provide a reassignment as a reasonable accommodation [see generally Questions 25-30 and accompanying text]:
    - did the Respondent and the Charging Party first discuss other forms of reasonable accommodation that would enable the Charging Party to remain in his/her current position before discussing reassignment?
    - did the Respondent have any vacant positions? [see Question 27]
    - did the Respondent notify the Charging Party about possible vacant positions? [see Question 28]
    - was the Charging Party qualified for a vacant position?
    - if there was more than one vacant position, did the Respondent place the Charging Party in the one that was most closely equivalent to the Charging Party's original position?
    - if the reassignment would conflict with a seniority system, are there "special circumstances" that would make it "reasonable" to reassign the Charging

Party? [see Question 31]

- If the Respondent is claiming undue hardship [see generally Questions 42-46 and accompanying text]:
  - what evidence has the Respondent produced showing that providing a specific reasonable accommodation would entail significant difficulty or expense?
  - if a modified schedule or leave is the reasonable accommodation, is undue hardship based on the impact on the ability of other employees to do their jobs? [see Question 42]
  - if leave is the reasonable accommodation, is undue hardship based on the amount of leave requested? [see Question 43]
  - if there are "special circumstances" that would make it "reasonable" to reassign the Charging Party, despite the apparent conflict with a seniority system, would it nonetheless be an undue hardship to make the reassignment? [see Question 31]
  - is undue hardship based on the fact that providing the reasonable accommodation requires changes to property owned by an entity other than the Respondent? [see Question 46]
  - if the Respondent claims that a particular reasonable accommodation would result in undue hardship, is there another reasonable accommodation that Respondent could have provided that would not have resulted in undue hardship?
- Based on the evidence obtained in answers to the questions above, is the Charging Party a qualified individual with a disability (i.e., can the Charging Party perform the essential functions of the position with or without reasonable accommodation)?

APPENDIX
RESOURCES FOR LOCATING REASONABLE ACCOMMODATIONS

U.S. Equal Employment Opportunity Commission
1-800-669-3362 (Voice)
1-800-800-3302 (TT)

The EEOC's Publication Center has many free documents on the Title I employment provisions of the ADA, including both the statute, 42 U.S.C.. 12101 et seq. (1994), and the regulations, 29 C.F.R.. 1630 (1997). In addition, the EEOC has published a great deal of basic information about reasonable accommodation and undue hardship. The two main sources of interpretive information are: (1) the Interpretive Guidance accompanying the Title I regulations (also known as the "Appendix" to the regulations), 29 C.F.R. pt. 1630 app.. 1630.2(o), (p), 1630.9 (1997) , and (2) A Technical Assistance Manual on the Employment Provisions (Title I) of the Americans with Disabilities Act III, 8 FEP Manual (BNA) 405:6981, 6998-7018 (1992). The Manual includes a 200-page Resource Directory, including federal and state agencies, and disability organizations that can provide assistance in identifying and locating reasonable accommodations.

The EEOC also has discussed issues involving reasonable accommodation in the following guidances and documents: (1) Enforcement Guidance: Preemployment Disability-Related Questions and Medical Examinations at 5, 6-8, 20, 21-22, 8 FEP Manual (BNA) 405:7191, 7192-94, 7201 (1995); (2) Enforcement Guidance: Workers' Compensation and the ADA at 15-20, 8 FEP Manual (BNA) 405:7391, 7398-7401 (1996); (3) Enforcement Guidance: The Americans with Disabilities Act and Psychiatric Disabilities at 19-28, 8 FEP Manual (BNA) 405:7461, 7470-76 (1997); and (4) Fact Sheet on the Family and Medical Leave Act, the Americans with Disabilities Act, and Title VII of the Civil Rights Act of 1964 at 6-9, 8 FEP Manual (BNA) 405:7371, 7374-76 (1996).

Finally, the EEOC has a poster that employers and labor unions may use to fulfill the ADA's posting requirement.

All of the above-listed documents, with the exception of the ADA Technical Assistance Manual and Resource Directory and the poster, are also available through the Internet at https://www.eeoc.gov.

U.S. Department of Labor
(To obtain information on the Family and Medical Leave Act)
To request written materials:
1-800-959-3652 (Voice)
1-800-326-2577 (TT)
To ask questions: (202) 219-8412 (Voice)

Internal Revenue Service
(For information on tax credits and deductions for providing certain reasonable accommodations)

(202) 622-6060 (Voice)

Job Accommodation Network (JAN)
1-800-232-9675 (Voice/TT)
http://janweb.icdi.wvu.edu/.

A service of the President's Committee on Employment of People with Disabilities. JAN can provide information, free-of-charge, about many types of reasonable accommodations.

ADA Disability and Business Technical Assistance Centers (DBTACs) 1-800-949-4232 (Voice/TT)

The DBTACs consist of 10 federally funded regional centers that provide information, training, and technical assistance on the ADA. Each center works with local business, disability, governmental, rehabilitation, and other professional networks to provide current ADA information and assistance, and places special emphasis on meeting the needs of small businesses. The DBTACs can make referrals to local sources of expertise in reasonable accommodations.

Registry of Interpreters for the Deaf
(301) 608-0050 (Voice/TT)

The Registry offers information on locating and using interpreters and transliteration services.

RESNA Technical Assistance Project
(703) 524-6686 (Voice)
(703) 524-6639 (TT)
http://www.resna.org/hometa1.htm

RESNA, the Rehabilitation Engineering and Assistive Technology Society of North America, can refer individuals to projects in all 50 states and the six territories offering technical assistance on technology-related services for individuals with disabilities. Services may include:

- information and referral centers to help determine what devices may assist a person with a disability (including access to large data bases containing information on thousands of commercially available assistive technology products),
- centers where individuals can try out devices and equipment,
- assistance in obtaining funding for and repairing devices, and
- equipment exchange and recycling programs.

INDEX

The index applies to the print version. Since page numbering does not exist in HTML files, page numbers have been removed.

Applicants and reasonable accommodation

Attendance and reasonable accommodation

Benefits and privileges of employment and reasonable accommodation

Access to information

Employer-sponsored services

Employer-sponsored social functions

Employer-sponsored training

Burdens of proof

Choosing between two or more reasonable accommodations

Conduct rules

Confidentiality and reasonable accommodation

Disparate treatment (versus reasonable accommodation)

Employees (part-time, full-time, probationary)

Essential functions and reasonable accommodation

Family and Medical Leave Act (FMLA); Relationship with the ADA

Firm choice and reasonable accommodation (See also "Last chance agreements")

Interactive process between employer and individual with a disability to determine reasonable accommodation

Landlord/Tenant and reasonable accommodation

Last chance agreements and reasonable accommodation (See also "Firm choice")

Marginal functions and reasonable accommodation

Medical treatment and reasonable accommodation

Employer monitoring of medical treatment

Failure to obtain medical treatment

Leave

Side effects of medical treatment and need for reasonable accommodation

Medication and reasonable accommodation

Employer monitoring of medication

Failure to use medication

Side effects of medication and need for reasonable accommodation

Personal use items and reasonable accommodation

Production standards and reasonable accommodation

Public accommodation and employer; who provides reasonable accommodation

"Reasonable accommodation" (definition of)

Reasonable accommodation (effectiveness of)

Reasonable accommodation (how many must employer provide)

Reasonable accommodation (types of)

Access to equipment and computer technology

Changing tests and training materials

Job restructuring

Leave

Alternatives to leave

Approximate versus fixed date of return

Family and Medical Leave Act (FMLA)

Holding open an employee's position

"No-fault" leave policies

Penalizing employees who take leave

Marginal functions (modifying how they are performed; elimination or substitution of)

Modified or part-time schedule

Family and Medical Leave Act (FMLA)

Modifying method of performing job function

Modifying workplace policies

Readers

Reassignment

Employee must be qualified for vacant position

Equivalent position

Interactive process between employer and employee

Relationship between reassignment and general transfer policies

Salary for new position

Seniority systems and reassignment

Vacant position

When must reassignment be offered

Who is entitled to reassignment

Sign language interpreters

Supervisory methods (changing)

Working at home

Reasonable accommodation (who is entitled to receive)

Rehabilitation Act of 1973; Relationship with the ADA

Relationship and association with a person with a disability

Requests for reasonable accommodation

Choosing between two or more reasonable accommodations

Documentation on the need for reasonable accommodation

How to request reasonable accommodation

Interactive process between employer and individual with a disability

Timing of employer's response to a request for reasonable accommodation

When should individual with disability request reasonable accommodation

Who may request reasonable accommodation

Right of individual with a disability to refuse reasonable accommodation

Role of health care providers in reasonable accommodation process

Seniority systems and reassignment

State or local antidiscrimination laws; Relationship with the ADA

Supervisors and reasonable accommodation

Undue hardship

Cost

Cost-benefit analysis

Definition of

Disruption to operations

Factors to assess

Landlord/Tenant

Leave

Work environment and reasonable accommodation

Footnotes

1. 42 U.S.C. §§ 12101-12117, 12201-12213 (1994) (codified as amended).

The analysis in this guidance applies to federal sector complaints of non-affirmative action employment discrimination arising under section 501 of the Rehabilitation Act of 1973. 29 U.S.C. § 791(g) (1994). It also applies to complaints of non-affirmative action employment discrimination arising under section 503 and employment discrimination under section 504 of the Rehabilitation Act. 29 U.S.C. §§ 793(d), 794(d) (1994).

The ADA's requirements regarding reasonable accommodation and undue hardship supercede any state or local disability antidiscrimination laws to the extent that they offer less protection than the ADA. See 29 C.F.R. § 1630.1(c)(2) (1997).

2. In addition to employers, the ADA requires employment agencies, labor organizations, and joint labor-management committees to provide reasonable accommodations. See 42 U.S.C. § 12112(a), (b)(5)(A) (1994).

3. 29 C.F.R. pt. 1630 app. § 1630.2(o) (1997).

4. 29 C.F.R. § 1630.2(o)(1)(i-iii) (1997) (emphasis added). The notices that employers and labor unions must post informing applicants, employees, and members of labor

organizations of their ADA rights must include a description of the reasonable accommodation requirement. These notices, which must be in an accessible format, are available from the EEOC. See the Appendix.

5. All examples used in this document assume that the applicant or employee has an ADA "disability."

Individuals with a relationship or association with a person with a disability are not entitled to receive reasonable accommodations. See Den Hartog v. Wasatch Academy, 129 F.3d 1076, 1084, 7 AD Cas. (BNA) 764, 772 (10th Cir. 1997).

6. See 29 C.F.R. pt. 1630 app. § 1630.9 (1997); see also H.R. Rep. No. 101-485, pt. 3, at 39 (1990) [hereinafter House Judiciary Report]; H.R. Rep. No. 101-485, pt. 2, at 65 (1990) [hereinafter House Education and Labor Report]; S. Rep. No. 101-116, at 34 (1989) [hereinafter Senate Report].

For more information concerning requests for a reasonable accommodation, see Questions 1-4, infra. For a discussion of the limited circumstance under which an employer would be required to ask an individual with a disability whether s/he needed a reasonable accommodation, see Question 40, infra.

7. 42 U.S.C. § 12111(9) (1994); 29 C.F.R. § 1630.2(o)(2)(i-ii) (1997).

8. US Airways, Inc. v. Barnett, 535 U.S., 122 S. Ct. 1516, 1523 (2002).

9. Id.

Some courts have said that in determining whether an accommodation is "reasonable," one must look at the costs of the accommodation in relation to its benefits. See, e.g., Monette v. Electronic Data Sys. Corp., 90 F.3d 1173, 1184 n.10, 5 AD Cas. (BNA) 1326, 1335 n.10 (6th Cir. 1996); Vande Zande v. Wisconsin Dept. of Admin., 44 F.3d 538, 543, 3 AD Cas. (BNA) 1636, 1638-39 (7th Cir. 1995). This "cost/benefit" analysis has no foundation in the statute, regulations, or legislative history of the ADA. See 42 U.S.C. § 12111(9), (10) (1994); 29 C.F.R. § 1630.2(o), (p) (1997); see also Senate Report, supra note 6, at 31-35; House Education and Labor Report, supra note 6, at 57-58.

10. See US Airways, Inc. v. Barnett, 535 U.S., 122 S. Ct. 1516, 1522 (2002). The Court explained that "in ordinary English the word 'reasonable' does not mean 'effective.' It is the word 'accommodation,' not the word 'reasonable,' that conveys the need for effectiveness." Id.

11. A TTY is a device that permits individuals with hearing and speech impairments to communicate by telephone.

12. In US Airways, Inc. v. Barnett, the Supreme Court held that it was unreasonable, absent "special circumstances," for an employer to provide a reassignment that conflicts with the terms of a seniority system. 535 U.S., 122 S. Ct. 1516, 1524-25 (2002). For a further discussion of this issue, see Question 31, infra.

13. "[W]ith or without reasonable accommodation" includes, if necessary, reassignment to a vacant position. Thus, if an employee is no longer qualified because of a disability to continue in his/her present position, an employer must reassign him/her as a reasonable accommodation. See the section on "Reassignment," infra pp. 37-38 and n.77.

14. 29 C.F.R. pt. 1630 app. § 1630.2(n) (1997).

15. 29 C.F.R. pt. 1630 app. § 1630.9 (1997).

16. See 42 U.S.C. § 12112 (b)(5)(A) (1994) (it is a form of discrimination to fail to provide a reasonable accommodation "unless such covered entity can demonstrate that the accommodation would impose an undue hardship . . ."); see also 42 U.S.C.

§ 12111(10) (1994) (defining "undue hardship" based on factors assessing cost and difficulty).

The legislative history discusses financial, administrative, and operational limitations on providing reasonable accommodations only in the context of defining "undue hardship." Compare Senate Report, supra note 6, at 31-34 with 35-36; House Education and Labor Report, supra note 6, at 57-58 with 67-70.

17. See 42 U.S.C. § 12111(10) (1994); 29 C.F.R. § 1630.2(p) (1997); 29 C.F.R. pt. 1630 app. § 1630.2(p) (1997).

18. See 29 C.F.R. pt. 1630 app. § 1630.15(d) (1997). See also Eckles v. Consolidated Rail Corp., 94 F.3d 1041, 1048-49, 5 AD Cas. (BNA) 1367, 1372-73 (7th Cir. 1996); Bryant v. Better Business Bureau of Maryland, 923 F. Supp. 720, 740, 5 AD Cas. (BNA) 625, 638 (D. Md. 1996).

19. See, e.g., Schmidt v. Safeway Inc., 864 F. Supp. 991, 997, 3 AD Cas. (BNA) 1141, 1146-47 (D. Or. 1994) ("statute does not require the plaintiff to speak any magic words. . . The employee need not mention the ADA or even the term 'accommodation.'"). See

also Hendricks-Robinson v. Excel Corp., 154 F.3d 685, 694, 8 AD Cas. (BNA) 875, 882 (7th Cir. 1998) ("[a] request as straightforward as asking for continued employment is a sufficient request for accommodation"); Bultemeyer v. Ft. Wayne Community Schs., 100 F.3d 1281, 1285, 6 AD Cas. (BNA) 67, 71 (7th Cir. 1996) (an employee with a known psychiatric disability requested reasonable accommodation by stating that he could not do a particular job and by submitting a note from his psychiatrist); McGinnis v. Wonder Chemical Co., 5 AD Cas. (BNA) 219 (E.D. Pa. 1995) (employer on notice that accommodation had been requested because: (1) employee told supervisor that his pain prevented him from working and (2) employee had requested leave under the Family and Medical Leave Act).

Nothing in the ADA requires an individual to use legal terms or to anticipate all of the possible information an employer may need in order to provide a reasonable accommodation. The ADA avoids a formulistic approach in favor of an interactive discussion between the employer and the individual with a disability, after the individual has requested a change due to a medical condition. Nevertheless, some courts have required that individuals initially provide detailed information in order to trigger the employer's duty to investigate whether reasonable accommodation is required. See, e.g., Taylor v. Principal Fin. Group, Inc., 93 F.3d 155, 165, 5 AD Cas. (BNA) 1653, 1660 (5th Cir. 1996); Miller v. Nat'l Cas. Co., 61 F.3d 627, 629-30, 4 AD Cas. (BNA) 1089, 1090-91 (8th Cir. 1995).

20. See Questions 5 - 7, infra, for a further discussion on when an employer may request reasonable documentation about a person's "disability" and the need for reasonable accommodation.

21. Cf. Beck v. Univ. of Wis. Bd. of Regents, 75 F.3d 1130, 5 AD Cas. (BNA) 304 (7th Cir. 1996); Schmidt v. Safeway Inc., 864 F. Supp. 991, 997, 3 AD Cas. (BNA) 1141, 1146 (D. Or. 1994). But see Miller v. Nat'l Casualty Co., 61 F.3d 627, 630, 4 AD Cas. (BNA) 1089, 1091 (8th Cir. 1995) (employer had no duty to investigate reasonable accommodation despite the fact that the employee's sister notified the employer that the employee "was mentally falling apart and the family was trying to get her into the hospital").

The employer should be receptive to any relevant information or requests it receives from a third party acting on the individual's behalf because the reasonable accommodation process presumes open communication in order to help the employer make an informed decision. See 29 C.F.R. §§ 1630.2(o), 1630.9 (1997); 29 C.F.R. pt. 1630 app. §§ 1630.2(o), 1630.9 (1997).

22. Although individuals with disabilities are not required to keep records, they may find it useful to document requests for reasonable accommodation in the event there is a dispute about whether or when they requested accommodation. Employers, however, must keep all employment records, including records of requests for reasonable accommodation, for one year from the making of the record or the personnel action involved, whichever occurs later. If a charge is filed, records must be preserved until the charge is resolved. 29 C.F.R. § 1602.14 (1997).

23. Cf. Masterson v. Yellow Freight Sys., Inc., Nos. 98-6126, 98-6025, 1998 WL 856143 (10th Cir. Dec. 11, 1998) (fact that an employee with a disability does not need a reasonable accommodation all the time does not relieve employer from providing an accommodation for the period when he does need one).

24. See 29 C.F.R. § 1630.2(o)(3) (1997); 29 C.F.R. pt. 1630 app. §§ 1630.2(o), 1630.9 (1997); see also Haschmann v. Time Warner Entertainment Co., 151 F.3d 591, 601, 8 AD Cas. (BNA) 692, 700 (7th Cir. 1998); Dalton v. Subaru-Isuzu, 141 F.3d 667, 677, 7 AD Cas. (BNA) 1872, 1880-81 (7th Cir. 1998). The appendix to the regulations at § 1630.9 provides a detailed discussion of the reasonable accommodation process.

Engaging in an interactive process helps employers to discover and provide reasonable accommodation. Moreover, in situations where an employer fails to provide a reasonable accommodation (and undue hardship would not be a valid defense), evidence that the employer engaged in an interactive process can demonstrate a "good faith" effort which can protect an employer from having to pay punitive and certain compensatory damages. See 42 U.S.C. § 1981a(a)(3) (1994).

25. The burden-shifting framework outlined by the Supreme Court in US Airways, Inc. v. Barnett, 535 U.S., 122 S. Ct. 1516, 1523 (2002), does not affect the interactive process between an employer and an individual seeking reasonable accommodation. See pages 61-62, infra, for a further discussion.

26. See 29 C.F.R. pt. 1630 app. § 1630.9 (1997). The Appendix to this Guidance provides a list of resources to identify possible accommodations.

27. 29 C.F.R. pt. 1630 app. § 1630.9 (1997); see also EEOC Enforcement Guidance: Preemployment Disability-Related Questions and Medical Examinations at 6, 8 FEP Manual (BNA) 405:7191, 7193 (1995) [hereinafter Preemployment Questions and Medical Examinations]; EEOC Enforcement Guidance: The Americans with Disabilities Act and Psychiatric Disabilities at 22-23, 8 FEP Manual (BNA) 405:7461, 7472-73 (1997) [hereinafter ADA and Psychiatric Disabilities]. Although the latter Enforcement

Guidance focuses on psychiatric disabilities, the legal standard under which an employer may request documentation applies to disabilities generally.

When an employee seeks leave as a reasonable accommodation, an employer's request for documentation about disability and the need for leave may overlap with the certification requirements of the Family and Medical Leave Act (FMLA), 29 C.F.R. §§ 825.305-.306, 825.310-.311 (1997).

28. Since a doctor cannot disclose information about a patient without his/her permission, an employer must obtain a release from the individual that will permit his/her doctor to answer questions. The release should be clear as to what information will be requested. Employers must maintain the confidentiality of all medical information collected during this process, regardless of where the information comes from. See Question 42 and note 111, infra.

29. See Question 9, infra, for information on choosing between two or more effective accommodations.

30. This employee also might be covered under the Family and Medical Leave Act, and if so, the employer would need to comply with the requirements of that statute.

31. See Templeton v. Neodata Servs., Inc., No. 98-1106, 1998 WL 852516 (10th Cir. Dec. 10, 1998); Beck v. Univ. of Wis. Bd. of Regents, 75 F.3d 1130, 1134, 5 AD Cas. (BNA) 304, 307 (7th Cir. 1996); McAlpin v. National Semiconductor Corp., 921 F. Supp. 1518, 1525, 5 AD Cas. (BNA) 1047, 1052 (N.D. Tex. 1996).

32. See Hendricks-Robinson v. Excel Corp., 154 F.3d 685, 700, 8 AD Cas. (BNA) 875, 887 (7th Cir. 1998).

33. If an individual provides sufficient documentation to show the existence of an ADA disability and the need for reasonable accommodation, continued efforts by the employer to require that the individual see the employer's health professional could be considered retaliation.

34. Employers also may consider alternatives like having their health professional consult with the individual's health professional, with the employee's consent.

35. See 29 C.F.R. pt. 1630 app. § 1630.9 (1997); see also Stewart v. Happy Herman's Cheshire Bridge, Inc., 117 F.3d 1278, 1285-86, 6 AD Cas. (BNA) 1834, 1839 (11th Cir. 1997); Hankins v. The Gap, Inc., 84 F.3d 797, 800, 5 AD Cas. (BNA) 924, 926-27 (6th Cir.

1996); Gile v. United Airlines, Inc., 95 F.3d 492, 499, 5 AD Cas. (BNA) 1466, 1471 (7th Cir. 1996).

36. 29 C.F.R. pt. 1630 app. §1630.9 (1997).

37. See Dalton v. Subaru-Isuzu Automotive, Inc., 141 F.3d 667, 677, 7 AD Cas. (BNA) 1872, 1880 (7th Cir. 1998).

38. In determining whether there has been an unnecessary delay in responding to a request for reasonable accommodation, relevant factors would include: (1) the reason(s) for the delay, (2) the length of the delay, (3) how much the individual with a disability and the employer each contributed to the delay, (4) what the employer was doing during the delay, and (5) whether the required accommodation was simple or complex to provide.

39. See 29 C.F.R. pt. 1630 app. § 1630.9 (1997); see also Hankins v. The Gap, Inc., 84 F.3d 797, 801, 5 AD Cas. (BNA) 924, 927 (6th Cir. 1996).

40. 42 U.S.C. § 12112(d)(2)(A) (1994); 29 C.F.R. § 1630.13(a) (1997). For a thorough discussion of these requirements, see Preemployment Questions and Medical Examinations, supra note 27, at 6-8, 8 FEP Manual (BNA) 405:7193-94.

41. 42 U.S.C. § 12112(d)(3) (1994); 29 C.F.R. § 1630.14(b) (1997); see also Preemployment Questions and Medical Examinations, supra note 27, at 20, 8 FEP Manual (BNA) 405:7201.

42. See Question 12, supra, for the circumstances under which an employer may ask an applicant whether s/he will need reasonable accommodation to perform specific job functions.

43. The discussions and examples in this section assume that there is only one effective accommodation and that the reasonable accommodation will not cause undue hardship.

44. See 29 C.F.R. pt. 1630 app. § 1630.9 (1997).

45. 42 U.S.C. §§ 12181(7), 12182(1)(A), (2)(A)(iii) (1994).

46. The discussions and examples in this section assume that there is only one effective accommodation and that the reasonable accommodation will not cause undue hardship.

The types of reasonable accommodations discussed in this section are not exhaustive. For example, employees with disabilities may request reasonable accommodations to modify the work environment, such as changes to the ventilation system or relocation of a work space.

See the Appendix for additional resources to identify other possible reasonable accommodations.

47. 42 U.S.C. § 12111(9)(B) (1994); 29 C.F.R. pt. 1630 app. §§ 1630.2(o), 1630.9 (1997); see Benson v. Northwest Airlines, Inc., 62 F.3d 1108, 1112-13, 4 AD Cas. (BNA) 1234, 1236-37 (8th Cir. 1995).

48. 29 C.F.R. pt. 1630 app. § 1630.2(o) (1997). See Cehrs v. Northeast Ohio Alzheimer's, 155 F.3d 775, 782, 8 AD Cas. (BNA) 825, 830-31 (6th Cir. 1998).

An employee who needs leave, or a part-time or modified schedule, as a reasonable accommodation also may be entitled to leave under the Family and Medical Leave Act. See Questions 21 and 23, infra.

49. See A Technical Assistance Manual on the Employment Provisions (Title I) of the Americans with Disabilities Act, at 3.10(4), 8 FEP Manual (BNA) 405:6981, 7011 (1992) [hereinafter TAM].

50. 42 U.S.C. § 12111(9)(B) (1994); 29 C.F.R. § 1630.2(o)(2)(ii) (1997). See US Airways, Inc. v. Barnett, 535 U.S., 122 S. Ct. 1516, 1521 (2002). See also Question 24, infra. While undue hardship cannot be based solely on the existence of a no-fault leave policy, the employer may be able to show undue hardship based on an individualized assessment showing the disruption to the employer's operations if additional leave is granted beyond the period allowed by the policy. In determining whether undue hardship exists, the employer should consider how much additional leave is needed (e.g., two weeks, six months, one year?).

51. See Schmidt v. Safeway Inc., 864 F. Supp. 991, 996-97, 3 AD Cas. (BNA) 1141, 1145-46 (D. Or. 1994); Corbett v. National Products Co., 4 AD Cas. (BNA) 987, 990 (E.D. Pa. 1995).

52. See EEOC Enforcement Guidance: Workers' Compensation and the ADA at 16, 8 FEP Manual (BNA) 405:7391, 7399 (1996) [hereinafter Workers' Compensation and the ADA]. See also pp. 37-45, infra, for information on reassignment as a reasonable accommodation.

53. Cf. Kiel v. Select Artificials, 142 F.3d 1077, 1080, 8 AD Cas. (BNA) 43, 44 (8th Cir. 1998).

54. See Criado v. IBM, 145 F.3d 437, 444-45, 8 AD Cas. (BNA) 336, 341 (1st Cir. 1998).

55. But see Matthews v. Commonwealth Edison Co., 128 F.3d 1194, 1197-98, 7 AD Cas. (BNA) 1651, 1653-54 (7th Cir. 1997) (an employee who, because of a heart attack, missed several months of work and returned on a part-time basis until health permitted him to work full-time, could be terminated during a RIF based on his lower productivity). In reaching this decision, the Seventh Circuit failed to consider that the employee needed leave and a modified schedule as reasonable accommodations for his disability, and that the accommodations became meaningless when he was penalized for using them.

56. If an employee, however, qualifies for leave under the Family and Medical Leave Act, an employer may not require him/her to remain on the job with an adjustment in lieu of taking leave. See 29 C.F.R. § 825.702(d)(1) (1997).

57. See Question 9, supra.

58. For more detailed information on issues raised by the interplay between these statutes, refer to the FMLA/ADA Fact Sheet listed in the Appendix.

59. Employers should remember that many employees eligible for FMLA leave will not be entitled to leave as a reasonable accommodation under the ADA, either because they do not meet the ADA's definition of disability or, if they do have an ADA disability, the need for leave is unrelated to that disability.

60. 29 C.F.R. §§ 825.214(a), 825.215 (1997).

61. For further information on the undue hardship factors, see infra pp. 55-56.

62. 29 C.F.R. § 825.702(c)(4) (1997).

63. 42 U.S.C. §12111 (9) (B) (1994); see Ralph v. Lucent Technologies, Inc., 135 F.3d 166, 172, 7 AD Cas. (BNA) 1345, 1349 (1st Cir. 1998) (a modified schedule is a form of reasonable accommodation).

64. See US Airways, Inc. v. Barnett, 535 U.S., 122 S. Ct. 1516, 1521 (2002).

65. Certain courts have characterized attendance as an "essential function." See, e.g., Carr v. Reno, 23 F.3d 525, 530, 3 AD Cas. (BNA) 434, 438 (D.C. Cir. 1994); Jackson v. Department of Veterans Admin., 22 F.3d 277, 278-79, 3 AD Cas. (BNA) 483, 484 (11th Cir. 1994). Attendance, however, is not an essential function as defined by the ADA

because it is not one of "the fundamental job duties of the employment position." 29 C.F.R. § 1630.2(n)(1) (1997) (emphasis added). As the regulations make clear, essential functions are duties to be performed. 29 C.F.R. § 1630.2(n)(2) (1997). See Haschmann v. Time Warner Entertainment Co., 151 F.3d 591, 602, 8 AD Cas. (BNA) 692, 701 (7th Cir. 1998); Cehrs v. Northeast Ohio Alzheimer's, 155 F.3d 775, 782-83, 8 AD Cas. (BNA) 825, 830-31 (6th Cir. 1998).

On the other hand, attendance is relevant to job performance and employers need not grant all requests for a modified schedule. To the contrary, if the time during which an essential function is performed is integral to its successful completion, then an employer may deny a request to modify an employee's schedule as an undue hardship.

66. Employers covered under the Family and Medical Leave Act (FMLA) should determine whether any denial of leave or a modified schedule is also permissible under that law. See 29 C.F.R. § 825.203 (1997).

67. For more detailed information on issues raised by the interplay between these statutes, refer to the FMLA/ADA Fact Sheet listed in the Appendix.

68. See infra pp. 37-45 for more information on reassignment, including under what circumstances an employer and employee may voluntarily agree that a transfer is preferable to having the employee remain in his/her current position.

69. 29 C.F.R. § 825.204 (1997); see also special rules governing intermittent leave for instructional employees at §§ 825.601, 825.602.

70. 29 C.F.R. §§ 825.209, 825.210 (1997).

71. 42 U.S.C. § 12111(9)(B) (1994); 29 C.F.R. § 1630.2(o)(2)(ii) (1997). See US Airways, Inc. v. Barnett, 535 U.S., 122 S. Ct. 1516, 1521 (2002).

72. See Dutton v. Johnson County Bd. of Comm'rs, 868 F. Supp. 1260, 1264-65, 3 AD Cas. (BNA) 1614, 1618 (D. Kan. 1994).

73. See 29 C.F.R. pt. 1630 app. § 1630.15(b), (c) (1997). See also Question 17, supra.

74. But cf. Miller v. Nat'l Casualty Co., 61 F.3d 627, 629-30, 4 AD Cas. (BNA) 1089, 1090 (8th Cir. 1995) (court refuses to find that employee's sister had requested reasonable accommodation despite the fact that the sister informed the employer that the employee was having a medical crisis necessitating emergency hospitalization).

75. For information on how reassignment may apply to employers who provide light duty positions, see Workers' Compensation and the ADA, supra note 52, at 20-23, 8 FEP Manual (BNA) 405:7401-03.

76. 42 U.S.C. § 12111(9)(B) (1994); 29 C.F.R. § 1630.2(o)(2)(ii) (1997). See Benson v. Northwest Airlines, Inc., 62 F.3d 1108, 1114, 4 AD Cas. (BNA) 1234, 1238 (8th Cir. 1995); Monette v. Electronic Data Sys. Corp., 90 F.3d 1173, 1187, 5 AD Cas. (BNA) 1326, 1338 (6th Cir. 1996); Gile v. United Airlines, Inc., 95 F.3d 492, 498, 5 AD Cas. (BNA) 1466, 1471 (7th Cir. 1996).

Reassignment is available only to employees, not to applicants. 29 C.F.R. pt. 1630 app. § 1630.2(o) (1997).

77. 29 C.F.R. pt. 1630 app. § 1630.2(o) (1997); see Haysman v. Food Lion, Inc., 893 F. Supp. 1092, 1104, 4 AD Cas. (BNA) 1297, 1305 (S.D. Ga. 1995).

Some courts have found that an employee who is unable to perform the essential functions of his/her current position is unqualified to receive a reassignment. See, e.g., Schmidt v. Methodist Hosp. of Indiana, Inc., 89 F.3d 342, 345, 5 AD Cas. (BNA) 1340, 1342 (7th Cir. 1996); Pangalos v. Prudential Ins. Co. of Am., 5 AD Cas. (BNA) 1825, 1826 (E.D. Pa. 1996). These decisions, however, nullify Congress' inclusion of reassignment in the ADA. An employee requires a reassignment only if s/he is unable to continue performing the essential functions of his/her current position, with or without reasonable accommodation. Thus, an employer must provide reassignment either when reasonable accommodation in an employee's current job would cause undue hardship or when it would not be possible. See Aka v. Washington Hosp. Ctr.,156 F.3d 1284, 1300-01, 8 AD Cas. (BNA) 1093, 1107-08 (D.C. Cir. 1998); Dalton v. Subaru-Isuzu Automotive, Inc., 141 F.3d 667, 678, 7 AD Cas. (BNA) 1872, 1880 (7th Cir. 1998); see also ADA and Psychiatric Disabilities, supra note 27, at 28, 8 FEP Manual (BNA) 405:7476; Workers' Compensation and the ADA, supra note 52, at 17-18, 8 FEP Manual (BNA) 405:7399-7400.

78. 29 C.F.R. § 1630.2(m) (1997); 29 C.F.R. pt. 1630 app. §§ 1630.2(m), 1630.2(o)(1997). See Stone v. Mount Vernon, 118 F.3d 92, 100-01, 6 AD Cas. (BNA) 1685, 1693 (2d Cir. 1997).

79. See Quintana v. Sound Distribution Corp., 6 AD Cas. (BNA) 842, 846 (S.D.N.Y. 1997).

80. See 29 C.F.R. pt. 1630 app. §1630.2(o) (1997); Senate Report, supra note 6, at 31; House Education and Labor Report, supra note 6, at 63.

81. For suggestions on what the employee can do while waiting for a position to become vacant within a reasonable amount of time, see note 89, infra.

82. See 29 C.F.R. pt. 1630 app. § 1630.2(o) (1997); see also White v. York Int'l Corp., 45 F.3d 357, 362, 3 AD Cas. (BNA) 1746, 1750 (10th Cir. 1995).

83. See 29 C.F.R. pt. 1630 app. § 1630.2(o) (1997).

84. See US Airways, Inc. v. Barnett, 535 U.S., 122 S. Ct. 1516, 1521, 1524 (2002); see also Aka v. Washington Hosp. Ctr., 156 F.3d 1284, 1304-05, 8 AD Cas. (BNA) 1093, 1110-11 (D.C. Cir. 1998); United States v. Denver, 943 F. Supp. 1304, 1312, 6 AD Cas. (BNA) 245, 252 (D. Colo. 1996). See also Question 24, supra.

85. 42 U.S.C. § 12111(9)(B) (1994); 29 C.F.R. § 1630.2(o)(2)(ii) (1997); see Hendricks-Robinson v. Excel Corp., 154 F.3d 685, 695, 8 AD Cas. (BNA) 875, 883 (7th Cir. 1998); see generally Dalton v. Subaru-Isuzu Automotive, Inc., 141 F.3d 667, 677-78, 7 AD Cas. (BNA) 1872, 1880-81 (7th Cir. 1998).

86. See Gile v. United Airlines, Inc., 95 F.3d 492, 499, 5 AD Cas. (BNA) 1466, 1472 (7th Cir. 1996); see generally United States v. Denver, 943 F. Supp. 1304, 1311-13, 6 AD Cas. (BNA) 245, 251-52 (D. Colo. 1996).

Some courts have limited the obligation to provide a reassignment to positions within the same department or facility in which the employee currently works, except when the employer's standard practice is to provide inter-department or inter-facility transfers for all employees. See, e.g., Emrick v. Libbey-Owens-Ford Co., 875 F. Supp. 393, 398, 4 AD Cas.(BNA) 1, 4-5 (E.D. Tex. 1995). However, the ADA requires modification of workplace policies, such as transfer policies, as a form of reasonable accommodation. See Question 24, supra. Therefore, policies limiting transfers cannot be a per se bar to reassigning someone outside his/her department or facility. \ Furthermore, the ADA requires employers to provide reasonable accommodations, including reassignment, regardless of whether such accommodations are routinely granted to non-disabled employees. See Question 26, supra.

87. See Hendricks-Robinson v. Excel Corp., 154 F.3d 685, 695-96, 697-98, 8 AD Cas. (BNA) 875, 883, 884 (7th Cir. 1998) (employer cannot mislead disabled employees who need reassignment about full range of vacant positions; nor can it post vacant positions for such a short period of time that disabled employees on medical leave have no realistic chance to learn about them); Mengine v. Runyon, 114 F.3d 415, 420, 6 AD Cas. (BNA) 1530, 1534 (3d Cir. 1997) (an employer has a duty to make reasonable efforts to

assist an employee in identifying a vacancy because an employee will not have the ability or resources to identify a vacant position absent participation by the employer); Woodman v. Runyon, 132 F.3d 1330, 1344, 7 AD Cas. (BNA) 1189, 1199 (10th Cir. 1997) (federal employers are far better placed than employees to investigate in good faith the availability of vacant positions).

88. See Dalton v. Subaru-Isuzu Automotive, Inc., 141 F.3d 667, 678, 7 AD Cas. (BNA)1872, 1881 (7th Cir. 1998) (employer must first identify full range of alternative positions and then determine which ones employee qualified to perform, with or without reasonable accommodation); Hendricks-Robinson v. Excel Corp., 154 F.3d 685, 700, 8 AD Cas. (BNA) 875, 886-87 (7th Cir. 1998) (employer's methodology to determine if reassignment is appropriate does not constitute the "interactive process" contemplated by the ADA if it is directive rather than interactive); Mengine v. Runyon, 114 F.3d 415, 419-20, 6 AD Cas. (BNA) 1530, 1534 (3d Cir. 1997) (once an employer has identified possible vacancies, an employee has a duty to identify which one he is capable of performing).

89. If it will take several weeks to determine whether an appropriate vacant position exists, the employer and employee should discuss the employee's status during that period. There are different possibilities depending on the circumstances, but they may include: use of accumulated paid leave, use of unpaid leave, or a temporary assignment to a light duty position. Employers also may choose to take actions that go beyond the ADA's requirements, such as eliminating an essential function of the employee's current position, to enable an employee to continue working while a reassignment is sought.

90. 42 U.S.C. § 12111(9)(b) (1994); 29 C.F.R. pt. 1630 app. § 1630.2(o) (1997). See Senate Report, supra note 6, at 31 ("If an employee, because of disability, can no longer perform the essential functions of the job that she or he has held, a transfer to another vacant job for which the person is qualified may prevent the employee from being out of work and the employer from losing a valuable worker."). See Wood v. County of Alameda, 5 AD Cas. (BNA) 173, 184 (N.D. Cal. 1995) (when employee could no longer perform job because of disability, she was entitled to reassignment to a vacant position, not simply an opportunity to "compete"); cf. Aka v. Washington Hosp. Ctr., 156 F.3d 1284, 1304-05, 8 AD Cas. (BNA) 1093, 1110-11 (D.C. Cir. 1998) (the court, in interpreting a collective bargaining agreement provision authorizing reassignment of disabled employees, states that "[a]n employee who is allowed to compete for jobs precisely like any other applicant has not been "reassigned"); United States v. Denver, 943 F. Supp. 1304, 1310-11, 6 AD Cas. (BNA) 245, 250 (D. Colo. 1996) (the ADA requires

employers to move beyond traditional analysis and consider reassignment as a method of enabling a disabled worker to do a job).

Some courts have suggested that reassignment means simply an opportunity to compete for a vacant position. See, e.g., Daugherty v. City of El Paso, 56 F.3d 695, 700, 4 AD Cas. (BNA) 993, 997 (5th Cir. 1995). Such an interpretation nullifies the clear statutory language stating that reassignment is a form of reasonable accommodation. Even without the ADA, an employee with a disability may have the right to compete for a vacant position.

91. 29 C.F.R. pt. 1630 app. § 1630.2(o) (1997).

92. See US Airways, Inc. v. Barnett, 535 U.S., 122 S. Ct. 1516, 1524-25 (2002).

93. Id.

94. Id. at 1525. In a lawsuit, the plaintiff/employee bears the burden of proof to show the existence of "special circumstances" that warrant a jury's finding that a reassignment is "reasonable" despite the presence of a seniority system. If an employee can show "special circumstances," then the burden shifts to the employer to show why the reassignment would pose an undue hardship. See id.

95. Id.

96. Id. The Supreme Court made clear that these two were examples of "special circumstances" and that they did not constitute an exhaustive list of examples. Furthermore, Justice Stevens, in a concurring opinion, raised additional issues that could be relevant to show special circumstances that would make it reasonable for an employer to make an exception to its seniority system. See id. at 1526.

97. The discussions and examples in this section assume that there is only one effective accommodation and that the reasonable accommodation will not cause an undue hardship.

98. See Ralph v. Lucent Technologies, Inc., 135 F.3d 166, 171, 7 AD Cas. (BNA) 1345, 1349 (1st Cir. 1998).

99. For a discussion on ways to modify supervisory methods, see ADA and Psychiatric Disabilities, supra note 27, at 26-27, 8 FEP Manual (BNA) 405:7475.

100. See 29 C.F.R. § 1630.2(o)(1)(ii), (2)(ii) (1997) (modifications or adjustments to the manner or circumstances under which the position held or desired is customarily performed that enable a qualified individual with a disability to perform the essential functions).

101. Courts have differed regarding whether "work-at-home" can be a reasonable accommodation. Compare Langon v. Department of Health and Human Servs., 959 F.2d 1053, 1060, 2 AD Cas. (BNA) 152, 159 (D.C. Cir. 1992); Anzalone v. Allstate Insurance Co., 5 AD Cas. (BNA) 455, 458 (E.D. La. 1995); Carr v. Reno, 23 F.3d 525, 530, 3 AD Cas. (BNA) 434, 437-38 (D.D.C. 1994), with Vande Zande v. Wisconsin Dep't of Admin., 44 F.3d 538, 545, 3 AD Cas. (BNA) 1636, 1640 (7th Cir. 1995). Courts that have rejected working at home as a reasonable accommodation focus on evidence that personal contact, interaction, and coordination are needed for a specific position. See, e.g., Whillock v. Delta Air Lines, 926 F. Supp. 1555, 1564, 5 AD Cas. (BNA) 1027 (N.D. Ga. 1995), aff'd, 86 F.3d 1171, 7 AD Cas. (BNA) 1267 (11th Cir. 1996); Misek-Falkoff v. IBM Corp., 854 F. Supp. 215, 227-28, 3 AD Cas. (BNA) 449, 457-58 (S.D.N.Y. 1994), aff'd, 60 F.3d 811, 6 AD Cas. (BNA) 576 (2d Cir. 1995).

102. See 29 C.F.R. § 1630.15(d) (1997).

103. See Siefken v. Arlington Heights, 65 F.3d 664, 666, 4 AD Cas. (BNA) 1441, 1442 (7th Cir. 1995). Therefore, it may be in the employee's interest to request a reasonable accommodation before performance suffers or conduct problems occur. For more information on conduct standards, including when they are job-related and consistent with business necessity, see ADA and Psychiatric Disabilities, supra note 27, at 29-32, 8 FEP Manual (BNA) 405:7476-78.

An employer does not have to offer a "firm choice" or a "last chance agreement" to an employee who performs poorly or who has engaged in misconduct because of alcoholism. "Firm choice" or "last chance agreements" involve excusing past performance or conduct problems resulting from alcoholism in exchange for an employee's receiving substance abuse treatment and refraining from further use of alcohol. Violation of such an agreement generally warrants termination. Since the ADA does not require employers to excuse poor performance or violation of conduct standards that are job-related and consistent with business necessity, an employer has no obligation to provide "firm choice" or a "last chance agreement" as a reasonable accommodation. See Johnson v. Babbitt, EEOC Docket No. 03940100 (March 28, 1996). However, an employer may choose to offer an employee a "firm choice" or a "last chance agreement."

104. See ADA and Psychiatric Disabilities, supra note 27, at 31-32, 8 FEP Manual (BNA) 405:7477-78.

105. See Robertson v. The Neuromedical Ctr., 161 F.3d 292, 296 (5th Cir. 1998); see also ADA and Psychiatric Disabilities, supra note 27, at 27-28, 8 FEP Manual (BNA) 405:7475.

106. While from an employer's perspective it may appear that an employee is "failing" to use medication or follow a certain treatment, such questions can be complex. There are many reasons why a person would choose to forgo treatment, including expense and serious side effects.

107. See Vande Zande v. Wisconsin Dep't of Admin., 44 F.3d 538, 544, 3 AD Cas. (BNA) 1636, 1639 (7th Cir. 1995).

108. See 29 C.F.R. pt. 1630 app. § 1630.9 (1997); see also House Judiciary Report, supra note 6, at 39; House Education and Labor Report, supra note 6, at 65; Senate Report, supra note 6, at 34.

See, e.g., Taylor v. Principal Fin. Group, Inc., 93 F.3d 155, 165, 5 AD Cas. (BNA) 1653, 1659 (5th Cir. 1996); Tips v. Regents of Texas Tech Univ., 921 F. Supp. 1515, 1518 (N.D. Tex. 1996); Cheatwood v. Roanoke Indus., 891 F. Supp. 1528, 1538, 5 AD Cas. (BNA) 141, 147 (N.D. Ala. 1995); Mears v. Gulfstream Aerospace Corp., 905 F. Supp. 1075, 1080, 5 AD Cas. (BNA) 1295, 1300 (S.D. Ga. 1995), aff'd, 87 F.3d 1331, 6 AD Cas. (BNA) 1152 (11th Cir. 1996). But see Schmidt v. Safeway Inc., 864 F. Supp. 991, 997, 3 AD Cas. (BNA) 1141, 1146-47 (D. Or. 1994) (employer had obligation to provide reasonable accommodation because it knew of the employee's alcohol problem and had reason to believe that an accommodation would permit the employee to perform the job).

An employer may not assert that it never received a request for reasonable accommodation, as a defense to a claim of failure to provide reasonable accommodation, if it actively discouraged an individual from making such a request.

For more information about an individual requesting reasonable accommodation, see Questions 1-4, supra.

109. See Question 5, supra, for information on the interactive process.

110. 29 C.F.R. pt. 1630 app. § 1630.9 (1997).

111. 42 U.S.C. § 12112(d)(3)(B), (d)(4)(C) (1994); 29 C.F.R. § 1630.14(b)(1) (1997). The limited exceptions to the ADA confidentiality requirements are:

(1) supervisors and managers may be told about necessary restrictions on the work or duties of the employee and about necessary accommodations; (2) first aid and safety personnel may be told if the disability might require emergency treatment; and (3) government officials investigating compliance with the ADA must be given relevant information on request. In addition, the Commission has interpreted the ADA to allow employers to disclose medical information in the following circumstances: (1) in accordance with state workers' compensation laws, employers may disclose information to state workers' compensation offices, state second injury funds, or workers' compensation insurance carriers; and (2) employers are permitted to use medical information for insurance purposes. See 29 C.F.R. pt. 1630 app. §1630.14(b) (1997); Preemployment Questions and Medical Examinations, supra note 27, at 23, 8 FEP Manual (BNA) 405:7201; Workers' Compensation and the ADA, supra note 52, at 7, 8 FEP Manual (BNA) 405:7394.

112. The discussions and examples in this section assume that there is only one effective accommodation.

113. See 29 C.F.R. pt. 1630 app. §1630.15(d) (1996); see also Stone v. Mount Vernon, 118 F.3d 92, 101, 6 AD Cas. (BNA) 1685, 1693 (2d Cir. 1997) (an employer who has not hired any persons with disabilities cannot claim undue hardship based on speculation that if it were to hire several people with disabilities it may not have sufficient staff to perform certain tasks); Bryant v. Better Business Bureau of Greater Maryland, 923 F. Supp. 720, 735, 5 AD Cas. (BNA) 625, 634 (D. Md. 1996).

114. See 42 U.S.C. § 12111(10)(B) (1994); 29 C.F.R. § 1630.2(p)(2) (1997); 29 C.F.R. pt. 1630 app. § 1630.2(p) (1997); TAM, supra note 49, at 3.9, 8 FEP Manual (BNA) 405:7005-07.

115. See Senate Report, supra note 6, at 36; House Education and Labor Report, supra note 6, at 69. See also 29 C.F.R. pt. 1630 app. § 1630.2(p) (1997).

116. See the Appendix on how to obtain information about the tax credit and deductions.

117. See 29 C.F.R. pt. 1630 app. § 1630.15(d) (1997).

118. Failure to transfer marginal functions because of its negative impact on the morale of other employees also could constitute disparate treatment when similar morale problems do not stop an employer from reassigning tasks in other situations.

119. See Haschmann v. Time Warner Entertainment Co., 151 F.3d 591, 600-02, 8 AD Cas. (BNA) 692, 699-701 (7th Cir. 1998).

120. See Criado v. IBM, 145 F.3d 437, 444-45, 8 AD Cas. (BNA) 336, 341 (1st Cir. 1998).

121. The ADA's definition of undue hardship does not include any consideration of a cost-benefit analysis. See 42 U.S.C. § 12111(10) (1994); see also House Education and Labor Report, supra note 6, at 69 ("[T]he committee wishes to make clear that the fact that an accommodation is used by only one employee should not be used as a negative factor counting in favor of a finding of undue hardship.").

Furthermore, the House of Representatives rejected a cost-benefit approach by defeating an amendment which would have presumed undue hardship if a reasonable accommodation cost more than 10% of the employee's annual salary. See 136 Cong. Rec. H2475 (1990), see also House Judiciary Report, supra note 6, at 41; 29 C.F.R. pt. 1630 app. § 1630.15(d) (1997).

Despite the statutory language and legislative history, some courts have applied a cost-benefit analysis. See, e.g., Monette v. Electronic Data Sys. Corp., 90 F.3d 1173, 1184 n.10, 5 AD Cas. (BNA) 1326, 1335 n.10 (6th Cir. 1996); Vande Zande v. Wisconsin Dep't of Admin., 44 F.3d 538, 543, 3 AD Cas. (BNA) 1636, 1638-39 (7th Cir. 1995).

122. See 42 U.S.C. § 12112(b)(2) (1994); 29 C.F.R. § 1630.6 (1997) (prohibiting an employer from participating in a contractual relationship that has the effect of subjecting qualified applicants or employees with disabilities to discrimination).

123. See 42 U.S.C. § 12203(b) (1994); 29 C.F.R. § 1630.12(b) (1997).

124. For example, under Title III of the ADA a private entity that owns a building in which goods and services are offered to the public has an obligation, subject to certain limitations, to remove architectural barriers so that people with disabilities have equal access to these goods and services. 42 U.S.C.

§ 12182(b)(2)(A)(iv) (1994). Thus, the requested modification may be something that the property owner should have done to comply with Title III.

125. US Airways, Inc. v. Barnett, 535 U.S., 122 S. Ct. 1516, 1523 (2002).

126. Id.

127. See Questions 5-10 for a discussion of the interactive process.

21G

Crohn's disease

Overview

Print

Crohn's disease is a type of inflammatory bowel disease (IBD). It causes inflammation of your digestive tract, which can lead to abdominal pain, severe diarrhea, fatigue, weight loss and malnutrition.



Colon and rectum

Inflammation caused by Crohn's disease can involve different areas of the digestive tract in different people. This inflammation often spreads into the deeper layers of the bowel.

Crohn's disease can be both painful and debilitating, and sometimes may lead to life-threatening complications.

While there's no known cure for Crohn's disease, therapies can greatly reduce its signs and symptoms and even bring about long-term remission and healing of inflammation. With treatment, many people with Crohn's disease are able to function well.

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Symptoms

In Crohn's disease, any part of your small or large intestine can be involved, and it may be continuous or may involve multiple segments. In some people, the disease is confined to the colon, which is part of the large intestine.



Digestive system

Signs and symptoms of Crohn's disease can range from mild to severe. They usually develop gradually, but sometimes will come on suddenly, without warning. You may also have periods of time when you have no signs or symptoms (remission).

When the disease is active, signs and symptoms may include:

- Diarrhea
- Fever
- Fatigue
- Abdominal pain and cramping
- Blood in your stool
- Mouth sores
- Reduced appetite and weight loss
- Pain or drainage near or around the anus due to inflammation from a tunnel into the skin (fistula)

Other signs and symptoms

People with severe Crohn's disease may also experience:

- Inflammation of skin, eyes and joints
- Inflammation of the liver or bile ducts
- Kidney stones
- Iron deficiency (anemia)
- Delayed growth or sexual development, in children

When to see a doctor

See your doctor if you have persistent changes in your bowel habits or if you have any of the signs and symptoms of Crohn's disease, such as:

- Abdominal pain
- Blood in your stool
- Nausea and vomiting
- Ongoing bouts of diarrhea that don't respond to over-the-counter (OTC) medications
- Unexplained fever lasting more than a day or two
- Unexplained weight loss

More Information

Crohn's disease care at Mayo Clinic

Crohn's disease symptom: Is fatigue common?

Request an Appointment at Mayo Clinic

Causes

The exact cause of Crohn's disease remains unknown. Previously, diet and stress were suspected, but now doctors know that these factors may aggravate, but don't cause, Crohn's disease. Several factors, such as heredity and a malfunctioning immune system, likely play a role in its development.

- **Immune system.** It's possible that a virus or bacterium may trigger Crohn's disease; however, scientists have yet to identify such a trigger. When your immune system tries to fight off the invading microorganism, an abnormal immune response causes the immune system to attack the cells in the digestive tract, too.
- **Heredity.** Crohn's is more common in people who have family members with the disease, so genes may play a role in making people more susceptible. However, most people with Crohn's disease don't have a family history of the disease.

Risk factors

Risk factors for Crohn's disease may include:

- **Age.** Crohn's disease can occur at any age, but you're likely to develop the condition when you're young. Most people who develop Crohn's disease are diagnosed before they're around 30 years old.
- **Ethnicity.** Although Crohn's disease can affect any ethnic group, whites have the highest risk, especially people of Eastern European (Ashkenazi) Jewish descent. However, the incidence of Crohn's disease is increasing among Black people who live in North America and the United Kingdom.
- **Family history.** You're at higher risk if you have a first-degree relative, such as a parent, sibling or child, with the disease. As many as 1 in 5 people with Crohn's disease has a family member with the disease.
- **Cigarette smoking.** Cigarette smoking is the most important controllable risk factor for developing Crohn's disease. Smoking also leads to more-severe disease and a greater risk of having surgery. If you smoke, it's important to stop.
- **Nonsteroidal anti-inflammatory medications.** These include ibuprofen (Advil, Motrin IB, others), naproxen sodium (Aleve), diclofenac sodium and others. While they do not cause Crohn's disease, they can lead to inflammation of the bowel that makes Crohn's disease worse.

Complications

Crohn's disease may lead to one or more of the following complications:

- **Bowel obstruction.** Crohn's disease can affect the entire thickness of the intestinal wall. Over time, parts of the bowel can scar and narrow, which may block the flow of digestive contents. You may require surgery to remove the diseased portion of your bowel.
- **Ulcers.** Chronic inflammation can lead to open sores (ulcers) anywhere in your digestive tract, including your mouth and anus, and in the genital area (perineum).
- **Fistulas.** Sometimes ulcers can extend completely through the intestinal wall, creating a fistula — an abnormal connection between different body parts. Fistulas can develop between your intestine and your skin, or between your intestine and another organ. Fistulas near or around the anal area (perianal) are the most common kind.

  When fistulas develop in the abdomen, food may bypass areas of the bowel that are necessary for absorption. Fistulas may form between loops of bowel, in the bladder or vagina, or through the skin, causing continuous drainage of bowel contents to your skin.

  In some cases, a fistula may become infected and form an abscess, which can be life-threatening if not treated.

- **Anal fissure.** This is a small tear in the tissue that lines the anus or in the skin around the anus where infections can occur. It's often associated with painful bowel movements and may lead to a perianal fistula.
- **Malnutrition.** Diarrhea, abdominal pain and cramping may make it difficult for you to eat or for your intestine to absorb enough nutrients to keep you nourished. It's also common to develop anemia due to low iron or vitamin B-12 caused by the disease.
- **Colon cancer.** Having Crohn's disease that affects your colon increases your risk of colon cancer. General colon cancer screening guidelines for people without Crohn's disease call for a colonoscopy every 10 years beginning at age 50. Ask your doctor whether you need to have this test done sooner and more frequently.
- **Other health problems.** Crohn's disease can cause problems in other parts of the body. Among these problems are anemia, skin disorders, osteoporosis, arthritis, and gallbladder or liver disease.
- **Medication risks.** Certain Crohn's disease drugs that act by blocking functions of the immune system are associated with a small risk of developing cancers such as lymphoma and skin cancers. They also increase risk of infection.

  Corticosteroids can be associated with a risk of osteoporosis, bone fractures, cataracts, glaucoma, diabetes and high blood pressure, among other conditions. Work with your doctor to determine risks and benefits of medications.
- **Blood clots.** Crohn's disease increases the risk of blood clots in veins and arteries.

By Mayo Clinic Staff

Crohn's disease care at Mayo Clinic

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21H

Live Chat Offline

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What Is an Ileostomy?

An ileostomy is an opening in the belly (abdominal wall) that's made during surgery. It's usually needed because a problem is causing the ileum to not work properly, or a disease is affecting that part of the colon and it needs to be removed. The end of the ileum (the lowest part of the small intestine) is brought through this opening to form a stoma, usually on the lower right side of the abdomen. An ileostomy may only be needed for a short time (temporary), maybe for 3 to 6 months, because that part of the colon needs time to rest and heal from a problem or disease. But sometimes a disease, such as cancer, is more serious and an ileostomy may be needed for the rest of a person's life (permanent).

A Wound Ostomy Continence nurse (WOCN or WOC nurse) will probably work with the surgeon to figure out the best location and way to care for your stoma. (A WOC nurse is a specially trained registered nurse who takes care of and teaches ostomy patients. This nurse may also be called an *ostomy nurse*.)

When you look at your stoma, you are actually looking at the lining (the *mucosa*) of your small intestine, which looks a lot like the inside lining of your cheek. The stoma will look pink to red. It's warm and moist and secretes small amounts of mucus. It will shrink shortly after surgery. It's shape will be round to oval. Some stomas may stick out a little, while others are flat against the skin.

Unlike the anus, the stoma has no valve or shut-off muscle. This means you won't be able to control stool passing from the stoma. There are no nerve endings in the stoma, so the stoma itself is not a source of pain or discomfort.

As part of this surgery, the colon (the main part of large intestine) and rectum (the lowest part of large intestine where formed stool is held until it's passed out of the body through the anus) are often removed (this is called a *colectomy*). This means that colon and rectum no longer function as they used to. Sometimes, only part of the colon and rectum are removed.

What does an ileostomy do?

After the colon and rectum are removed or bypassed, waste no longer comes out of the body through the rectum and anus. Digestive contents now leave the body through the stoma. The drainage is collected in a pouch that sticks to the skin around the stoma. The pouch is fitted to you personally. It's worn at all times and can be emptied as needed.

Ileostomy output will be liquid to pasty, depending on what you eat, your medicines, and other factors. Because the output is constant, you'll need to empty the pouch 5 to 8 times a day.

References

In its original form this document was written by the United Ostomy Association of America (1962-2019). It has since been modified and updated by the American Cancer Society using the following sources.

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Last Revised: October 16, 2019

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MAYO CLINIC

21 I

Obstructive sleep apnea

Overview

Obstructive sleep apnea is a potentially serious sleep disorder. It causes breathing to repeatedly stop and start during sleep.

There are several types of sleep apnea, but the most common is obstructive sleep apnea. This type of apnea occurs when your throat muscles intermittently relax and block your airway during sleep. A noticeable sign of obstructive sleep apnea is snoring.

Treatments for obstructive sleep apnea are available. One treatment involves using a device that uses positive pressure to keep your airway open while you sleep. Another option is a mouthpiece to thrust your lower jaw forward during sleep. In some cases, surgery may be an option too.

Obstructive sleep apnea care at Mayo Clinic

Symptoms

Signs and symptoms of obstructive sleep apnea include:

- Excessive daytime sleepiness
- Loud snoring
- Observed episodes of stopped breathing during sleep
- Abrupt awakenings accompanied by gasping or choking
- Awakening with a dry mouth or sore throat
- Morning headache
- Difficulty concentrating during the day
- Experiencing mood changes, such as depression or irritability
- High blood pressure
- Nighttime sweating
- Decreased libido

When to see a doctor

Consult a medical professional if you experience, or if your partner observes, the following:

- Snoring loud enough to disturb your sleep or that of others
- Waking up gasping or choking
- Intermittent pauses in your breathing during sleep
- Excessive daytime drowsiness, which may cause you to fall asleep while you're working, watching television or even driving a vehicle

Many people may not think of snoring as a sign of something potentially serious, and not everyone who snores has obstructive sleep apnea.

Be sure to talk to your doctor if you experience loud snoring, especially snoring that's punctuated by periods of silence. With obstructive sleep apnea, snoring usually is loudest when you sleep on your back, and it quiets when you turn on your side.

Ask your doctor about any sleep problem that leaves you chronically fatigued, sleepy and irritable. Excessive daytime drowsiness may be due to other disorders, such as narcolepsy.

Causes

Obstructive sleep apnea occurs when the muscles in the back of your throat relax too much to allow normal breathing. These muscles support structures including the back of the roof of your mouth (soft palate), the triangular piece of tissue hanging from the soft palate (uvula), the tonsils and the tongue.

When the muscles relax, your airway narrows or closes as you breathe in and breathing may be inadequate for 10 seconds or longer. This may lower the level of oxygen in your blood and cause a buildup of carbon dioxide.

Your brain senses this impaired breathing and briefly rouses you from sleep so that you can reopen your airway. This awakening is usually so brief that you don't remember it.

You can awaken with shortness of breath that corrects itself quickly, within one or two deep breaths. You may make a snorting, choking or gasping sound.

This pattern can repeat itself five to 30 times or more each hour, all night long. These disruptions impair your ability to reach the desired deep, restful phases of sleep, and you'll probably feel sleepy during your waking hours.

People with obstructive sleep apnea may not be aware that their sleep was interrupted. In fact, many people with this type of sleep apnea think they slept well all night.

Risk factors

Anyone can develop obstructive sleep apnea. However, certain factors put you at increased risk, including:

- **Excess weight.** Most but not all people with obstructive sleep apnea are overweight. Fat deposits around the upper airway may obstruct breathing. Medical conditions that are

associated with obesity, such as hypothyroidism and polycystic ovary syndrome, also can cause obstructive sleep apnea.

However, not everyone with obstructive sleep apnea is overweight and vice versa. Thin people can develop the disorder, too.

- **Narrowed airway.** You may inherit naturally narrow airways. Or your tonsils or adenoids may become enlarged, which can block your airway.
- **High blood pressure (hypertension).** Obstructive sleep apnea is relatively common in people with hypertension.
- **Chronic nasal congestion.** Obstructive sleep apnea occurs twice as often in those who have consistent nasal congestion at night, regardless of the cause. This may be due to narrowed airways.
- **Smoking.** People who smoke are more likely to have obstructive sleep apnea.
- **Diabetes.** Obstructive sleep apnea may be more common in people with diabetes.
- **Sex.** In general, men are twice as likely as premenopausal women to have obstructive sleep apnea. The frequency of obstructive sleep apnea increases in women after menopause.
- **A family history of sleep apnea.** If you have family members with obstructive sleep apnea, you may be at increased risk.
- **Asthma.** Research has found an association between asthma and the risk of obstructive sleep apnea.

Complications

Obstructive sleep apnea is considered a serious medical condition. Complications may include:

- **Daytime fatigue and sleepiness.** The repeated awakenings associated with obstructive sleep apnea make normal, restorative sleep impossible.

  People with obstructive sleep apnea often experience severe daytime drowsiness, fatigue and irritability. They may have difficulty concentrating and find themselves falling asleep at work, while watching TV or even when driving. They may also be at higher risk of work-related accidents.

  Children and young people with obstructive sleep apnea may do poorly in school and commonly have attention or behavior problems.

- **Cardiovascular problems.** Sudden drops in blood oxygen levels that occur during obstructive sleep apnea increase blood pressure and strain the cardiovascular system. Many people with obstructive sleep apnea develop high blood pressure (hypertension), which can increase the risk of heart disease.

  The more severe the obstructive sleep apnea, the greater the risk of coronary artery disease, heart attack, heart failure and stroke.

Obstructive sleep apnea increases the risk of abnormal heart rhythms (arrhythmias). These abnormal rhythms can lower blood pressure. If there's underlying heart disease, these repeated multiple episodes of arrhythmias could lead to sudden death.

- **Complications with medications and surgery.** Obstructive sleep apnea also is a concern with certain medications and general anesthesia. These medications, such as sedatives, narcotic analgesics and general anesthetics, relax your upper airway and may worsen your obstructive sleep apnea.

  If you have obstructive sleep apnea, you may experience worse breathing problems after major surgery, especially after being sedated and lying on your back. People with obstructive sleep apnea may be more prone to complications after surgery.

  Before you have surgery, tell your doctor if you have obstructive sleep apnea or symptoms related to obstructive sleep apnea. If you have obstructive sleep apnea symptoms, your doctor may test you for obstructive sleep apnea prior to surgery.

- **Eye problems.** Some research has found a connection between obstructive sleep apnea and certain eye conditions, such as glaucoma. Eye complications can usually be treated.
- **Sleep-deprived partners.** Loud snoring can keep those around you from getting good rest and eventually disrupt your relationships. Some partners may even choose to sleep in another room. Many bed partners of people who snore are sleep deprived as well.

People with obstructive sleep apnea may also complain of memory problems, morning headaches, mood swings or feelings of depression, and a need to urinate frequently at night (nocturia).

By Mayo Clinic Staff

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A-1

COMMISSIONERS
DAVID L. HINKLE
SUSAN J. THOMAS
PATSY TRECOST II

At the regular meeting of the County Commission of Harrison County held on Wednesday March 24, 2021, Commissioners Susan Thomas, David Hinkle and Patsy Trecost II were present. Also present were John Spires, County Clerk, and William A. "Willie" Parker, County Administrator. Commissioner Thomas opened the meeting and had a silent prayer and led those present in the Pledge of Allegiance to the Flag.

10:00 A.M. --- Proclamation --- Clarksburg-Harrison Health Department & Harrison County Office of Emergency Management: Commissioner Thomas read and presented the proclamation to the Clarksburg-Harrison County Health Department and Harrison County Office of Emergency Management for an outstanding job during a pandemic.

10:00 A.M. --- Special Funding Request --- Michael J. Spatafore --- Clarksburg History Museum: Michael Spatafore thanked the Commission for their support. Mr. Spatafore spoke on the progress that the museum has made in the last three years. Mr. Spatafore gave an overview of their mission to educate the public on the history of Clarksburg and encouraged everyone to visit the museum. Trecost moved to continue support and approve funding in the amount of $2,000.00. Commission concurred.

1. Public Comment Period: Donna Hogue from East View PSD, spoke on the length of vacancy at the PSD. Gary Hamrick, Director of Community Corrections & Day Report Center, spoke on the need to discuss the hiring freeze and the carry-over of vacation time.

2. Consent Agenda: Hinkle moved to approve. Commission concurred.
   CONSENT AGENDA
   A. Minutes and /or Amended Minutes of Previous Meeting
   1. March 1, 2021
   2. March 3, 2021
   3. March 10, 2021
   B. Requisitions --- Purchase Orders --- Invoices
   1. Vendor Requisition List
   C. Weekly Fiduciary Report from the County Clerk
   D. Monthly Fiduciary Commission Settlements
   E. Monthly Minutes/Financial Information from Various Boards, Committees and Public Service Districts
   1. Greater Harrison County PSD --- Meeting Agenda 03-17-2021
   F. Sheriff's Monthly Financial Statement --- February 2021

3. Payroll Change Notices: NONE

4. Exonerations --- Corrective Tickets --- Joint Property Application: Trecost moved to approve. Commission concurred.
   A. --- PP-8 --- Leah H. Weisner
   B. --- PP-9 --- Louk Builders, Jason P. Louk
   C. --- PP-10 --- Peter D. Bonasso

5. Consolidations of Land --- Segregations of Land: NONE

6. Consideration of approval of a Project Fund Requisition for the payment of costs associated with the project to be financed from proceeds of the Series 2019 Bonds issued for the Charles Pointe Economic Opportunity Development District, Series 2015 A & B (Development District No. 3 White Oaks Project No. 2) & Series 2008 A (Charles Pointe Project No. 2 – North Land Bay Improvements): Willie Parker explained the requisitons. Trecost moved to approve and for the President to sign. Commission concurred.
   A. Requisition for Payment No. 26 --- Steptoe & Johnson - $1,976.25
   B. Requisition for Payment (03-24-2021) --- Steptoe & Johnson - $32,428.86
   C. Requisition for Payment (03-16-2021) --- Harrison County Commission –$1,402.50 (Reimburse for payment to Steptoe & Johnson)
   D. Requisition for Payment (03-16-2021) --- Harrison County Commission – $14,300.44 (Reimburse for payment to Steptoe & Johnson)
   E. Requisition for Payment No. 26 --- Harrison County Commission – $6050.00 (Reimburse for payment to Steptoe & Johnson)

7. Consideration of Approval of Project Fund Requisitions for the payment of costs associated with the General Services Administration Building Project to be financed from proceeds of the Series 2020 Bonds issued for the Harrison County Building Commission: Willie Parker gave an overview of the requisition. Hinkle moved to approve and affix signature. Commission concurred.
   A. Requisition #19 --- Silling Associates --- $27,208.75

8. Review – Discuss – Consider Harrison County Courthouse Operations Plan COVID–19 Pandemic: There was discussion on Courthouse operations and change in the procedures during the pandemic. Trecost moved to discontinue the employee questionnaires and the staff at the front door and have individuals take their temperatures with the wall mounted thermometer and if it does not work then a security guard will take the temperature. Commission concurred.

9. Review – Discuss – Consider Boundary and Precinct for Shinnston City Precincts --- Adjustment for Precinct 50 (Ward 1), Precinct 51 (Ward 2) & Precinct 52 (Ward 3) --- Consolidation of Precinct #78 into Precinct #80 (St. James Gym) --- City of Clarksburg: Hinkle moved to approve. Commission concurred.

10. Review – Discuss – Consider Appointment of Thomas Bryant to Fill Vacancy Due to Resignation of Robert Dave Layton, June 30, 2021 --- East View PSD --- Term 07-01-2021 to 06-30-2027: Hinkle moved to approve the appointment. Commission concurred.

11. Review – Discuss – Consider Agreement between the Department of Arts, Culture and History for and of the Behalf of the Records Management and Preservation Board and the Harrison County Commission: Hinkle moved to approve and for the President to sign. Commission concurred.

12. Review – Discuss – Consider Hiring Freeze for All Full Time Employees except Law Enforcement Civil Service Employees: Commissioner Trecost asked to modify the hiring freeze to exclude civil service. Commissioner Hinkle wants input from all elected officials regarding this matter. Trecost moved to approve. Commissioner Trecost and Commissioner Thomas voted in favor. Commissioner Hinkle voted against. Motion passed with two in favor and one against. Commissioner Thomas stated that she feels this can be worked out.

13. Review – Discuss – Consider Procedure for Overtime Approval for Commission Department Employees: Willie Parker explained that he did not find extensive overtime for Commission employees. Commissioner Trecost wants the overtime to be approved through Willie Parker. Commissioner Hinkle questions if there is an emergency and what are the guidelines. There was discussion of what constitutes an emergency. Commissioner Hinkle asked how much is spent on overtime. There was no action taken.

10:30 A.M. --- Special Funding Request --- Wendy Jo Spurling --- Shinnston Soccer Association: Wendy Spurling spoke on the funding request and advised that the funds will be used for portable scoreboards. Trecost moved to approve funds in the amount of $1,000.00. Commission concurred.

14. Review – Discuss – Consider Approval for the Town of Lost Creek to Utilize the Rails to Trails Facility for Farmers' Market Starting April 1, 2021: Willie Parker explained the request. Commissioner Trecost moved to approve pending receipt of insurance listing the Commission as an additional insured and agreement with liability waivers. Commission concurred.

15. Review – Discuss – Consider Resolutions Authorizing the Acceptance of Section 504 of the Rehabilitation Act of 1973 and the American Disabilities Act of 1990 (ADA) Compliant Resolution Procedures and Compliant Form: Trecost moved to approve. Commission concurred.

10:45 A.M. --- Special Funding Request --- Amy Maxey --- Derek Hotsinpiller Fallen Star Memorial Run: Amy Maxey spoke on the scholarship history and race participation. Trecost moved to approve. Commission concurred.

16. Commissioner Comments – Questions:
Commissioner Hinkle presented his budget to the other Commissioners and advised that he would like feedback. Commissioner Thomas would like to review. Willie Parker discussed requested revisions to proposed budget. Commissioner Hinkle discussed his budget of keeping money in the bank and not paying off existing loans. Commissioner Thomas and Commissioner Hinkle went over budget ideas and differences. Commissioner Hinkle stated that Commissioner Thomas has been silent through budget talks. Commissioner Thomas stated that Commissioner Hinkle and Commissioner Trecost have been arguing their points and she wants a compromise. Commissioner Thomas advised that she wants the money spent on the citizens. Commissioner Trecost would like for Willie Parker to look into the cost savings of the vacant Assistant County Administrator position and get various reports.
Commissioner Trecost asked Gary Hamrick to head up committee to find suitable building site for the Young Farmers of Harrison County.
Commissioner Trecost asked for Willie Parker to present budget with further reductions or transfer from Financial Stabilization Fund to General County.

11:00 A.M. --- Special Funding Request --- Tina Yoke --- Clarksburg Visitors' Bureau: Tina Yoke, Executive Director, spoke on the need for funding to promote local festivals and activities and the opportunity to work together with the Commissioner. Trecost moved to grant funds in the amount of $3,000.00. Commission concurred.

Commissioner Thomas asked for compromise. Commissioner Trecost offers compromise to Commissioner Hinkle. Commissioner Hinkle discussed potential cost increase to jail building.

With no further business to come before the Commission, meeting adjourned.

_____ _____

Susan Thomas, President Date

A-2



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COMMISSIONERS
DAVID L. HINKLE
SUSAN J. THOMAS
PATSY TRECOST II

At the special meeting of the County Commission of Harrison County held on Thursday March 25, 2021, Commissioner Susan Thomas was present. Commissioner David Hinkle was absent. Commissioner Patsy Trecost II was present via phone. Also present were John Spires, County Clerk, and William A. "Willie" Parker, County Administrator. Commissioner Thomas opened the special meeting.

1. Review – Discuss – Consider content of the grant application and community needs identified through the public hearing process – Grant submission is in conjunction with the Unite Way of Harrison County: Commissioner Thomas opened the public hearing. Willie Parker explained that this is the second public hearing and what has taken place to date. Mr. Parker recommends approving and affixing the President's signature to the appropriate documentation. Trecost moved to approve and to have the President sign. Commission concurred. Marissa Rexrode from the United Way of Harrison County spoke on the grant and what it will be used for. Commissioner Thomas closed the public hearing.

With no further business to come before the Commission, meeting adjourned.

_____ _____

Susan Thomas, President Date

Purchase Requisitions - April 7, 2021

B1

Date of Meeting	April 7, 2021		
Work Order Number	Vendor Name	Amount of Invoice-Quote	Description
33028	Staples	$194.90	Replacement Chair/DRC
33072	PharmChem,Inc.	$1,045.80	Sweat Patch Analysis & Lab
33087	Telmate LLC	$46.00	Phone Software/Clients/DRC
33100	Unifirst Corporation	$61.05	Carpet Runner Rental/911
33108	MPB Print & Sign Superstore	$130.00	Business Cards & Name Plates
33119	ABM Parking Services	$54.00	Monthly Parking/Van/DRC
33124	Marsh Lumber	$16.61	Locks&Keys Summit Park P&R
33128	Central Square	$480.00	Mobile Cards/Home Confine.
33129	Midwest Veterinary Supply	$1,157.36	Canine Vaccines/Dewormer
33160	Alere Toxicology-Products Div	$7,406.99	Supplies for Urine Analysis
33168	TRAC Solutions	$4,060.50	Daily Monitoring Fees
33171	The Water Shop	$68.00	Water Cooler Rental
33176	Lowes	$36.66	Plumbing for Summit Park
33177	Sandy's True Value	$454.78	Straw/Grass Seed/Park&Rec.
33178	Hart Office Solutions	$428.94	Printer Cartridges/911
33179	Hart Office Solutions	$517.94	Printer Cartridges/911
33181	Sandy's True Value	$622.80	Ga Ga Pit Boards
33182	Galls, Inc.	$67.89	Leg Irons & Belly Chains/DRC
33183	Mon Power	$388.10	County Lot & 633 W. Pike St.
33184	Mon Power	$93.18	Service at VA. Rail Trail
33185	Frontier Communications	$333.19	Service at Courthouse
33186	Foster Supply	$682.40	North View Rail Trail Project
33187	State Electric Supply Company	$199.20	Light Bulbs for County Garage
33188	Suddenlink Communications	$157.87	Internet Service for L.E
33189	Trapuzzano's Uniforms	$825.83	Vest & Carrier Deputy Gordon
33190	Marsh Lumber	$10.65	Materials & Supplies/signs/4H
33192	Enlarged Hepizabh P.S.D	$60.93	Spelter Ball Field
33193	Artesian	$275.00	HCC Water Treatment Service
33194	Artesian	$225.00	HCSC Water Treatment Service
33195	Dominion Energy West Virginia	$710.52	Service at Various Locations
33196	Waste Management Corporate	$770.15	Waste Service for Courthouse
33198	Frontier Communications	$314.54	Service at Courthouse
33199	Frontier Communications	$203.06	Service at Animal Control
33200	Frontier Communications	$246.74	Service at Park & Rec.Complex
33201	Frontier Communications	$53.10	Assessor-Statewide Computer
33203	Fed Ex	$27.92	Postage/Grant Department
33204	Waste Management Corporate	$65.86	Waste Service for Summit Park
33210	Advantage Techology	$1,221.96	OptiPlex 7080 Tower
33211	State Electric Supply Company	$60.55	Audio/Video Cables/E911
33212	APCO International	$30.00	Dispatch Recertification
33213	R.D.Wilson	$323.84	Maintenance Supplies/ Cage

Purchase Requisitions - April 7, 2021

33214	Clarksburg Water Board	$92.76	Parks & Rec. Complex
33215	Frontier Communications	$926.22	Voice / Data Circuit 911
33216	U.S. Cellular	$26.46	Tablet Data Service
33217	Clarksburg Water Board	$578.73	609 W.Main/Annex/Exten. Off
33218	Steptoe & Johnson	$1,062.50	GSA Building Litigation Service
33219	Ace Aggregates, LLC	$7,639.90	North View Rail Trail Project
33220	State Electric Supply Company	$739.63	Doorlock - office/Judge Matish
33221	Clarksburg Water Board	$11,450.98	Service at Courthouse
33225	The Water Shop	$29.00	Water Cooler Rental
33228	BB&T	$100.00	1 YR.Subscription K-9 Handlers
33230	The Tractor Guys Parcs Superstore	$75.54	Oil Filter & Oil for zero turn
33231	Mon Power	$330.87	Service at Grafton Tower
33232	Mon Power	$84.28	Service at Quiet Dell School
33233	Dominion Energy West Virginia	$30,001.83	Service at Annex
33234	Amtower Auto Supply, Inc	$198.17	Regulator/Sealed Beams
33235	Unifirst Corporation	$416.68	Carpet Runner Rental
33236	Sandy's True Value	$39.98	Batteries for Trail Cameras
33237	Sandy's True Value	$21.57	Nozzle/Key/Male Connector
33239	Chenoweth Ford	$404.87	Brakes/Brake Kits/Brake Pads
33240	Appalachian Tire Products, Inc.	$1,413.90	Tires for Stock / Garage
33242	Advance Auto Parts	$95.17	Oil Filter & Oil
33243	Fisher Auto Parts	$135.67	Fuel Filter/ Engine Oil Filter
33244	Lowes	$176.69	Floor Jack/RT. 19 Garage
33246	Fisher Auto Parts	$828.10	Brakes/Tie Rod Ends/Battery
33250	Collision Plus LLC	$1,119.62	Repairs to Cruiser
33254	City of Shinnston	$66.29	Water Service Animal Control
33255	Stationers	$562.81	Calendars from back orders
33256	Mon Power	$1,714.35	Service Public Safety Building
33257	R.D.Wilson	$111.12	Maintenance Supplies/ Cage
County Clark	Champion Industries	$380.94	Toner Cartridges
County Clark	Hart Office	$149.99	Toner Cartridge
County Clark	The Exponent Telegram	$277.63	Legal Ads

United States of America

State of West Virginia

County of Harrison, ss:

Clerk's Fiduciary Report

Estate from Wednesday, March 24, 2021, through Tuesday, March 30, 2021

The County Commission of Harrison County this day proceeded to examine the report of the Clerk of the Commission of the Fiduciary and Probate matters had before his during the vacation of the Commission, and it appearing to the Commission that all of the proceedings had therefore ordered that the said report and matters thereto contained be and the same is hereby ratified and confirmed. Said report is in words and figures as follows, to -wit:

On, Wednesday, March 24, 2021, the following matters were disposed of in the presence of the Clerk:

The said estate of **WILLIAM POST**, deceased was referred to **NORMAN T FARLEY**, a FIDUCIARY COMMISSIONER for the Harrison County, for settlement thereof.

The last will and testament of **FRANK PAUL WILLIAMS**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

NAOMI JEAN WILLIAMS, who was named in the last will and testament of **FRANK PAUL WILLIAMS**, deceased, as EXECUTRIX thereof, qualified as such. No bond was required.

More than 31 days since the date of death or the surviving spouse or heir, upon a motion, **DONALD R COTTRELL** was appointed and qualified as ADMINISTRATOR of the estate of **SUSAN ELIZABETH COTTRELL**, deceased. No bond was required.

The last will and testament of **BETTY L MICHAELS**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

VICKIE MARLENE HASTMAN, who was named in the last will and testament of **BETTY L MICHAELS**, deceased, as EXECUTRIX thereof, qualified as such. No bond was required.

More than 31 days since the date of death or the surviving spouse or heir, upon a motion, **JACOB MAXWELL PRICE** was appointed and qualified as ADMINISTRATOR of the estate of **ELLIE MARIE PRICE**, deceased. Bond was 1,000.00.

On, Thursday, March 25, 2021, the following matters were disposed of in the presence of the Clerk:

More than 31 days since the date of death or the surviving spouse or heir, upon a motion, **ERIC HENSIL** was appointed and qualified as ADMINISTRATOR of the estate of **LAWRENCE EDWARD CUMBERLEDGE**, deceased. Bond was 10,000.00.

On, Friday, March 26, 2021, the following matters were disposed of in the presence of the Clerk:

The said estate of **CARL NUZUM JR**, deceased was referred to **JAMES C TURNER**, a FIDUCIARY COMMISSIONER for the Harrison County, for settlement thereof.

A duly exemplified copy of the last will and testament of , deceased, late a resident of , , was admitted to record.

A duly exemplified copy of the last will and testament of **MARY PARKS WOLFE**, deceased, late a resident of Butler, Pennsylvania, was admitted to record.

A duly exemplified copy of the last will and testament of **RAYMOND OAKLEY STEINHOFF**, deceased, late a resident of Escambia, Florida, was admitted to record.

A duly exemplified copy of the last will and testament of **RONALD MARTIN MANIET**, deceased, late a resident of Harris, Texas, was admitted to record.

A duly exemplified copy of the last will and testament of **EMMA JANE HAND**, deceased, late a resident of Fairfield, Ohio, was admitted to record.

On, Monday, March 29, 2021, the following matters were disposed of in the presence of the Clerk:

The last will and testament of **CHARLES LEE GRAY**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

MARK LEE GRAY, who was named in the last will and testament of **CHARLES LEE GRAY**, deceased, as CO EXECUTOR thereof, qualified as such. No bond was required.
SHELLEY RENEE ALLMAN, who was named in the last will and testament of **CHARLES LEE GRAY**, deceased, as CO EXECUTRIX thereof, qualified as such. No bond was required.

On, Tuesday, March 30, 2021, the following matters were disposed of in the presence of the Clerk:

More than 31 days since the date of death or the surviving spouse or heir, upon a motion, **BARBARA J COBERLY** was appointed and qualified as ADMINISTRATRIX of the estate of **MARLENE A NEWBROUGH**, deceased. Bond was 60,000.00
.

More than 31 days since the date of death or the surviving spouse or heir, upon a motion, **ROBIN DAWN TUCKER** was appointed and qualified as ADMINISTRATRIX of the estate of **DEBRA MARIE SANDY**, deceased. Bond was 5,000.00.

ROBERT GREER, who was named in the last will and testament of **SUE ELLEN TENNANT**, deceased, as ADMINISTRATOR CTA thereof, qualified as such. Bond was 100,000.00.

The last will and testament of **BETTY JEAN AYERS**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

JANETTE JEAN LEMLEY, who was named in the last will and testament of **BETTY JEAN AYERS**, deceased, as EXECUTRIX thereof, qualified as such. No bond was required.

The last will and testament of **LINDA KAY CONNOR**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

THOMAS JEFFERSON CONNOR, who was named in the last will and testament of **LINDA KAY CONNOR**, deceased, as EXECUTOR thereof, qualified as such. No bond was required.

The last will and testament of **JEAN HOLLANDSWORTH**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

PATRICK D DEEM hereby waived his/her right as EXECUTOR of the estate of **JEAN HOLLANDSWORTH**, deceased.
NANCY STINARD, who was named in the last will and testament of **JEAN HOLLANDSWORTH**, deceased, as EXECUTRIX thereof, qualified as such. No bond was required.

The last will and testament of **ELAINE HARKER STOUT**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

HEIDI HOXSIE, who was named in the last will and testament of **ELAINE HARKER STOUT**, deceased, as ANCILLARY ADMINISTRATOR thereof, qualified as such. No bond was required.

Wednesday, April 7, 2021

John R Spires
Clerk of the Harrison County Commission

Confirmed

Estate: 9564

D-1

IN THE COUNTY COMMISSION OF HARRISON COUNTY, WEST VIRGINIA

MATTHEW TOOTHMAN, ADMINISTRATOR CTA
OF THE ESTATE

OF /// REPORT OF CLAIMS
AND FINAL SETTLEMENT

EDWARD K. TOOTHMAN, JR. , DECEASED

TO THE HONORABLE COUNTY COMMISSION
OF HARRISON COUNTY, WEST VIRGINIA

The report of James C. Turner, Fiduciary Commissioner, of and concerning the final settlement of the accounts of Matthew Toothman, Administrator cta of the estate of Edward K. Toothman, Jr., deceased, to whom this estate was referred, as in such cases made and provided by law.

Your Commissioner certifies that this estate was referred to him on the 3rd day of December, 2019, and that, subsequent to said date, the Clerk of the County Commission of Harrison County, West Virginia, did appoint the 8th day of March, 2020, as the time and place for the presentation of claims against this estate; that said Clerk's office gave notice thereof to the creditors and beneficiaries of this estate by publication in *The Exponent-Telegram* on the 8th and 15th days of January, 2020, the time so fixed being according to law; and that at the end of business hours on the 8th day of March, 2020, the claims period was formally closed, at which time no proofs of claim had been filed with said Clerk's office or your Commissioner against this estate.

Your Commissioner reports that on or about the 5th day of January, 2021, said Administrator cta appeared before your Commissioner and exhibited a report of all assets which he had received or become chargeable with or had disbursed from the date of his qualification, the original of which report is attached hereto and made a part hereof.

Your Commissioner further certifies that the name of Matthew Toothman, Administrator cta of the estate of Edward K. Toothman, Jr., deceased, was included in a list of fiduciaries, whose accounts were before your Commissioner for settlement, and said list was published once a week for two successive weeks on the 5th and 12th days of February, 2021, in *The Exponent-Telegram*, as required by *West Virginia Code §44-4-9*, as amended.

Whereupon, your Commissioner proceeded to make and file this Report, in the manner and form as prescribed by law, and the foregoing constitutes the findings of your Commissioner and the Report of Claims and Final Settlement of the accounts of said Administrator cta. Your Commissioner further reports that notice of the completion of this Report was given to all parties interested, or their attorneys, and the Report, with the vouchers and evidence taken in connection therewith, were held in his office for ten (10) days for the examination of any persons interested and the filing of exceptions, if any; and that ten (10) days having elapsed since said notice was given, as required by *West Virginia Code §44-4-15*, as amended, and no exceptions thereto having been filed, the same is respectfully offered for confirmation.

Your Commissioner further reports that there were no contingent or unliquidated claims or claims not matured against this estate and that no necessity exists to reserve any funds in the hands of said Administrator cta to meet the same; and that said Administrator cta has paid all administration expenses and other claims, if any, allowed against this estate and having fully completed and discharged his duties as such Administrator cta, leaving nothing more for him to do, this Report and settlement is also filed as a final settlement of the accounts of Matthew Toothman, as Administrator cta of the estate of Edward K. Toothman, Jr., deceased.

Given under my hand this 2nd day of March, 2021.

James C. Turner
Fiduciary Commissioner

FINAL SETTLEMENT OF THE ESTATE OF EDWARD K. TOOTHMAN
BY MATTHEW TOOTHMAN, ADMINISTRATOR C.T.A.

The undersigned was appointed Administrator cta of the Estate of Edward K. Toothman, deceased, on the 11th day of April, 2019, and has received the following items of property hereinafter set forth and has made the following disbursements and distributions:

I. RECEIPTS / FUNDS

Beginning funds:

	Checking Account (Freedom Bank)	$ 36,993.99

Deposits:

04/17/2019	Estate Acct. – Acct. opened, Freedom Bank xxxx6867	$ 36,993.99
04/18/2019	Cash Deposit (refund from Nationwide Ins.)	$ 85.00
04/23/2019	Interest paid	$ 6.04
05/23/2019	Interest paid	$ 1.52
06/21/2019	Interest paid	$ 1.47
07/23/2019	Interest paid	$ 1.59
08/23/2019	Interest paid	$ 1.54
09/23/2019	Interest paid	$ 1.54
10/23/2019	Interest paid	$ 1.49
11/22/2019	Interest paid	$ 1.49
12/23/2019	Interest paid	$ 1.53
01/23/2020	Interest paid	$ 1.52
02/21/2020	Interest paid	$ 1.42
03/23/2020	Interest paid	$ 1.46
04/23/2020	Interest paid	$ 1.43
05/22/2020	Interest paid	$ 1.34
06/23/2020	Interest paid	$ 1.48
07/23/2020	Interest paid	$ 1.39
08/21/2020	Interest paid	$ 1.34
08/26/2020	Deposit, final distribution from the Estate of James W. Toothman	$ 40,414.92
09/23/2020	Interest paid	$ 3.13
10/23/2020	Interest paid	$ 3.05
11/09/2020	Deposit, State of West Virginia	$ 342.00
11/20/2020	Deposit, U.S. Treasury	$ 974.00
11/23/2020	Interest paid	$ 3.15
TOTAL FUNDS		**$ 78,848.83**

II. EXPENDITURES

04/11/2019		Harrison Co. Clerk (will, qualification) *(advanced by Administrator – cash)*	($ 52.00)
04/11/2019		Dyer Insurance Agency (bond) *(advanced by Administrator – cash)*	($ 233.00)
06/18/2019	CHK 1001	Varner & Van Volkenburg	($ 838.50)
12/04/2019	CHK 1002	Varner & Van Volkenburg	($ 346.70)
12/31/2019	CHK 1003	Dyer Insurance (bond)	($ 20.00)
02/10/2020	CHK 1004	Harris, Wilson, Turner & Davisson	($ 444.00)
03/04/2020	CHK 1005	Varner & Van Volkenburg	($ 1,500.95)
03/26/2020	CHK 1006	Dyer Insurance (bond renewal)	($ 233.00)
10/16/2020	CHK 1007	Dyer Insurance	($ 80.00)
10/16/2020	CHK 1008	Harris, Wilson, Turner & Davisson	($ 136.00)
12/14/2020	CHK____	Varner & Van Volkenburg	($1,702.71)

TOTAL EXPENDITURES **$ 5,586.86**

RECAPITULATION:

RECEIPTS / FUNDS	$ 78,848.83
TOTAL EXPENDITURES	$ 5,586.86
NET FUNDS TO BE DISTRIBUTED	**$ 73,261.97**

III. DISTRIBUTION

In accordance with the terms of the will of Edward K. Toothman, the personal property items and the net funds of the Freedom Checking Account and final distribution of the Estate of James W. Toothman Estate were distributed to his sons, Michael Toothman and Matthew Toothman, and daughter, Traci Toothman, as follows:

Michael Toothman	1/3 share	$ 24,420.66
Matthew Toothman	1/3 share	$ 24,420.66
Traci Toothman	1/3 share	$ 24,420.65

Inasmuch as nothing further remains to be done by the undersigned with respect to the estate, the undersigned respectfully requests that the foregoing settlement be approved, that the same be submitted to the County Commission of Harrison County, West Virginia for its approval as provided by law and that the undersigned be discharged as Administrator cta of the Estate of Edward K. Toothman, deceased.

This 8th day of January, 2021.

Matthew Toothman

Matthew Toothman, Administrator cta of the Estate of Edward K. Toothman, deceased

United States of America

State of West Virginia County of Harrison, ss:

Fiduciary Commissioner's Report of Receipts, Disbursements and Distribution ; Affidavit Notice

This day MATTHEW TOOTHMAN reported to the Court the Report of Receipts, Disbursements and Distribution; Affidavit for the estate of EDWARD K TOOTHMAN JR, which Report of Receipts, Disbursements and Distribution; Affidavit was filed in the office of the Clerk of this Court on the 30th day of November, 2020 and said estate was presented to this Court on the _____ day of _____, _____, further it appearing to the Court that more than 10 days have lapsed since the date of the last publication and/or the report was filed with the Clerk of this Court and no objections being made thereto and no errors appearing upon the face thereof and none appearing to the Court and the Court being satisfied that all requirements of the statute in regard to such settlement have been complied with, same being deemed correct and ordered to be recorded and filed.

I, John R Spires, Clerk of the Harrison County Commission, do certify that the aforesaid Report of Receipts, Disbursements and Distribution; Affidavit, was this day presented to me in my office, and was this day admitted to record therein.

Given under my hand on this the _____ day of _____, _____.

John R Spires
Clerk of the Harrison County Commission

Estate: 8908

FiduciarySettlement

E-1

Sun Valley Public Service District
&
Enlarged Hepzibah Pubic Service District

Special Board Meeting

Wednesday
April 7, 2021
5:00PM

AGENDA

1. Call meeting to order

2. New Business
   A. Review & Discuss Budgets and Merger Information

3. Public Comments

4. Adjournment

AGENDA

CLARKSBURG-HARRISON REGIONAL HOUSING AUTHORITY
BOARD OF COMMISSIONER'S MEETING

E-2

DATE: THURSDAY, MARCH 25, 2021

TIME: 4:30 P.M.

PLACE: CENTRAL OFFICE
433 BALTIMORE AVENUE
CLARKSBURG, WV 26301

PRESIDING OFFICER: MARCEL C. MALFREGEOT

1. Opening and Roll Call:

   Present: Absent:

   Visitors:

2. Guest Comments, if any:

3. Minutes

   a. Approval of Minutes of Board Meeting held on January 28, 2021

      Motion: Second: Vote:

   b. Approval of Minutes of SPECIAL Board Meeting held on February 5, 2021
      Motion: Second: Vote:

   c. Approval of Minutes of SPECIAL Board Meeting held on February 18, 2021
      Motion: Second: Vote:

   d. Approval of Minutes of SPECIAL Board Meeting held on February 24, 2021
      Motion: Second: Vote:

4. Old Business

5. Reports

   a. Financial Reports for JAN/FEB 2021

      Motion: Seconded: Vote:

   b. Maintenance/Modernization Reports for JAN/FEB 2021

   c. Statistical-Lease-up Reports for Public Housing for JAN/FEB 2021

   d. Section 8 Statistical-Lease-up Reports for JAN/FEB 2021

e. Homeownership Reports for JAN/FEB 2021 & FEB/MAR 2021

f. Homelessness Reports for FEB/MAR 2021

g. Resident Services Program Reports for JAN/FEB 2021

h. Family Self-Sufficiency Program Report for JAN/FEB 2021

6. New Business:

a.

Motion: Seconded: Vote:

b.

Motion: Seconded: Vote:

c.

Motion: Seconded: Vote:

7. Executive Session:

8. Adjournment:

Motion: Seconded: Vote:

Respectfully Submitted,

Rhonda Lindsey, Executive Director

CLARKSBURG - HARRISON REGIONAL HOUSING AUTHORITY
CASH / INVESTMENT SUMMARY
November 30, 2020

PUBLIC HOUSING	100,879.35	1,805,215.34	1,906,094.69	0.00	1,906,094.69
PSH	69,753.28	0.00	69,753.28	69,753.28	0.00
FSS	29,118.77	0.00	29,118.77	0.00	29,118.77
SECTION 8	534,559.23	0.00	534,559.23	174,063.23	360,496.00
BUSINESS ACTIVITIES	274,738.63	794,701.15	1,069,439.78	1,069,439.78	0.00
TOTAL	1,009,049.26	2,599,916.49	3,608,965.75	1,313,256.29	2,295,709.46

CLARKSBURG-HARRISON, WV

Funds : 001 - Public Housing
Date : November 2020

Income Statement - Budget Comparison

	This Month Actual	This Month Budget	Variance - Better (Worse)	Year-To-Date Actual	Year- To-Date Budget	Variance - Better (Worse)
Operating Revenue and Expenditures						
Operating Revenue						
DWELLING RENTAL	$83,676.07	$90,249.64	($6,573.57)	$419,046.58	$451,248.20	($32,201.62)
EXCESS UTILITIES	$3,826.22	$3,208.32	$617.90	$17,048.98	$16,041.60	$1,007.38
T.V.INCOME-KT	($1,149.92)	$0.00	($1,149.92)	$1,714.02	$0.00	$1,714.02
T.V.INCOME-MH	($1,076.06)	$0.00	($1,076.06)	($1,728.48)	$0.00	($1,728.48)
INTEREST-GEN FUND INVESTS	$7.18	$2,066.66	($2,059.48)	$5,499.58	$10,333.30	($4,833.72)
OTHER INCOME-COCC	$0.00	$0.00	$0.00	$8,916.91	$0.00	$8,916.91
OTHER INCOME-KT	$30.00	$0.00	$30.00	($10.00)	$0.00	($10.00)
OTHER INCOME-LL	$15.00	$0.00	$15.00	$210.00	$0.00	$210.00
OTHER INCOME-MH	$24,389.66	$2,249.99	$22,139.67	$123,955.25	$11,249.95	$112,705.30
Total Operating Revenues	$109,718.15	$97,774.61	$11,943.54	$574,652.84	$488,873.05	$85,779.79
Operating Expenditures						
ADMIN SALARIES	$43,385.77	$30,535.55	($12,850.22)	$143,198.16	$152,677.72	$9,479.56
ADMIN.SALARIES - COVID	$8,008.49	$0.00	($8,008.49)	$8,008.49	$0.00	($8,008.49)
EMPLOYEE BENEFITS - CARES	$1,529.20	$0.00	($1,529.20)	$1,529.20	$0.00	($1,529.20)
EXTRA MAINT-LABOR,KT	$0.00	$0.00	$0.00	$121,919.66	$0.00	($121,919.66)
LABOR - MAINT. SALARIES - CARES	$655.50	$0.00	($655.50)	$655.50	$0.00	($655.50)
LABOR-OM&O,LL	$0.00	$0.00	$0.00	$185.40	$0.00	($185.40)
LABOR-OM&O,MH	$3,062.40	$22,749.91	$19,687.51	$119,519.34	$113,749.55	($5,769.79)
PROTECTIVE SERV.,MH	$1,440.00	$1,499.99	$59.99	$7,680.00	$7,499.96	($180.04)
T/S/SALARIES-MH	$990.30	$1,074.99	$84.69	$5,443.76	$5,374.98	($68.78)
ACCTG & AUDIT FEES	$0.00	$862.49	$862.49	$0.00	$4,312.49	$4,312.49
COLLECTION LOSSES	($1,092.21)	$1,333.33	$2,425.54	($3,930.54)	$6,666.65	$10,597.19
CONTACT COSTS - GARBAGE	$2,387.89	$2,349.99	($37.90)	$9,523.29	$11,749.95	$2,226.66
CONTACT COSTS - ROUTINE MAINTENANCE	$1,116.86	$2,016.66	$899.80	$10,466.22	$10,083.30	($382.92)
CONTRACT COSTS - CARES GRANT	$270.90	$0.00	($270.90)	$1,520.90	$0.00	($1,520.90)
CONTRACT COSTS - ELEVATOR MAINTENANCE	$0.00	$125.00	$125.00	$3,420.00	$625.00	($2,795.00)
CONTRACT COSTS - EXTERMINATION CONTRACTS	$620.00	$808.33	$188.33	$3,100.00	$4,041.65	$941.65
CONTRACT COSTS - HEATING AND COOLING	$0.00	$633.33	$633.33	$1,703.50	$3,166.65	$1,463.15
CONTRACT COSTS - JANITORIAL	$0.00	$133.33	$133.33	$0.00	$666.65	$666.65

CLARKSBURG-HARRISON, WV

Funds : 001 - Public Housing
Date : November 2020

Income Statement - Budget Comparison

	This Month Actual	This Month Budget	Variance - Better (Worse)	Year-To-Date Actual	Year- To-Date Budget	Variance - Better (Worse)
CONTRACT COSTS - OTHER	$0.00	$1,849.99	$1,849.99	$2,679.80	$9,249.95	$6,570.15
CONTRACT COSTS-COCC	$0.00	$0.00	$0.00	$151.88	$0.00	($151.88)
CONTRACT COSTS-KT	$0.00	$0.00	$0.00	$433.50	$0.00	($433.50)
CONTRACT COSTS-LL	$0.00	$0.00	$0.00	$940.88	$0.00	($940.88)
CONTRACT COSTS-MH	$370.72	$0.00	($370.72)	$3,763.15	$0.00	($3,763.15)
ELECTRICITY	$6,510.34	$3,891.65	($2,618.69)	$24,859.57	$19,458.25	($5,401.32)
ELECTRICITY - WAREHOUSE	$109.81	$0.00	($109.81)	$894.35	$0.00	($894.35)
ELECTRICITY-OFFICE	$740.76	$1,008.33	$267.57	$4,954.03	$5,041.65	$87.62
ELECTRICITY,KT	$4,472.92	$5,016.64	$543.72	$26,402.05	$25,083.24	($1,318.81)
ELECTRICITY,LL	$819.68	$750.00	($69.68)	$4,000.84	$3,750.00	($250.84)
EMPLOYEE BENEFIT CONT	$21,744.63	$19,999.92	($1,744.71)	$97,011.83	$99,999.60	$2,987.77
GAS - OFFICE	$201.40	$541.67	$340.27	$624.87	$2,708.32	$2,083.45
GAS - WAREHOUSE	$152.16	$0.00	($152.16)	$291.56	$0.00	($291.56)
GAS,KT	$0.00	$2,549.99	$2,549.99	$3,945.47	$12,749.95	$8,804.48
GAS,LL	$4,658.35	$4,999.98	$341.63	$8,484.89	$24,999.90	$16,515.01
GAS,MH	$3,896.57	$2,991.65	($904.92)	$7,786.07	$14,958.27	$7,172.20
INSURANCE,MH	$4,869.68	$7,499.97	$2,630.29	$40,471.63	$37,499.85	($2,971.78)
LABOR-OM&O,KT	$0.00	$0.00	$0.00	$171.19	$0.00	($171.19)
LEGAL EXPENSE	$0.00	$208.33	$208.33	$0.00	$1,041.65	$1,041.65
MAINT.MATERIALS - CARES GRANT	$7,147.69	$0.00	($7,147.69)	$7,189.72	$0.00	($7,189.72)
MAINT.MATERIALS-KT	($137.35)	$0.00	$137.35	($2,618.29)	$0.00	$2,618.29
MAINT.MATERIALS-LL	($375.18)	$0.00	$375.18	($2,015.76)	$0.00	$2,015.76
MAINT.MATERIALS-MH	($3,013.03)	$5,833.31	$8,846.34	$25,268.77	$29,166.55	$3,897.78
OTHER GEN EXPENSE	$125.00	$237.83	$112.83	$1,784.54	$1,189.15	($595.39)
OTHER GENERAL EXPENSE - POM	$0.00	$0.00	$0.00	$250.00	$0.00	($250.00)
PMTS IN LIEU OF TAXES	$5,000.00	$4,999.98	($0.02)	$25,000.00	$24,999.90	($0.10)
STAFF TRAINING-MH	$0.00	$166.67	$166.67	$0.00	$833.34	$833.34
SUNDRY	$4,195.78	$4,833.31	$637.53	$21,648.77	$24,166.56	$2,517.79
SUNDRY - COVID	$40.00	$0.00	($40.00)	$40.00	$0.00	($40.00)
SUNDRY EXPENSE-COCC	$0.00	$0.00	$0.00	$200.00	$0.00	($200.00)
T/S-CON COST-TRNG-OTH	$906.58	$808.33	($98.25)	$4,532.85	$4,041.65	($491.20)
T/S-REC. PUB & OTH SV	$299.00	$791.67	$492.67	$2,308.28	$3,958.31	$1,650.03
TRAVEL,MH	$135.39	$1,023.83	$888.44	$1,012.92	$5,119.15	$4,106.23

CLARKSBURG-HARRISON, WV

Funds : 001 - Public Housing
Date : November 2020

Income Statement - Budget Comparison

	This Month Actual	This Month Budget	Variance - Better (Worse)	Year-To-Date Actual	Year- To-Date Budget	Variance - Better (Worse)
WATER	$1,288.46	$1,958.32	$669.86	$6,860.20	$9,791.63	$2,931.43
WATER-KT	$1,738.16	$2,999.99	$1,261.83	$12,467.59	$14,999.95	$2,532.36
WATER-LL	$3,536.25	$4,933.32	$1,397.07	$22,208.48	$24,666.56	$2,458.08
WATER-OFFICE	$53.47	$108.33	$54.86	$271.30	$541.65	$270.35
WATER-WAREHOUSE	$53.47	$0.00	($53.47)	$267.35	$0.00	($267.35)
Total Operating Expensese	$131,915.81	$144,125.91	$12,210.10	$788,487.16	$720,629.58	($67,857.58)
Net Profit or Loss from Operations	($22,197.66)	($46,351.30)	$24,153.64	($213,834.32)	($231,756.53)	$17,922.21

CLARKSBURG-HARRISON, WV

Funds : 001 - Public Housing
Date : November 2020

Income Statement - Budget Comparison

	This Month Actual	This Month Budget	Variance - Better (Worse)	Year-To-Date Actual	Year- To-Date Budget	Variance - Better (Worse)
Other Revenue and Expenditures						
Other Revenue Items						
CARES GRANT REVENUE	$18,301.60	$0.00	$18,301.60	$18,301.60	$0.00	$18,301.60
HUD PHA GRANTS-MH	$0.00	$4,999.98	($4,999.98)	$0.00	$24,999.90	($24,999.90)
OPER SUBSIDY-MH	$50,783.00	$42,249.83	$8,533.17	$213,519.00	$211,249.15	$2,269.85
Total Other Revenue Items	$69,084.60	$47,249.81	$21,834.79	$231,820.60	$236,249.05	($4,428.45)
Other Expenditure Items						
Total Other Expenditure Items	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Net Gain or Loss from Extraordinary Items	$69,084.60	$47,249.81	$21,834.79	$231,820.60	$236,249.05	($4,428.45)
Net Profit or Loss	$46,886.94	$898.51	$45,988.43	$17,986.28	$4,492.52	$13,493.76

Run By: RTOOTHMAN

CLARKSBURG / HARRISON COUNTY HOUSING
Detailed Check Listing Report - All Checks From 11/01/2020 - 11/30/2020
EXE

Bank Description AP/PR-Accounts Payable and Payroll

Check #	Check Date	Void?	Void Date	Recipient	Purpose	Voided Amt	Amount
Credit Acct	AP/PR-Accounts Payable and Payroll						
0000020086	11/01/2020	NO		CLARKSBURG WATER BOARD	SERVICE TO KT		2,083.97
0000020086	11/01/2020	NO		CLARKSBURG WATER BOARD	SERVICE TO LL		3,798.02
Total for Check	0000020086					$0.00	$5,881.99
0000020087	11/01/2020	NO		HAJOCA CORPORATION	FERNCOS		42.84
Total for Check	0000020087					$0.00	$42.84
0000020088	11/01/2020	NO		LOWE'S COMPANIES,INC.	WIPING CLOTHS		77.81
Total for Check	0000020088					$0.00	$77.81
0000020089	11/01/2020	NO		HD SUPPLY FACILITIES MAINT.	BREAKERS, LIGHT BULBS,		504.60
0000020089	11/01/2020	NO		HD SUPPLY FACILITIES MAINT.	SHOWER HANDLES		56.97
0000020089	11/01/2020	NO		HD SUPPLY FACILITIES MAINT.	BOILER PRESSURE RELIEF		222.53
Total for Check	0000020089					$0.00	$784.10
0000020090	11/01/2020	NO		SHERWIN WILLIAMS COMPANY	PAINT		322.20
0000020090	11/01/2020	NO		SHERWIN WILLIAMS COMPANY	PAINT		221.66
0000020090	11/01/2020	NO		SHERWIN WILLIAMS COMPANY	BRUSHES		43.04
0000020090	11/01/2020	NO		SHERWIN WILLIAMS COMPANY	SANITIZER MACHINE		960.00
0000020090	11/01/2020	NO		SHERWIN WILLIAMS COMPANY	PAINT		107.40
Total for Check	0000020090					$0.00	$1,654.30
0000020091	11/01/2020	NO		WASTE MANAGEMENT OF WEST	LANDFILL FEES		29.48
Total for Check	0000020091					$0.00	$29.48
0000020092	11/01/2020	NO		W. V. A. H. A.			383.47
0000020092	11/01/2020	NO		W. V. A. H. A.			169.53
0000020092	11/01/2020	NO		W. V. A. H. A.	DENTAL VISION PLAN		1,455.05
Total for Check	0000020092					$0.00	$2,008.05
0000020093	11/01/2020	NO		GEORGE L. WILSON & CO., INC.	DOOR LATCH		13.00
Total for Check	0000020093					$0.00	$13.00
0000020094	11/01/2020	NO		MCM BUSINESS SYSTEMS, INC.	ENVELOPES		500.00
Total for Check	0000020094					$0.00	$500.00
0000020095	11/01/2020	NO		DOMINION ENERGY WEST	SERVICE TO KT		523.37
0000020095	11/01/2020	NO		DOMINION ENERGY WEST	SERVICE TO LL		1,966.46
0000020095	11/01/2020	NO		DOMINION ENERGY WEST	SERVICE TO MH		2,650.30
Total for Check	0000020095					$0.00	$5,140.13

CLARKSBURG / HARRISON COUNTY HOUSING

Detailed Check Listing Report - All Checks From 11/01/2020 - 11/30/2020

EXE

Bank Description AP/PR-Accounts Payable and Payroll

Check #	Check Date	Void?	Void Date	Recipient	Purpose	Voided Amt	Amount
0000020096	11/01/2020	NO		U.S. CELLULAR			377.40
0000020096	11/01/2020	NO		U.S. CELLULAR			64.19
0000020096	11/01/2020	NO		U.S. CELLULAR	CELL PHONE SERVICE		1,100.19
Total for Check		0000020096				$0.00	$1,541.78
0000020097	11/01/2020	NO		AFLAC	EMPLOYEE DEDUCTIONS		365.52
Total for Check		0000020097				$0.00	$365.52
0000020098	11/01/2020	NO		AT&T	SERVICE TO KT		43.04
0000020098	11/01/2020	NO		AT&T	PHONE TO KT		36.06
Total for Check		0000020098				$0.00	$79.10
0000020099	11/01/2020	NO		LEGALSHIELD	EMPLOYEE DEDUCTIONS		31.90
Total for Check		0000020099				$0.00	$31.90
0000020100	11/01/2020	NO		MON POWER	SERVICE TO KT		5,115.27
0000020100	11/01/2020	NO		MON POWER	SERVICE TO WH		240.20
0000020100	11/01/2020	NO		MON POWER	SERVICE TO OFFICE		931.25
Total for Check		0000020100				$0.00	$6,286.72
0000020101	11/01/2020	NO		CROWNE CHEMICAL	CLEANER & DEODORIZER		563.30
0000020101	11/01/2020	NO		CROWNE CHEMICAL	FLOOR CLEANER, DRAIN		297.20
Total for Check		0000020101				$0.00	$860.50
0000020102	11/01/2020	NO		HART OFFICE SOLUTIONS	COPIER OVERAGE		2.36
Total for Check		0000020102				$0.00	$2.36
0000020103	11/01/2020	NO		DELVAL EQUIPMENT	CP 20 BOILER PUMP		1,689.84
Total for Check		0000020103				$0.00	$1,689.84
0000020104	11/01/2020	NO		ABC SUPPLY COMPANY, INC.	CABINET DOORS		259.20
Total for Check		0000020104				$0.00	$259.20
0000020105	11/01/2020	NO		TOSHIBA FINANCIAL SERVICES			205.74
0000020105	11/01/2020	NO		TOSHIBA FINANCIAL SERVICES	COPIER LEASE		250.72
Total for Check		0000020105				$0.00	$456.46
0000020106	11/01/2020	NO		HASTINGS, JEREMIAH	TRAVEL		31.05
Total for Check		0000020106				$0.00	$31.05
0000020107	11/01/2020	NO		WEST VIRGINIA ELEVATOR, LLC	CFP 20 MONTHLY		1,419.00

CLARKSBURG / HARRISON COUNTY HOUSING
Detailed Check Listing Report - All Checks From 11/01/2020 - 11/30/2020
EXE

Bank Description AP/PR-Accounts Payable and Payroll

Check #	Check Date	Void?	Void Date	Recipient	Purpose	Voided Amt	Amount
0000020107	11/01/2020	NO		WEST VIRGINIA ELEVATOR, LLC			1,419.00
Total for Check	0000020107					$0.00	$2,838.00
0000020108	11/01/2020	NO		ROBERTSON HEATING SUPPLY	CFP 20 WATER HEATERS		6,705.74
0000020108	11/01/2020	NO		ROBERTSON HEATING SUPPLY	CFP 20 RETURNED WATER		-5,699.88
Total for Check	0000020108					$0.00	$1,005.86
0000020109	11/01/2020	NO		ENCOVA INSURANCE	WORKERS COMP		3,513.84
0000020109	11/01/2020	NO		ENCOVA INSURANCE			1,437.48
0000020109	11/01/2020	NO		ENCOVA INSURANCE			372.68
Total for Check	0000020109					$0.00	$5,324.00
0000020110	11/09/2020	NO		RADCLIFF, KAYLA M	REFUND REMAINING		455.30
Total for Check	0000020110					$0.00	$455.30
0000020111	11/09/2020	NO		ELLIOTT, LLOYD T	REFUND EXCESS CREDIT		476.00
Total for Check	0000020111					$0.00	$476.00
0000020112	11/09/2020	NO		HOSKINSON, BILLY L	REFUND EXCESS CREDIT		146.00
Total for Check	0000020112					$0.00	$146.00
0000020113	11/09/2020	NO		ICE, ROY E	REFUND EXCESS CREDIT		639.00
Total for Check	0000020113					$0.00	$639.00
0000020114	11/09/2020	NO		MOORE, DUCE	REFUND EXCESS CREDIT		305.50
Total for Check	0000020114					$0.00	$305.50
0000020115	11/09/2020	NO		NICHOLAS, SCOTT A	REFUND EXCESS CREDIT		382.00
Total for Check	0000020115					$0.00	$382.00
0000020116	11/09/2020	NO		DUNLAP, SARAH E	REFUND EXCESS CREDIT		328.01
Total for Check	0000020116					$0.00	$328.01
0000020117	11/09/2020	NO		PHILLIPS, KRISTINA M	REFUND EXCESS CREDIT		542.16
Total for Check	0000020117					$0.00	$542.16
0000020118	11/09/2020	NO		BARKER, BRUCE W	REFUND EXCESS CREDIT		536.00
Total for Check	0000020118					$0.00	$536.00
0000020119	11/09/2020	NO		BLAIR, BRENDA L	REFUND EXCESS CREDIT		640.35

CLARKSBURG / HARRISON COUNTY HOUSING
Detailed Check Listing Report - All Checks From 11/01/2020 - 11/30/2020
EXE

Bank Description AP/PR-Accounts Payable and Payroll

Check #	Check Date	Void?	Void Date	Recipient	Purpose	Voided Amt	Amount
Total for Check		0000020119				$0.00	$640.35
0000020120	11/09/2020	NO		CARDER, CAROLYN S	REFUND EXCESS CREDIT		763.00
Total for Check		0000020120				$0.00	$763.00
0000020121	11/09/2020	NO		EMERSON, DANIEL H	REFUND EXCESS CREDIT		462.71
Total for Check		0000020121				$0.00	$462.71
0000020122	11/09/2020	NO		GREATHOUSE, DONNA M	REFUND EXCESS CREDIT		382.00
Total for Check		0000020122				$0.00	$382.00
0000020123	11/09/2020	NO		HENNING, STEPHEN A	REFUND EXCESS CREDIT		455.00
Total for Check		0000020123				$0.00	$455.00
0000020124	11/09/2020	NO		CLARKSBURG WATER BOARD	SERVICE TO MH		1,282.57
Total for Check		0000020124				$0.00	$1,282.57
0000020125	11/09/2020	NO		WASTE MANAGEMENT OF WEST	TRASH SERVICE TO KT		433.50
0000020125	11/09/2020	NO		WASTE MANAGEMENT OF WEST	TRASH SERVICE TO MH		832.25
0000020125	11/09/2020	NO		WASTE MANAGEMENT OF WEST	TRASH SERVICE TO LL		940.88
0000020125	11/09/2020	NO		WASTE MANAGEMENT OF WEST	TRASH SERVICE TO OFFICE		121.50
Total for Check		0000020125				$0.00	$2,328.13
0000020126	11/09/2020	NO		LOUIS A. ARAGONA II	BENEFIT PACKAGE		330.00
0000020126	11/09/2020	NO		LOUIS A. ARAGONA II	BENEFIT PACKAGE		330.00
Total for Check		0000020126				$0.00	$660.00
0000020127	11/09/2020	NO		UNITED WAY OF HARRISON	EMPLOYEE DEDUCTIONS		290.00
Total for Check		0000020127				$0.00	$290.00
0000020128	11/09/2020	NO		CITYNET, LLC	PHONE AND INTERNET		909.37
0000020128	11/09/2020	NO		CITYNET, LLC			909.37
Total for Check		0000020128				$0.00	$1,818.74
0000020129	11/09/2020	YES	11/12/2020	DONNA DEMARCO	AFTER SCHOOL SUPPLIES		181.45
Total for Check		0000020129				-$181.45	$181.45
0000020130	11/09/2020	NO		AT&T	SERVICE TO LL		50.14
Total for Check		0000020130				$0.00	$50.14

CLARKSBURG / HARRISON COUNTY HOUSING

Detailed Check Listing Report - All Checks From 11/01/2020 - 11/30/2020

EXE

Bank Description AP/PR-Accounts Payable and Payroll

Check #	Check Date	Void?	Void Date	Recipient	Purpose	Voided Amt	Amount
0000020131	11/09/2020	NO		MON POWER	SERVICE TO MH		4,189.08
Total for Check	0000020131					$0.00	$4,189.08
0000020132	11/09/2020	NO		BUREAU FOR CHILD SUPPORT	CHILD SUPPORT - BOCCO,		533.30
Total for Check	0000020132					$0.00	$533.30
0000020133	11/09/2020	NO		HASTINGS, JEREMIAH	MILEAGE REIMBURSEMENT		18.98
Total for Check	0000020133					$0.00	$18.98
0000020134	11/09/2020	NO		MALFREGEOT, MARCEL	REIMBURSEMENT FOR		125.00
Total for Check	0000020134					$0.00	$125.00
0000020135	11/13/2020	NO		CLARKSBURG WATER BOARD	SERVICE TO OFFICE		53.47
0000020135	11/13/2020	NO		CLARKSBURG WATER BOARD	SERVICE TO WH		53.47
Total for Check	0000020135					$0.00	$106.94
0000020136	11/13/2020	NO		LOWE'S COMPANIES,INC.	NUTS. BOLTS. WIPING		21.61
Total for Check	0000020136					$0.00	$21.61
0000020137	11/13/2020	NO		HD SUPPLY FACILITIES MAINT.	EVAPORATOR FAN		71.37
Total for Check	0000020137					$0.00	$71.37
0000020138	11/13/2020	NO		UNITED JANITORIAL SUPPLIES	GARBAGE BAGS, PAPER		388.00
Total for Check	0000020138					$0.00	$388.00
0000020139	11/13/2020	NO		WASTE MANAGEMENT OF WEST	LANDFILL FEES		43.34
Total for Check	0000020139					$0.00	$43.34
0000020140	11/13/2020	NO		STAPLES CREDIT PLAN	TONER, FILE FOLDERS,		1,246.72
0000020140	11/13/2020	NO		STAPLES CREDIT PLAN			1,340.57
Total for Check	0000020140					$0.00	$2,587.29
0000020141	11/13/2020	NO		PUBLIC EMPLOYEES INS. AGENC	PEIA		6,619.96
0000020141	11/13/2020	NO		PUBLIC EMPLOYEES INS. AGENC			2,413.48
0000020141	11/13/2020	NO		PUBLIC EMPLOYEES INS. AGENC			1,125.20
0000020141	11/13/2020	NO		PUBLIC EMPLOYEES INS. AGENC			2,478.66
Total for Check	0000020141					$0.00	$12,637.30
0000020142	11/13/2020	NO		DOMINION ENERGY WEST	SERVICE TO WH		36.50
0000020142	11/13/2020	NO		DOMINION ENERGY WEST	SERVICE TO OFFICE		130.94

CLARKSBURG / HARRISON COUNTY HOUSING
Detailed Check Listing Report - All Checks From 11/01/2020 - 11/30/2020
EXE

Bank Description AP/PR-Accounts Payable and Payroll

Check #	Check Date	Void?	Void Date	Recipient	Purpose	Voided Amt	Amount
Total for Check		0000020142				$0.00	$167.44
0000020143	11/13/2020	NO		SAM'S CLUB	GASOLINE, AFTER		30.25
0000020143	11/13/2020	NO		SAM'S CLUB			171.45
Total for Check		0000020143				$0.00	$201.70
0000020144	11/13/2020	NO		PRO-TECH PEST SERVICES	PEST CONTROL SERVICES		620.00
Total for Check		0000020144				$0.00	$620.00
0000020145	11/13/2020	NO		DONNA DEMARCO	AFTER SCHOOL SUPPLIES		10.00
Total for Check		0000020145				$0.00	$10.00
0000020146	11/13/2020	NO		RETIREE HEALTH BENEFIT TRUST			480.00
0000020146	11/13/2020	NO		RETIREE HEALTH BENEFIT TRUST			704.00
0000020146	11/13/2020	NO		RETIREE HEALTH BENEFIT TRUSTRHBT			2,336.00
Total for Check		0000020146				$0.00	$3,520.00
0000020147	11/13/2020	NO		AT&T	PHONE TO WH		50.14
Total for Check		0000020147				$0.00	$50.14
0000020148	11/13/2020	NO		MON POWER	SECURITY LIGHTS		906.58
Total for Check		0000020148				$0.00	$906.58
0000020149	11/13/2020	NO		FIRST NATIONAL BANK OMAHA	GASOLINE, KN95 MASKS,		199.60
0000020149	11/13/2020	NO		FIRST NATIONAL BANK OMAHA			48.50
0000020149	11/13/2020	NO		FIRST NATIONAL BANK OMAHA			42.03
0000020149	11/13/2020	NO		FIRST NATIONAL BANK OMAHA			40.23
0000020149	11/13/2020	NO		FIRST NATIONAL BANK OMAHA			95.18
0000020149	11/13/2020	NO		FIRST NATIONAL BANK OMAHA			713.02
0000020149	11/13/2020	NO		FIRST NATIONAL BANK OMAHA			74.50
Total for Check		0000020149				$0.00	$1,213.06
0000020150	11/13/2020	NO		MRI SOFTWARE,LLC	PH BACKGROUND CHECKS		192.00
0000020150	11/13/2020	NO		MRI SOFTWARE,LLC	SEC 8 BACKGROUND		136.00
Total for Check		0000020150				$0.00	$328.00
0000020151	11/13/2020	NO		SPECTRUM	CABLE TO KT		1,977.96
0000020151	11/13/2020	NO		SPECTRUM	CABLE TO MH		1,573.03
Total for Check		0000020151				$0.00	$3,550.99
0000020152	11/13/2020	NO		BRIDGEPORT EXPRESS CARE	COVID TESTING CO-PAY		20.00

CLARKSBURG / HARRISON COUNTY HOUSING
Detailed Check Listing Report - All Checks From 11/01/2020 - 11/30/2020
EXE

Bank Description AP/PR-Accounts Payable and Payroll

Check #	Check Date	Void?	Void Date	Recipient	Purpose	Voided Amt	Amount
Total for Check		0000020152				$0.00	$20.00
0000020153	11/20/2020	NO		CLARKSBURG WATER BOARD	SERVICE TO KT		2,231.64
0000020153	11/20/2020	NO		CLARKSBURG WATER BOARD	SERVICE TO LL		3,856.91
Total for Check		0000020153				$0.00	$6,088.55
0000020154	11/20/2020	NO		LOWE'S COMPANIES,INC.	PAINT, GLOVES, TARPS		130.34
Total for Check		0000020154				$0.00	$130.34
0000020155	11/20/2020	NO		HD SUPPLY FACILITIES MAINT.	KITCHEN FAUCETS, GFIs,		502.37
0000020155	11/20/2020	NO		HD SUPPLY FACILITIES MAINT.	MINI BLINDS		273.84
Total for Check		0000020155				$0.00	$776.21
0000020156	11/20/2020	NO		SHERWIN WILLIAMS COMPANY	PAINT		210.60
Total for Check		0000020156				$0.00	$210.60
0000020157	11/20/2020	NO		W. V. A. H. A.	DENTAL/VISION PLAN		1,455.05
0000020157	11/20/2020	NO		W. V. A. H. A.			169.53
0000020157	11/20/2020	NO		W. V. A. H. A.			383.47
Total for Check		0000020157				$0.00	$2,008.05
0000020158	11/20/2020	NO		STERICYCLE INC.	MEDICAL WASTE PICKUP		16.54
Total for Check		0000020158				$0.00	$16.54
0000020159	11/20/2020	NO		DOMINION ENERGY WEST	SERVICE TO KT		2,255.69
Total for Check		0000020159				$0.00	$2,255.69
0000020160	11/20/2020	NO		AFLAC	EMPLOYEE DEDUCTIONS		243.68
Total for Check		0000020160				$0.00	$243.68
0000020161	11/20/2020	NO		ZEP MANUFACTURING COMPANY	ALL PURPOSE CLEANER		196.59
Total for Check		0000020161				$0.00	$196.59
0000020162	11/20/2020	NO		AT&T	SERVICE TO KT		43.04
Total for Check		0000020162				$0.00	$43.04
0000020163	11/20/2020	NO		LEGALSHIELD	EMPLOYEE DEDUCTIONS		31.90
Total for Check		0000020163				$0.00	$31.90
0000020164	11/20/2020	NO		WV COALITION TO END	HMIS LICENSE FEE		300.00

CLARKSBURG / HARRISON COUNTY HOUSING

Detailed Check Listing Report - All Checks From 11/01/2020 - 11/30/2020

EXE

Bank Description AP/PR-Accounts Payable and Payroll

Check #	Check Date	Void?	Void Date	Recipient	Purpose	Voided Amt	Amount
Total for Check		0000020164				$0.00	$300.00
0000020165	11/20/2020	NO		MON POWER	SERVICE TO LL 15E		14.62
0000020165	11/20/2020	NO		MON POWER	SERVICE TO LL 13E		24.93
0000020165	11/20/2020	NO		MON POWER	SERVICE TO LL 12A		14.14
0000020165	11/20/2020	NO		MON POWER	SERVICE TO LL 210		7.58
0000020165	11/20/2020	NO		MON POWER	SERVICE TO LL 211		9.53
0000020165	11/20/2020	NO		MON POWER	SERVICE TO LL 212		6.35
0000020165	11/20/2020	NO		MON POWER	SERVICE TO LL 3A		10.90
0000020165	11/20/2020	NO		MON POWER	SERVICE TO LL 5A		9.58
0000020165	11/20/2020	NO		MON POWER	SERVICE TO LL 9E		13.90
0000020165	11/20/2020	NO		MON POWER	SERVICE TO LL 8A		9.35
0000020165	11/20/2020	NO		MON POWER	SERVICE TO LL 7A		10.30
0000020165	11/20/2020	NO		MON POWER	SERVICE TO LL 6E		23.36
0000020165	11/20/2020	NO		MON POWER	SERVICE TO LL 101		9.20
0000020165	11/20/2020	NO		MON POWER	SERVICE TO LL 241		28.22
0000020165	11/20/2020	NO		MON POWER	SERVICE TO LL 16A		15.82
0000020165	11/20/2020	NO		MON POWER	SERVICE TO KT		4,606.32
0000020165	11/20/2020	NO		MON POWER	SERVICE TO WH		96.60
0000020165	11/20/2020	NO		MON POWER	SERVICE TO LL 4A		15.23
0000020165	11/20/2020	NO		MON POWER	SERVICE TO LL 14C		10.90
0000020165	11/20/2020	NO		MON POWER	SERVICE TO LL 34A		14.02
0000020165	11/20/2020	NO		MON POWER	SERVICE TO LL 18A		16.65
0000020165	11/20/2020	NO		MON POWER	SERVICE TO OFFICE		853.43
0000020165	11/20/2020	NO		MON POWER	SERVICE TO LL 11E		12.70
0000020165	11/20/2020	NO		MON POWER	SERVICE TO LL 10C		11.15
0000020165	11/20/2020	NO		MON POWER	SERVICE TO LL 109		4.06
0000020165	11/20/2020	NO		MON POWER	SERVICE TO LL 32D		14.37
0000020165	11/20/2020	NO		MON POWER	SERVICE TO LL 17D		20.61
0000020165	11/20/2020	NO		MON POWER	SERVICE TO LL 31B		14.75
0000020165	11/20/2020	NO		MON POWER	SERVICE TO LL 30A		18.34
0000020165	11/20/2020	NO		MON POWER	SERVICE TO LL 29A		14.26
0000020165	11/20/2020	NO		MON POWER	SERVICE TO LL COMM		230.87
0000020165	11/20/2020	NO		MON POWER	SERVICE TO LL 33B		14.98
0000020165	11/20/2020	NO		MON POWER	SERVICE TO LL 26A		16.18
0000020165	11/20/2020	NO		MON POWER	SERVICE TO LL 233		6.42
0000020165	11/20/2020	NO		MON POWER	SERVICE TO LL 22A		14.62
0000020165	11/20/2020	NO		MON POWER	SERVICE TO LL 2C		12.70
0000020165	11/20/2020	NO		MON POWER	SERVICE TO LL 21A		15.46
0000020165	11/20/2020	NO		MON POWER	SERVICE TO LL 19A		25.39
0000020165	11/20/2020	NO		MON POWER	SERVICE TO LL 23B		15.33
0000020165	11/20/2020	NO		MON POWER	SERVICE TO LL 23A		17.51
0000020165	11/20/2020	NO		MON POWER	SERVICE TO LL 24C		16.65
0000020165	11/20/2020	NO		MON POWER	SERVICE TO LL 27D		17.13
0000020165	11/20/2020	NO		MON POWER	SERVICE TO LL 1B		12.58
Total for Check		0000020165				$0.00	$6,346.99
0000020166	11/20/2020	NO		HART OFFICE SOLUTIONS	OVERAGE CHARGES		0.76
0000020166	11/20/2020	NO		HART OFFICE SOLUTIONS	COPIER LEASE		34.73

CLARKSBURG / HARRISON COUNTY HOUSING

Detailed Check Listing Report - All Checks From 11/01/2020 - 11/30/2020

EXE

Bank Description AP/PR-Accounts Payable and Payroll

Check #	Check Date	Void?	Void Date	Recipient	Purpose	Voided Amt	Amount
Total for Check		0000020166				$0.00	$35.49
0000020167	11/20/2020	NO		PRINT & SIGN SUPERSTORE	DWELLING LEASE BOOKS		173.00
Total for Check		0000020167				$0.00	$173.00
0000020168	11/20/2020	NO		LOWE'S COMPANIES,INC.	CFP 19 OSB SHEATHING		451.20
Total for Check		0000020168				$0.00	$451.20
0000020169	11/20/2020	NO		SHERWIN-WILLIAMS	CFP 19 CARPET		473.40
0000020169	11/20/2020	NO		SHERWIN-WILLIAMS	CFP 19 CARPET		469.80
0000020169	11/20/2020	NO		SHERWIN-WILLIAMS	CFP 19 CARPET		469.80
0000020169	11/20/2020	NO		SHERWIN-WILLIAMS	CFP 19 CARPET		469.80
Total for Check		0000020169				$0.00	$1,882.80
0000020170	11/20/2020	NO		CHARLES BRUGNOLI	CFP 19 CARPET		489.80
0000020170	11/20/2020	NO		CHARLES BRUGNOLI	CFP 19 CARPET		469.80
Total for Check		0000020170				$0.00	$959.60
0000020171	11/20/2020	NO		APPALACHIAN SIGNALS &	CFP 20 REPLACMENT OF		200.84
Total for Check		0000020171				$0.00	$200.84
Total for Credit Acct **AP/PR-Accounts Payable and Payroll**						-$181.45	$103,689.28

Total Checks Written	$103,689.28
Total Voided	-$181.45
Net Check Total	$103,507.83

HUD FORM 52681-B
FISCAL YEAR ENDING JUNE 30, 2021

ACCOUNT	07/20	08/20	09/20	10/20	11/20	12/20	01/21	02/21	03/21	04/21	05/21	05/21	TOTAL
ADMIN FEE	39,982.00	26,105.00	58,079.00	26,105.00	31,504.00								181,775.00
FRAUD REC.	630.00	49.00	180.00	219.00	140.00								1,218.00
ROSS GRANT	3,605.00	3,605.00	3,605.00	3,605.00	3,605.00								18,025.00
INTEREST	77.00	58.00	22.00	1.01	89.16								247.17
CARES GRANT	0.00	0.00	0.00	0.00	0.00								0.00
TOTAL INC.	**44,294.00**	**29,817.00**	**61,886.00**	**29,930.01**	**35,338.16**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**201,265.17**
ADMIN.SAL.	20,800.13	19,957.13	22,117.18	30,775.77	17,165.92								110,816.18
MAIN. SAL-CARES	0.00	0.00	0.00	0.00	15,817.00								15,817.00
LEGAL	0.00	0.00	0.00	0.00	0.00								0.00
TRAINING	0.00	0.00	0.00	0.00	0.00								0.00
TRAVEL	27.00	74.18	69.31	98.53	73.30								342.32
BENEFITS	7,132.14	7,001.69	5,493.65	7,289.16	6,820.20								33,736.84
BENEFITS-COVID	0.00	0.00	0.00	0.00	2,791.79								2,791.79
SUNDRY	1,911.10	2,421.82	2,970.04	2,314.13	1,060.99								10,678.08
CONTRACT	5,938.12	597.76	0.00	659.95	645.74								7,841.57
MAIN. MATERIAL. - CARES	0.00	0.00	0.00	0.00	2,907.30								2,907.30
CONTRACT COSTS - CARES	0.00	0.00	0.00	74.50	1,497.83								1,572.33
INSURANCE	1,188.07	2,097.55	660.07	2,097.55	132.07								6,175.31
PORT ADMIN FEE	35.19	35.19	35.19	35.19	35.19								175.95
AUDIT	0.00	0.00	0.00	0.00	0.00								0.00
OTHER	0.00	0.00	0.00	0.00	0.00								0.00
COMP. ABS.	0.00	0.00	0.00	0.00	0.00								0.00
TOTAL EXP.	**37,031.75**	**32,185.37**	**31,345.44**	**43,344.78**	**48,947.33**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**192,854.67**
SURPLUS	**7,262.25**	**-2,368.37**	**30,540.56**	**-13,414.77**	**-13,609.17**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**8,410.50**
TOT.S-PLUS	**7,262.25**	**4,893.88**	**35,434.44**	**22,019.67**	**8,410.50**	***8,410.50***	***8,410.50***	***8,410.50***	***8,410.50***	**8,410.50**	**8,410.50**	**8,410.50**	**8,410.50**

UNIT LEASED BEG. MONTH	**622**	**614**	**608**	**601**	**596**								**3,041**

CLARKSBURG - HARRISON REGIONAL HOUSING AUTHORITY
CASH / INVESTMENT SUMMARY
December 31, 2020

PUBLIC HOUSING	26,630.73	1,805,215.34	1,831,846.07	0.00	1,831,846.07
PSH	77,358.81	0.00	77,358.81	77,358.81	0.00
FSS	31,000.34	0.00	31,000.34	0.00	31,000.34
SECTION 8	472,835.09	0.00	472,835.09	213,638.09	259,197.00
BUSINESS ACTIVITIES	366,369.38	794,701.15	1,161,070.53	1,161,070.53	0.00
TOTAL	974,194.35	2,599,916.49	3,574,110.84	1,452,067.43	2,122,043.41

Run By: RTOOTHMAN

CLARKSBURG-HARRISON, WV

Funds : 001 - Public Housing
Date : December 2020

Income Statement - Budget Comparison

	This Month Actual	This Month Budget	Variance - Better (Worse)	Year-To-Date Actual	Year- To-Date Budget	Variance - Better (Worse)
Operating Revenue and Expenditures						
Operating Revenue						
DWELLING RENTAL	$80,130.57	$90,249.64	($10,119.07)	$499,177.15	$541,497.84	($42,320.69)
EXCESS UTILITIES	$3,204.00	$3,208.32	($4.32)	$20,252.98	$19,249.92	$1,003.06
T.V.INCOME-KT	$2,277.00	$0.00	$2,277.00	$3,991.02	$0.00	$3,991.02
T.V.INCOME-MH	$1,817.00	$0.00	$1,817.00	$88.52	$0.00	$88.52
INTEREST-GEN FUND INVESTS	$5.32	$2,066.66	($2,061.34)	$5,504.90	$12,399.96	($6,895.06)
OTHER INCOME-COCC	$0.00	$0.00	$0.00	$8,916.91	$0.00	$8,916.91
OTHER INCOME-KT	$30.00	$0.00	$30.00	$20.00	$0.00	$20.00
OTHER INCOME-LL	$75.00	$0.00	$75.00	$285.00	$0.00	$285.00
OTHER INCOME-MH	$15.00	$2,249.99	($2,234.99)	$123,970.25	$13,499.94	$110,470.31
Total Operating Revenues	$87,553.89	$97,774.61	($10,220.72)	$662,206.73	$586,647.66	$75,559.07
Operating Expenditures						
ADMIN SALARIES	$37,419.09	$30,535.54	($6,883.55)	$180,617.25	$183,213.26	$2,596.01
ADMIN.SALARIES - COVID	$0.00	$0.00	$0.00	$8,008.49	$0.00	($8,008.49)
EMPLOYEE BENEFITS - CARES	$0.00	$0.00	$0.00	$1,529.20	$0.00	($1,529.20)
EXTRA MAINT-LABOR,KT	$0.00	$0.00	$0.00	$121,919.66	$0.00	($121,919.66)
LABOR - MAINT. SALARIES - CARES	$0.00	$0.00	$0.00	$655.50	$0.00	($655.50)
LABOR-OM&O,LL	$0.00	$0.00	$0.00	$185.40	$0.00	($185.40)
LABOR-OM&O,MH	$23,115.80	$22,749.91	($365.89)	$142,635.14	$136,499.46	($6,135.68)
PROTECTIVE SERV.,MH	$1,080.00	$1,500.00	$420.00	$8,760.00	$8,999.96	$239.96
T/S/SALARIES-MH	$1,140.30	$1,075.00	($65.30)	$6,584.06	$6,449.98	($134.08)
ACCTG & AUDIT FEES	$10,350.00	$862.50	($9,487.50)	$10,350.00	$5,174.99	($5,175.01)
COLLECTION LOSSES	($703.14)	$1,333.33	$2,036.47	($4,633.68)	$7,999.98	$12,633.66
CONTACT COSTS - GARBAGE	$2,372.45	$2,349.99	($22.46)	$11,895.74	$14,099.94	$2,204.20
CONTACT COSTS - ROUTINE MAINTENANCE	$1,319.74	$2,016.66	$696.92	$11,785.96	$12,099.96	$314.00
CONTRACT COSTS - CARES GRANT	$0.00	$0.00	$0.00	$1,520.90	$0.00	($1,520.90)
CONTRACT COSTS - ELEVATOR MAINTENANCE	$1,938.00	$125.00	($1,813.00)	$5,358.00	$750.00	($4,608.00)
CONTRACT COSTS - EXTERMINATION CONTRACTS	$1,150.00	$808.33	($341.67)	$4,250.00	$4,849.98	$599.98
CONTRACT COSTS - HEATING AND COOLING	$0.00	$633.33	$633.33	$1,703.50	$3,799.98	$2,096.48
CONTRACT COSTS - JANITORIAL	$0.00	$133.33	$133.33	$0.00	$799.98	$799.98

CLARKSBURG-HARRISON, WV

Funds : 001 - Public Housing
Date : December 2020

Income Statement - Budget Comparison

	This Month Actual	This Month Budget	Variance - Better (Worse)	Year-To-Date Actual	Year- To-Date Budget	Variance - Better (Worse)
CONTRACT COSTS - OTHER	$0.00	$1,849.99	$1,849.99	$2,679.80	$11,099.94	$8,420.14
CONTRACT COSTS-COCC	$0.00	$0.00	$0.00	$151.88	$0.00	($151.88)
CONTRACT COSTS-KT	$0.00	$0.00	$0.00	$433.50	$0.00	($433.50)
CONTRACT COSTS-LL	$0.00	$0.00	$0.00	$940.88	$0.00	($940.88)
CONTRACT COSTS-MH	$1,019.25	$0.00	($1,019.25)	$4,782.40	$0.00	($4,782.40)
ELECTRICITY	$0.00	$3,891.65	$3,891.65	$24,859.57	$23,349.90	($1,509.67)
ELECTRICITY - WAREHOUSE	$0.00	$0.00	$0.00	$894.35	$0.00	($894.35)
ELECTRICITY-OFFICE	$709.01	$1,008.33	$299.32	$5,663.04	$6,049.98	$386.94
ELECTRICITY,KT	$0.00	$5,016.65	$5,016.65	$26,402.05	$30,099.89	$3,697.84
ELECTRICITY,LL	$944.47	$749.99	($194.48)	$4,945.31	$4,499.99	($445.32)
EMPLOYEE BENEFIT CONT	$26,115.65	$19,999.92	($6,115.73)	$123,127.48	$119,999.52	($3,127.96)
GAS - OFFICE	$340.40	$541.66	$201.26	$965.27	$3,249.98	$2,284.71
GAS - WAREHOUSE	$423.12	$0.00	($423.12)	$714.68	$0.00	($714.68)
GAS,KT	$3,129.48	$2,549.99	($579.49)	$7,074.95	$15,299.94	$8,224.99
GAS,LL	$8,437.21	$4,999.98	($3,437.23)	$16,922.10	$29,999.88	$13,077.78
GAS,MH	$5,917.84	$2,991.66	($2,926.18)	$13,703.91	$17,949.93	$4,246.02
INSURANCE,MH	$7,005.75	$7,499.97	$494.22	$47,477.38	$44,999.82	($2,477.56)
LABOR-OM&O,KT	$0.00	$0.00	$0.00	$171.19	$0.00	($171.19)
LEGAL EXPENSE	$661.50	$208.33	($453.17)	$661.50	$1,249.98	$588.48
MAINT.MATERIALS - CARES GRANT	$226.12	$0.00	($226.12)	$7,415.84	$0.00	($7,415.84)
MAINT.MATERIALS-KT	($25.00)	$0.00	$25.00	($2,643.29)	$0.00	$2,643.29
MAINT.MATERIALS-LL	($146.39)	$0.00	$146.39	($2,162.15)	$0.00	$2,162.15
MAINT.MATERIALS-MH	$5,394.23	$5,833.31	$439.08	$30,663.00	$34,999.86	$4,336.86
OTHER GEN EXPENSE	$125.00	$237.83	$112.83	$1,909.54	$1,426.98	($482.56)
OTHER GENERAL EXPENSE - POM	$0.00	$0.00	$0.00	$250.00	$0.00	($250.00)
PMTS IN LIEU OF TAXES	$5,000.00	$4,999.98	($0.02)	$30,000.00	$29,999.88	($0.12)
STAFF TRAINING-MH	$0.00	$166.66	$166.66	$0.00	$1,000.00	$1,000.00
SUNDRY	$5,189.29	$4,833.32	($355.97)	$26,838.06	$28,999.88	$2,161.82
SUNDRY - COVID	$0.00	$0.00	$0.00	$40.00	$0.00	($40.00)
SUNDRY EXPENSE-COCC	$0.00	$0.00	$0.00	$200.00	$0.00	($200.00)
T/S-CON COST-TRNG-OTH	$904.12	$808.33	($95.79)	$5,436.97	$4,849.98	($586.99)
T/S-REC. PUB & OTH SV	($250.00)	$791.66	$1,041.66	$2,058.28	$4,749.97	$2,691.69
TRAVEL,MH	$189.34	$1,023.83	$834.49	$1,202.26	$6,142.98	$4,940.72

CLARKSBURG-HARRISON, WV

Funds : 001 - Public Housing
Date : December 2020

Income Statement - Budget Comparison

	This Month Actual	This Month Budget	Variance - Better (Worse)	Year-To-Date Actual	Year- To-Date Budget	Variance - Better (Worse)
WATER	$1,410.89	$1,958.33	$547.44	$8,271.09	$11,749.96	$3,478.87
WATER-KT	$0.00	$2,999.99	$2,999.99	$12,467.59	$17,999.94	$5,532.35
WATER-LL	$0.00	$4,933.31	$4,933.31	$22,208.48	$29,599.87	$7,391.39
WATER-OFFICE	$53.47	$108.33	$54.86	$324.77	$649.98	$325.21
WATER-WAREHOUSE	$53.47	$0.00	($53.47)	$320.82	$0.00	($320.82)
Total Operating Expensese	$152,010.46	$144,125.92	($7,884.54)	$940,497.62	$864,755.50	($75,742.12)
Net Profit or Loss from Operations	($64,456.57)	($46,351.31)	($18,105.26)	($278,290.89)	($278,107.84)	($183.05)

CLARKSBURG-HARRISON, WV

Funds : 001 - Public Housing
Date : December 2020

Income Statement - Budget Comparison

	This Month Actual	This Month Budget	Variance - Better (Worse)	Year-To-Date Actual	Year- To-Date Budget	Variance - Better (Worse)
Other Revenue and Expenditures						
Other Revenue Items						
CARES GRANT REVENUE	$20,933.00	$0.00	$20,933.00	$39,234.60	$0.00	$39,234.60
HUD PHA GRANTS-MH	$0.00	$4,999.98	($4,999.98)	$0.00	$29,999.88	($29,999.88)
OPER SUBSIDY-MH	$55,727.00	$42,249.83	$13,477.17	$269,246.00	$253,498.98	$15,747.02
Total Other Revenue Items	$76,660.00	$47,249.81	$29,410.19	$308,480.60	$283,498.86	$24,981.74
Other Expenditure Items						
Total Other Expenditure Items	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Net Gain or Loss from Extraordinary Items	$76,660.00	$47,249.81	$29,410.19	$308,480.60	$283,498.86	$24,981.74
Net Profit or Loss	$12,203.43	$898.50	$11,304.93	$30,189.71	$5,391.02	$24,798.69

CLARKSBURG / HARRISON COUNTY HOUSING

Detailed Check Listing Report - All Checks From 12/01/2020 - 12/31/2020

EXE

Bank Description AP/PR-Accounts Payable and Payroll

Check #	Check Date	Void?	Void Date	Recipient	Purpose	Voided Amt	Amount
Credit Acct	AP/PR-Accounts Payable and Payroll						
0000020172	12/03/2020	NO		ROWAN, SARA E	REFUND REMAINING		210.84
Total for Check	0000020172					$0.00	$210.84
0000020173	12/03/2020	NO		STOCKINGER, GREGORY P	REFUND REMAINING		372.04
Total for Check	0000020173					$0.00	$372.04
0000020174	12/03/2020	NO		PETTY CASH	PETTY CASH		500.00
Total for Check	0000020174					$0.00	$500.00
0000020175	12/03/2020	NO		SHERWIN WILLIAMS COMPANY	CFP 19 CARPET		469.80
0000020175	12/03/2020	NO		SHERWIN WILLIAMS COMPANY	CFP 19 CARPET		653.40
Total for Check	0000020175					$0.00	$1,123.20
0000020176	12/03/2020	NO		WASTE MANAGEMENT OF WEST	LANDFILL FEE		28.78
0000020176	12/03/2020	NO		WASTE MANAGEMENT OF WEST	SERVICE TO MH		832.25
0000020176	12/03/2020	NO		WASTE MANAGEMENT OF WEST	SERVICE TO KT		433.50
0000020176	12/03/2020	NO		WASTE MANAGEMENT OF WEST	SERVICE TO OFFICE		109.14
Total for Check	0000020176					$0.00	$1,403.67
0000020177	12/03/2020	NO		DOMINION ENERGY WEST	SERVICE TO OFFICE		201.40
0000020177	12/03/2020	NO		DOMINION ENERGY WEST	SERVICE TO MH 3896.57		3,896.57
0000020177	12/03/2020	NO		DOMINION ENERGY WEST	SERVICE TO LL		4,658.35
0000020177	12/03/2020	NO		DOMINION ENERGY WEST	SERVICE TO WH		152.16
Total for Check	0000020177					$0.00	$8,908.48
0000020178	12/03/2020	NO		CHARLES BRUGNOLI	CFP 19 CARPET		567.00
Total for Check	0000020178					$0.00	$567.00
0000020179	12/03/2020	NO		LOUIS A. ARAGONA II	BENEFIT PACKAGE		330.00
Total for Check	0000020179					$0.00	$330.00
0000020180	12/03/2020	NO		U.S. CELLULAR			377.40
0000020180	12/03/2020	NO		U.S. CELLULAR			64.19
0000020180	12/03/2020	NO		U.S. CELLULAR	CELL PHONE SERVICE		919.83
Total for Check	0000020180					$0.00	$1,361.42
0000020181	12/03/2020	NO		UNITED WAY OF HARRISON	EMPLOYEE DEDUCTIONS		116.00
Total for Check	0000020181					$0.00	$116.00
0000020182	12/03/2020	NO		DAYCON, INC.	COVID - CONSTRUCTION		43,517.00
0000020182	12/03/2020	NO		DAYCON, INC.			20,933.00

CLARKSBURG / HARRISON COUNTY HOUSING
Detailed Check Listing Report - All Checks From 12/01/2020 - 12/31/2020
EXE

Bank Description AP/PR-Accounts Payable and Payroll

Check #	Check Date	Void?	Void Date	Recipient	Purpose	Voided Amt	Amount
Total for Check	0000020182					$0.00	$64,450.00
0000020183	12/03/2020	NO		APPALACHIAN SIGNALS &	CFP20 ANNUAL MH		350.00
0000020183	12/03/2020	NO		APPALACHIAN SIGNALS &	CFP20 ANNUAL KT		350.00
Total for Check	0000020183					$0.00	$700.00
0000020184	12/03/2020	NO		BUREAU FOR CHILD SUPPORT	CHILD SUPPORT - BOCSO,		533.30
Total for Check	0000020184					$0.00	$533.30
0000020185	12/03/2020	NO		DELVAL EQUIPMENT	CFP20 BOILER REPAIRS		4,656.25
Total for Check	0000020185					$0.00	$4,656.25
0000020186	12/03/2020	NO		ABC SUPPLY COMPANY, INC.	CFP 19 SIDING		2,825.35
0000020186	12/03/2020	NO		ABC SUPPLY COMPANY, INC.	CFP 19 SIDING		2,825.35
Total for Check	0000020186					$0.00	$5,650.70
0000020187	12/03/2020	NO		CHRISTEL ANDY	PARKING FOR MH		125.00
0000020187	12/03/2020	NO		CHRISTEL ANDY	PARKING FOR MH		125.00
Total for Check	0000020187					$0.00	$250.00
0000020188	12/03/2020	NO		CITY MECHANICAL	CFP 20 REPLACEMENT OF		412.00
Total for Check	0000020188					$0.00	$412.00
0000020189	12/03/2020	NO		ALEX'S PRO DENT REPAIR	REPAIR OF AIELLO		80.25
Total for Check	0000020189					$0.00	$80.25
0000020216	12/11/2020	NO		JOHNSON, BRANDI N	REFUND REMAINING		300.14
Total for Check	0000020216					$0.00	$300.14
0000020217	12/11/2020	NO		SHORT, CURTIS M	REFUND SECURITY		100.00
Total for Check	0000020217					$0.00	$100.00
0000020218	12/11/2020	NO		CLARKSBURG WATER BOARD	SERVICE TO WH		53.47
0000020218	12/11/2020	NO		CLARKSBURG WATER BOARD	PSH FINAL BILL		39.05
0000020218	12/11/2020	NO		CLARKSBURG WATER BOARD	SERVICE TO MH		1,288.46
0000020218	12/11/2020	NO		CLARKSBURG WATER BOARD	SERVICE TO OFFICE		53.47
Total for Check	0000020218					$0.00	$1,434.45
0000020219	12/11/2020	NO		HAJOCA CORPORATION	ELBOWS, COPPER TUBES,		150.91
0000020219	12/11/2020	NO		HAJOCA CORPORATION	ELBOWS, COUPLINGS,		71.74

CLARKSBURG / HARRISON COUNTY HOUSING

Detailed Check Listing Report - All Checks From 12/01/2020 - 12/31/2020

EXE

Bank Description AP/PR-Accounts Payable and Payroll

Check #	Check Date	Void?	Void Date	Recipient	Purpose	Voided Amt	Amount
Total for Check		0000020219				$0.00	$222.65
0000020220	12/11/2020	NO		LOWE'S COMPANIES,INC.	SCREWS, TREATED BOARD		64.40
0000020220	12/11/2020	NO		LOWE'S COMPANIES,INC.	CO DETECTORS,		119.63
0000020220	12/11/2020	NO		LOWE'S COMPANIES,INC.	LAG BOLTS		28.50
0000020220	12/11/2020	NO		LOWE'S COMPANIES,INC.	BOLTS, TREATED		36.56
Total for Check		0000020220				$0.00	$249.09
0000020221	12/11/2020	NO		HD SUPPLY FACILITIES MAINT.	CALKING		39.09
0000020221	12/11/2020	NO		HD SUPPLY FACILITIES MAINT.	TUB SPOUTS AND PHOTO		85.40
Total for Check		0000020221				$0.00	$124.49
0000020222	12/11/2020	NO		MIDDLETOWN TRACTOR SALES	EXCHANGE OF V-BELT		-22.94
0000020222	12/11/2020	NO		MIDDLETOWN TRACTOR SALES	EXTENSION SPRING AND V-		95.11
Total for Check		0000020222				$0.00	$72.17
0000020223	12/11/2020	NO		WASTE MANAGEMENT OF WEST	SERVICE TO LL		940.88
0000020223	12/11/2020	NO		WASTE MANAGEMENT OF WEST	SERVICE TO OFFICE		42.55
Total for Check		0000020223				$0.00	$983.43
0000020224	12/11/2020	NO		UNITED JANITORIAL SUPPLIES	3 CS HAND SOAP		132.00
0000020224	12/11/2020	NO		UNITED JANITORIAL SUPPLIES	TOILET TISSUE, PAPER		276.00
0000020224	12/11/2020	NO		UNITED JANITORIAL SUPPLIES	SIMPLE GREEN CLEANER,		339.00
Total for Check		0000020224				$0.00	$747.00
0000020225	12/11/2020	NO		STAPLES CREDIT PLAN	TONER, DESK, FILE		875.69
Total for Check		0000020225				$0.00	$875.69
0000020226	12/11/2020	NO		NAN MCKAY & ASSOCIATES, INC.	PH REVISION SERVICE		239.00
Total for Check		0000020226				$0.00	$239.00
0000020227	12/11/2020	NO		GEORGE L. WILSON & CO., INC.	LOCK CORES		272.00
Total for Check		0000020227				$0.00	$272.00
0000020228	12/11/2020	NO		PHADA	ANNUAL PHADA		1,435.00
Total for Check		0000020228				$0.00	$1,435.00
0000020229	12/11/2020	NO		MCM BUSINESS SYSTEMS, INC.			89.88
0000020229	12/11/2020	NO		MCM BUSINESS SYSTEMS, INC.	CALENDARS, REFILLS		89.89
Total for Check		0000020229				$0.00	$179.77

CLARKSBURG / HARRISON COUNTY HOUSING

Detailed Check Listing Report - All Checks From 12/01/2020 - 12/31/2020

EXE

Bank Description AP/PR-Accounts Payable and Payroll

Check #	Check Date	Void?	Void Date	Recipient	Purpose	Voided Amt	Amount
0000020230	12/11/2020	NO		PUBLIC EMPLOYEES INS. AGENC'			2,413.48
0000020230	12/11/2020	NO		PUBLIC EMPLOYEES INS. AGENC'			2,478.66
0000020230	12/11/2020	NO		PUBLIC EMPLOYEES INS. AGENC'PEIA			6,619.96
0000020230	12/11/2020	NO		PUBLIC EMPLOYEES INS. AGENC'			1,125.20
Total for Check		0000020230				$0.00	$12,637.30
0000020231	12/11/2020	NO		EXPONENT TELEGRAM	NEWSPAPER		166.08
Total for Check		0000020231				$0.00	$166.08
0000020232	12/11/2020	NO		SAM'S CLUB	ANNUAL MEMBERSHIF		330.96
0000020232	12/11/2020	NO		SAM'S CLUB			30.30
Total for Check		0000020232				$0.00	$361.26
0000020233	12/11/2020	NO		PRO-TECH PEST SERVICES	PEST CONTROL SERVICE		620.00
Total for Check		0000020233				$0.00	$620.00
0000020234	12/11/2020	NO		CITYNET, LLC	PHONE & INTERNET		906.93
0000020234	12/11/2020	NO		CITYNET, LLC			906.92
Total for Check		0000020234				$0.00	$1,813.85
0000020235	12/11/2020	NO		DONNA DEMARCO	REIMBURSE AFTER		299.00
Total for Check		0000020235				$0.00	$299.00
0000020236	12/11/2020	NO		RETIREE HEALTH BENEFIT TRUSTRHBT			2,336.00
0000020236	12/11/2020	NO		RETIREE HEALTH BENEFIT TRUST			704.00
0000020236	12/11/2020	NO		RETIREE HEALTH BENEFIT TRUST			480.00
Total for Check		0000020236				$0.00	$3,520.00
0000020237	12/11/2020	NO		AT&T	SERVICE TO LL		50.14
0000020237	12/11/2020	NO		AT&T	SERVICE TO WH		50.14
0000020237	12/11/2020	NO		AT&T	SERVICE TO KT		36.06
Total for Check		0000020237				$0.00	$136.34
0000020238	12/11/2020	NO		MON POWER	SERVICE TO LL 101		9.03
0000020238	12/11/2020	NO		MON POWER	SERVICE TO LL 109		8.49
0000020238	12/11/2020	NO		MON POWER	SERVICE TO MH		3,409.14
0000020238	12/11/2020	NO		MON POWER	SECURITY LIGHTS		906.58
Total for Check		0000020238				$0.00	$4,333.24
0000020239	12/11/2020	NO		CROWNE CHEMICAL	LYSOL, GLOVES		776.80
Total for Check		0000020239				$0.00	$776.80

CLARKSBURG / HARRISON COUNTY HOUSING

Detailed Check Listing Report - All Checks From 12/01/2020 - 12/31/2020

EXE

Bank Description AP/PR-Accounts Payable and Payroll

Check #	Check Date	Void?	Void Date	Recipient	Purpose	Voided Amt	Amount
0000020240	12/11/2020	NO		BUREAU FOR CHILD SUPPORT	CHILD SUPPORT - BOCCO		266.65
Total for Check	0000020240					$0.00	$266.65
0000020241	12/11/2020	NO		DELVAL EQUIPMENT	REPAIR OF BOILER, FLAME		937.50
Total for Check	0000020241					$0.00	$937.50
0000020242	12/11/2020	NO		FIRST NATIONAL BANK OMAHA			105.09
0000020242	12/11/2020	NO		FIRST NATIONAL BANK OMAHA			67.55
0000020242	12/11/2020	NO		FIRST NATIONAL BANK OMAHA			247.83
0000020242	12/11/2020	NO		FIRST NATIONAL BANK OMAHA			439.20
0000020242	12/11/2020	NO		FIRST NATIONAL BANK OMAHA			404.83
0000020242	12/11/2020	NO		FIRST NATIONAL BANK OMAHA			357.35
0000020242	12/11/2020	NO		FIRST NATIONAL BANK OMAHA			541.41
0000020242	12/11/2020	NO		FIRST NATIONAL BANK OMAHA			187.25
0000020242	12/11/2020	NO		FIRST NATIONAL BANK OMAHA			530.00
0000020242	12/11/2020	NO		FIRST NATIONAL BANK OMAHA	TRACTOR REPAIR,		1,187.65
0000020242	12/11/2020	NO		FIRST NATIONAL BANK OMAHA			530.00
0000020242	12/11/2020	NO		FIRST NATIONAL BANK OMAHA			97.78
0000020242	12/11/2020	NO		FIRST NATIONAL BANK OMAHA			530.00
0000020242	12/11/2020	NO		FIRST NATIONAL BANK OMAHA			530.00
0000020242	12/11/2020	NO		FIRST NATIONAL BANK OMAHA			25.00
0000020242	12/11/2020	NO		FIRST NATIONAL BANK OMAHA			207.52
Total for Check	0000020242					$0.00	$5,988.46
0000020243	12/11/2020	NO		TOSHIBA FINANCIAL SERVICES	COPIER LEASE		250.72
0000020243	12/11/2020	NO		TOSHIBA FINANCIAL SERVICES			205.74
Total for Check	0000020243					$0.00	$456.46
0000020244	12/11/2020	NO		CECIL FARRELL	CLOTHING ALLOWANCE		104.74
Total for Check	0000020244					$0.00	$104.74
0000020245	12/11/2020	NO		MRI SOFTWARE,LLC	BACKGROUND CHECKS -		120.00
0000020245	12/11/2020	NO		MRI SOFTWARE,LLC	BACKGROUND CHECKS -		440.00
Total for Check	0000020245					$0.00	$560.00
0000020246	12/11/2020	NO		SPECTRUM	SERVICE TO KT		1,977.96
0000020246	12/11/2020	NO		SPECTRUM	SERVICE TO MH		1,573.03
Total for Check	0000020246					$0.00	$3,550.99
0000020247	12/11/2020	NO		HASTINGS, JEREMIAH	MILEAGE REIMBURSEMENT		48.30
Total for Check	0000020247					$0.00	$48.30
0000020248	12/14/2020	NO		CITYNET, LLC	CFP 19 NEW PHONE		3,600.00

CLARKSBURG / HARRISON COUNTY HOUSING

Detailed Check Listing Report - All Checks From 12/01/2020 - 12/31/2020

EXE

Bank Description AP/PR-Accounts Payable and Payroll

Check #	Check Date	Void?	Void Date	Recipient	Purpose	Voided Amt	Amount
Total for Check		0000020248				$0.00	$3,600.00
0000020249	12/14/2020	NO		UNIFIRST CORPORATION	CFP 20 MATS		18.50
0000020249	12/14/2020	NO		UNIFIRST CORPORATION	CFP 20 MATS		18.50
0000020249	12/14/2020	NO		UNIFIRST CORPORATION	CFP 20 MATS		18.85
0000020249	12/14/2020	NO		UNIFIRST CORPORATION	CFP 20 MATS		16.25
Total for Check		0000020249				$0.00	$72.10
0000020250	12/14/2020	NO		DAYCON, INC.	CFP 19 WINDOWS		27,000.00
Total for Check		0000020250				$0.00	$27,000.00
0000020251	12/14/2020	NO		ABC SUPPLY COMPANY, INC.	CFP 19 SIDING		44.94
0000020251	12/14/2020	NO		ABC SUPPLY COMPANY, INC.	CFP 19 TRIM NAILS		9.99
Total for Check		0000020251				$0.00	$54.93
0000020252	12/14/2020	NO		PANHANDLE CLEANING &	CFP 20 STIP & WAX		11,150.00
Total for Check		0000020252				$0.00	$11,150.00
0000020253	12/18/2020	NO		CLARKSBURG WATER BOARD	SERVICE TO LL		3,536.25
0000020253	12/18/2020	NO		CLARKSBURG WATER BOARD	SERVICE TO KT		1,738.16
Total for Check		0000020253				$0.00	$5,274.41
0000020254	12/18/2020	NO		LOWE'S COMPANIES,INC.	THERMOSTAT, GLOVES,		164.57
0000020254	12/18/2020	NO		LOWE'S COMPANIES,INC.			-3.07
0000020254	12/18/2020	NO		LOWE'S COMPANIES,INC.	LUMBER		46.87
Total for Check		0000020254				$0.00	$208.37
0000020255	12/18/2020	NO		HD SUPPLY FACILITIES MAINT.	35 QT. MOP BUCKET		67.99
0000020255	12/18/2020	NO		HD SUPPLY FACILITIES MAINT.	KITCHEN FAUCET, SOCKET		123.28
0000020255	12/18/2020	NO		HD SUPPLY FACILITIES MAINT.	CIRCUIT BREAKERS,		1,040.02
Total for Check		0000020255				$0.00	$1,231.29
0000020256	12/18/2020	NO		UNITED JANITORIAL SUPPLIES	BUFFER PADS, TRASH		301.88
Total for Check		0000020256				$0.00	$301.88
0000020257	12/18/2020	NO		STATE ELECTRIC SUPPLY	LIGHT BULBS		50.96
Total for Check		0000020257				$0.00	$50.96
0000020258	12/18/2020	NO		SUTTER ROOFING & METAL CO.	CFP 19 KT ROOF RELEASE		24,000.00
Total for Check		0000020258				$0.00	$24,000.00

CLARKSBURG / HARRISON COUNTY HOUSING

Detailed Check Listing Report - All Checks From 12/01/2020 - 12/31/2020

EXE

Bank Description AP/PR-Accounts Payable and Payroll

Check #	Check Date	Void?	Void Date	Recipient	Purpose	Voided Amt	Amount
0000020259	12/18/2020	NO		STERICYCLE INC.	MEDICAL WASTE PICKUP		16.54
Total for Check	0000020259					$0.00	$16.54
0000020260	12/18/2020	NO		CHARLES BRUGNOLI	CFP 19 CARPET		374.80
Total for Check	0000020260					$0.00	$374.80
0000020261	12/18/2020	NO		AFLAC	EMPLOYEE DEDUCTIONS		243.68
Total for Check	0000020261					$0.00	$243.68
0000020262	12/18/2020	NO		CITYNET, LLC	CFP 20 CAMERA		8,400.00
Total for Check	0000020262					$0.00	$8,400.00
0000020263	12/18/2020	NO		RHONDA LINDSEY	REIMBURSEMENT OF		20.00
Total for Check	0000020263					$0.00	$20.00
0000020264	12/18/2020	NO		UNIFIRST CORPORATION	Good morning,		16.76
0000020264	12/18/2020	NO		UNIFIRST CORPORATION	Good morning,		19.08
0000020264	12/18/2020	NO		UNIFIRST CORPORATION	CFP 20 MATS		19.44
0000020264	12/18/2020	NO		UNIFIRST CORPORATION	CFP 20 MATS		19.08
Total for Check	0000020264					$0.00	$74.36
0000020265	12/18/2020	NO		AT&T	SERVICE TO KT		43.04
Total for Check	0000020265					$0.00	$43.04
0000020266	12/18/2020	NO		LEGALSHIELD	EMPLOYEE DEDUCTIONS		31.90
Total for Check	0000020266					$0.00	$31.90
0000020267	12/18/2020	NO		CROWNE CHEMICAL	LYSON, VERSATILE		136.62
0000020267	12/18/2020	NO		CROWNE CHEMICAL			149.00
0000020267	12/18/2020	NO		CROWNE CHEMICAL			296.15
0000020267	12/18/2020	NO		CROWNE CHEMICAL	GREENSCAPES - SAL		1,460.00
Total for Check	0000020267					$0.00	$2,041.77
0000020268	12/18/2020	NO		HART OFFICE SOLUTIONS	OVERAGE CHARGES		0.97
0000020268	12/18/2020	NO		HART OFFICE SOLUTIONS	COPIER LEASE		34.73
Total for Check	0000020268					$0.00	$35.70
0000020269	12/18/2020	NO		CRIM LAW OFFICE, P.L.L.C.	REVIEWING & DRAFTING		661.50
Total for Check	0000020269					$0.00	$661.50

CLARKSBURG / HARRISON COUNTY HOUSING

Detailed Check Listing Report - All Checks From 12/01/2020 - 12/31/2020

EXE

Bank Description AP/PR-Accounts Payable and Payroll

Check #	Check Date	Void?	Void Date	Recipient	Purpose	Voided Amt	Amount
Total for Credit Acct **AP/PR-Accounts Payable and Payroll**						**$0.00**	**$220,324.23**

Total Checks Written	**$220,324.23**
Total Voided	**$0.00**
Net Check Total	**$220,324.23**

HUD FORM 52681-B
FISCAL YEAR ENDING JUNE 30, 2021

ACCOUNT	07/20	08/20	09/20	10/20	11/20	12/20	01/21	02/21	03/21	04/21	05/21	06/21	TOTAL
ADMIN FEE	39,982.00	26,105.00	58,079.00	26,105.00	31,504.00	31,504.00							213,279.00
FRAUD REC.	630.00	49.00	180.00	219.00	140.00	436.00							1,654.00
ROSS GRANT	3,605.00	3,605.00	3,605.00	3,605.00	3,605.00	3,605.00							21,630.00
INTEREST	77.00	58.00	22.00	1.01	89.16	20.53							267.70
CARES GRANT	0.00	0.00	0.00	0.00	0.00	22,766.41							22,766.41
TOTAL INC.	**44,294.00**	**29,817.00**	**61,886.00**	**29,930.01**	**35,338.16**	**58,331.94**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**259,597.11**
ADMIN.SAL.	20,800.13	19,957.18	22,117.18	30,775.77	17,165.92	24,607.00							135,423.18
MAIN. SAL-CARES	0.00	0.00	0.00	0.00	15,817.00	0.00							15,817.00
LEGAL	0.00	0.00	0.00	0.00	0.00	0.00							0.00
TRAINING	0.00	0.00	0.00	0.00	0.00	0.00							0.00
TRAVEL	27.00	74.18	69.31	98.53	73.30	389.82							732.14
BENEFITS	7,132.14	7,001.69	5,493.65	7,289.16	6,820.20	10,619.45							44,356.29
BENEFITS-COVID	0.00	0.00	0.00	0.00	2,791.79	0.00							2,791.79
SUNDRY	1,911.10	2,421.82	2,970.04	2,314.13	1,060.99	1,982.11							12,660.19
CONTRACT	5,938.12	597.76	0.00	659.95	645.74	413.74							8,255.31
MAIN. MATERIAL. - CARES	0.00	0.00	0.00	0.00	2,907.30	185.45							3,092.75
CONTRACT COSTS - CARES	0.00	0.00	0.00	74.50	1,497.83	0.00							1,572.33
INSURANCE	1,188.07	2,097.55	660.07	2,097.55	132.07	660.06							6,835.37
PORT ADMIN FEE	35.19	35.19	35.19	35.19	35.19	35.19							211.14
AUDIT	0.00	0.00	0.00	0.00	0.00	6,450.00							6,450.00
OTHER	0.00	0.00	0.00	0.00	0.00	0.00							0.00
COMP. ABS.	0.00	0.00	0.00	0.00	0.00	0.00							0.00
TOTAL EXP.	**37,031.75**	**32,185.37**	**31,345.44**	**43,344.78**	**48,947.33**	**45,342.82**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**238,197.49**
SURPLUS	**7,262.25**	**-2,368.37**	**30,540.56**	**-13,414.77**	**-13,609.17**	**12,989.12**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**21,399.62**
TOT.S-PLUS	**7,262.25**	**4,893.88**	**35,434.44**	**22,019.67**	**8,410.50**	**21,399.62**	**21,399.62**	**21,399.62**	**21,399.62**	**21,399.62**	**21,399.62**	**21,399.62**	**21,399.62**

UNIT LEASED BEG. MONTH	**622**	**614**	**608**	**601**	**596**	**583**							**3,624**

MAINTENANCE/CAPITAL FUND ACTIVITY

NOVEMBER 2020

Mason House:

Unit Turnaround:	810
New Carpet &/or Tile:	None
Routine Maintenance:	Lobby, Restrooms, Laundry Room, Stairwells, Hallways, Common Areas, Parking Lots, Seasonal Mowing or Snow Removal, Etc.
Work Orders:	34 work orders completed.
Other Projects:	Bed Bug Treatments Sprayed & treated 404, 405, 501

Laurel Lanes:

Unit Turnaround:	109, 101, 239
New Carpet &/or Tile:	None
Routine Maintenance:	Parking Lots, Laundry Room, Community Center, Dumpster Areas, Grounds, Seasonal Mowing or Snow Removal, Etc.
Work Orders:	25 work orders completed.
Other Projects:	Fix entrance fence & mulch leaves all month

Koupal Towers:

Unit Turnaround:	803
New Carpet &/or Tile:	803
Routine Maintenance:	Lobby, Restrooms, Laundry Room, Stairwells, Hallways, Common Areas, Parking Lots, Seasonal Mowing or Snow Removal, Etc.
Work Orders:	79 work orders completed.
Other Projects:	Heat treated units Heated 407,505,503,601 Sprayed & dusted 904,907,908,802,608,613,504,406 Continued Lighting Upgrades

Main Office Building:

Routine Maintenance:	Lobbies, Restrooms, Stairwells, Offices, Parking Lots, Seasonal Mowing or Snow Removal, Etc.
Other Projects:	None
Warehouse:	Cleaning out discarded items from abandoned units
General:	Nothing to report

Capital Fund Disbursement Report

(as of 11/30/2020)

2019 Capital Fund Grant		
AUTHORIZED AMOUNT	**DISPERSED AMOUNT**	**BALANCE**
$656,756.00	$408,372.07	$248,383.93
	62% of funds expended	38% of funds remaining

2020 Capital Fund Grant		
AUTHORIZED AMOUNT	**DISPERSED AMOUNT**	**BALANCE**
$704,911.00	$34,581.88	$670,372.12
	5% of funds expended	95% of funds remaining

MAINTENANCE/CAPITAL FUND ACTIVITY
DECEMBER **2020**

Mason House:

Unit Turnaround:	208,202,604
New Carpet &/or Tile:	202,604
Routine Maintenance:	Lobby, Restrooms, Laundry Room, Stairwells, Hallways, Common Areas, Parking Lots, Seasonal Mowing or Snow Removal, Etc.
Work Orders:	42 work orders completed.
Other Projects:	Bed Bug Treatments Sprayed & treated 803,405,806 Protech treated 806. Panhandle stripped & waxed

Laurel Lanes:

Unit Turnaround:	121,241,217&118
New Carpet &/or Tile:	None
Routine Maintenance:	Parking Lots, Laundry Room, Community Center, Dumpster Areas, Grounds, Seasonal Mowing or Snow Removal, Etc.
Work Orders:	18 work orders completed.
Other Projects:	snow removal & salt

Koupal Towers:

Unit Turnaround:	1006
New Carpet &/or Tile:	1006
Routine Maintenance:	Lobby, Restrooms, Laundry Room, Stairwells, Hallways, Common Areas, Parking Lots, Seasonal Mowing or Snow Removal, Etc.
Work Orders:	60work orders completed.
Other Projects:	Heat treated units Heated 903,901,805,711,504 Sprayed & dusted 908,802,503,406,407,309,310,210 Protech treated 805 New elevator working on

Main Office Building:

Routine Maintenance:	Lobbies, Restrooms, Stairwells, Offices, Parking Lots, Seasonal Mowing or Snow Removal, Etc.
Other Projects:	None
Warehouse:	Cleaning out discarded items from abandoned units
General:	Nothing to report

Capital Fund Disbursement Report

(as of 12/31/2020)

2019 Capital Fund Grant		
AUTHORIZED AMOUNT	**DISPERSED AMOUNT**	**BALANCE**
$656,756.00	$609,743.57	$48.012.43
	62% of funds expended	38% of funds remaining

2020 Capital Fund Grant		
AUTHORIZED AMOUNT	**DISPERSED AMOUNT**	**BALANCE**
$704,911.00	$66,791.14	$ 638,119.86
	5% of funds expended	95% of funds remaining

Clarksburg-Harrison Regional Housing Authority

433 Baltimore Avenue

Clarksburg WV 26301

PUBLIC HOUSING STATISTICAL REPORT FOR PERIOD ENDING: 11/30/20

UNITS LEASED		UNITS VACATED		VACANT UNITS		
				NOT READY		READY
ELDERLY	2	ELDERLY	2	2	O BDR ELDERLY	13
FAMILY	3	FAMILY	2	0	1 BDR ELDERLY	4
TOTAL LEASED	5	TOTAL VACATED	4	0	1 BDR FAMILY	0
				0	2 BDR FAMILY	0
TRANSFERS				1	3 BDR FAMILY	0
ELDERLY	1			0	4 BDR FAMILY	0
FAMILY	1			3	TOTALS	17
TOTAL TRANSFERS	2					

Total Units	323		
Units Out of Service	0		
Total Units Available To Rent	323		
Occupied Units	303		
TOTAL VACANT UNITS	20	VACANCY RATE	7.00%

	TAKEN	CANCELLED	APPLICATIONS CURRENTLY ON WAITING LIST
ELDERLY 62+ YRS/ DISABLED/ HANDICAPPED	3	2	2
NEAR-ELDERLY 50 THRU 61YRS	2	0	1
SINGLES 18 THRU 49YRS	6	2	3
FAMILY			
1 BEDROOM	3	3	3
2 BEDROOM	4	2	2
3 BEDROOM	0	0	0
4 BEDROOM	0	0	0
TOTAL	18	9	11

Public Housing Lease-Up Chart-07/01/20 TO 06/30/21						
Month	Number Units Leased	100% (323 Units)	Units Out of Service	Countable Units (323 minus Units Out of Service)	Percentage Leased	Percentage Leased - One Year Ago
July	304	323	0	323	94.00%	98.00%
August	303	323	0	323	93.00%	98.00%
September	296	323	0	323	92.00%	98.00%
October	303	323	0	323	93.00%	97.00%
November	303	323	0	323	93.00%	97.00%
December		323	0	323		97.00%
January		323	0	323		96.00%
February		323	0	323		95.00%
March		323	0	323		95.00%
April		323	0	323		94.00%
May		323	0	323		94.00%
June		323	0	323		93.00%

Clarksburg-Harrison Regional Housing Authority

433 Baltimore Avenue

Clarksburg WV 26301

PUBLIC HOUSING STATISTICAL REPORT FOR PERIOD ENDING: **12/31/20**

UNITS LEASED		UNITS VACATED		VACANT UNITS		
				NOT READY		READY
ELDERLY	3	ELDERLY	3	0	O BDR ELDERLY	14
FAMILY	0	FAMILY	2	0	1 BDR ELDERLY	5
TOTAL LEASED	3	TOTAL VACATED	5	0	1 BDR FAMILY	0
				0	2 BDR FAMILY	1
TRANSFERS				0	3 BDR FAMILY	2
ELDERLY	0			0	4 BDR FAMILY	0
FAMILY	1			0	TOTALS	22
TOTAL TRANSFERS	1					

Total Units	323
Units Out of Service	0
Total Units Available To Rent	323
Occupied Units	301
TOTAL VACANT UNITS	22
VACANCY RATE	7.00%

	TAKEN	CANCELLED	APPLICATIONS CURRENTLY ON WAITING LIST
ELDERLY 62+ YRS/ DISABLED/ HANDICAPPED	2	2	1
NEAR-ELDERLY 50 THRU 61YRS	0	1	1
SINGLES 18 THRU 49YRS	4	4	1
FAMILY			
1 BEDROOM	0	0	2
2 BEDROOM	0	2	1
3 BEDROOM	1	0	1
4 BEDROOM	0	0	0
TOTAL	7	9	7

Public Housing Lease-Up Chart-07/01/20 TO 06/30/21						
Month	Number Units Leased	100% (323 Units)	Units Out of Service	Countable Units (323 minus Units Out of Service)	Percentage Leased	Percentage Leased - One Year Ago
July	304	323	0	323	94.00%	98.00%
August	303	323	0	323	93.00%	98.00%
September	296	323	0	323	92.00%	98.00%
October	303	323	0	323	93.00%	97.00%
November	303	323	0	323	93.00%	97.00%
December	301	323	0	323	93.00%	97.00%
January		323	0	323		96.00%
February		323	0	323		95.00%
March		323	0	323		95.00%
April		323	0	323		94.00%
May		323	0	323		94.00%
June		323	0	323		93.00%

Section 8 Housing Choice Voucher Program
Monthly Statistical Report
November 2020

Applications	
Applications Taken in November 2020	27
Number of Persons called off Waiting List to be interviewed in November 2020	0
Vouchers issued in November 2020	0

Total Units on Program	
Total Number of Units On Program on 11/01/2020	596
Total Number of Units Authorized by ACC	626
Percentage of Units Leased November 2020	95.2%
Monthly Budget Authority Spent with Additional Shortfall/Other Funding 11/30/20	95.5%
Percentage of Annual Budget Authority with Additional Funding as of 11/30/2020	99.5%

Section 8 Lease-up				
Month	Number Allocated Per ACC	Total Number Leased	Percentage Leased	Leased-Up (%) One-Year Ago
January	626	636	101.6%	79.23%
February	626	645	103%	80.51%
March	626	652	104.2%	84.66%
April	626	661	105%	86.40%
May	626	656	104.8%	90.57%
June	626	640	102.2%	90.89%
July	626	622	99.4%	92.65%
August	626	614	98.1%	92.65%
September	626	608	97.12%	95.20%
October	626	601	96.00%	95.20%
November	626	596	95.2%	97.92%
December	626			99.80%

Section 8 Housing Choice Voucher Program
Monthly Statistical Report
December 2020

Applications	
Applications Taken in December 2020	27
Number of Persons called off Waiting List to be interviewed in December 2020	50
Vouchers issued in December 2020	0

Total Units on Program	
Total Number of Units On Program on 12/01/2020	582
Total Number of Units Authorized by ACC	626
Percentage of Units Leased December 2020	92.9%
Monthly Budget Authority Spent with Additional Shortfall/Other Funding 12/31/20	90.8%
Percentage of Annual Budget Authority with Additional Funding as of 12/31/2020	98.7%

Section 8 Lease-up				
Month	Number Allocated Per ACC	Total Number Leased	Percentage Leased	Leased-Up (%) One-Year Ago
January	626	636	101.6%	79.23%
February	626	645	103%	80.51%
March	626	652	104.2%	84.66%
April	626	661	105%	86.40%
May	626	656	104.8%	90.57%
June	626	640	102.2%	90.89%
July	626	622	99.4%	92.65%
August	626	614	98.1%	92.65%
September	626	608	97.12%	95.20%
October	626	601	96.00%	95.20%
November	626	596	95.2%	97.92%
December	626	582	92.9%	99.80%

Homeownership Report
November/December

Mountain Opportunities Corporation

Community Housing Development Organization (CHDO):

Rental Units: : The MOC has all rental units currently occupied. Four new units are under construction and near completion. Construction has been delayed due to COVID-19 related supply chain issues. Ms. VanGilder continues to take applications to build the waiting list.

Owner occupied rehabilitation: Construction is underway on the first project. Additional projects are in the bid stage. Ms VanGilder continues to take applications for participants for the current round of projects.

Homeownership Report
December/January

Mountain Opportunities Corporation

Community Housing Development Organization (CHDO):

Rental Units: : The MOC has all rental units currently occupied. Four new units were inspected and approved in early December. Due to construction delays some applicants had found other housing. Ms VanGilder is taking applications for the four new units.

Owner occupied rehabilitation: Construction is underway and near completion on the first project. Additional projects are in the bid or contract stage. Ms VanGilder continues to take applications for the waiting list.

Homeless Program Report
December 2020 – January 2021

PERMANENT SUPPORTIVE HOUSING (PSH) PROGRAM

Stephanie Sumpter
DeeAnn Shaw

- The PSH program has 43 units leased up and currently housing 34 households (48 participants) in the program. We are receiving 2 new referrals from Coordinated Entry through the West Virginia Coalition End Homelessness (WVCEH) this week to fill vacant units. The PSH program has vacant units that we are working with Coordinated Entry so that we can continue to house individuals and/or families that are currently experiencing chronic homelessness. We recently lease up 3 new units for the program because we will be converting several households in the PSH Program to the Section 8 Program over the next few weeks. We are currently in the process of converting three of our PSH households to the Section 8 program once we have all their necessary documentation to move forward. We will continue case management services for a period of 6 months after we convert them to Section 8 to ensure they adjust to the transition of programs. We also have three additional households that have successfully stabilized their housing through the PSH Program and will be working with them in preparing for the Section 8 program.

- DeeAnn and I have continued to apply for COVID-19 Waivers offered through HUD to be able to utilize and effectively run the PSH program along with helping to prevent the spread of COVID-19. We have had 3 clients contact us reporting that they had tested positive for COVID-19 over the past few weeks, but have since recovered. We have had some clients that had cancelled home visits due to being sick. We are still doing case management with our clients via phone, texting, or emailing. However, not all program participants have capacity to meet via phone or internet. Waiving the monthly case management requirement allow us to provide case management on an as needed basis and reduce the possible spread and harm of COVID. We also applied for a waiver that will allows us longer periods of time to collect necessary documentation needed for client files. We use all precautionary measures when working with our clients and help educate our clients to prevent spread of COVID.

- We are preparing for our FY2019 CoC Monitoring with the WVCEH staff for our PSH Program. The WVCEH will be conducting virtual desk monitoring with us this year due to COVID-19, which is scheduled for the week of April 19, 2021. We have begun preparing by ensuring that all requirements and suggestions that were pointed out in last year's monitoring are implemented to reflect a good outcome in this year's monitoring report.

- We have hired a new Part time employee that is taking Noell's position after leaving for a new job opportunity. Her first day starting is on January 14th and she will be working part-time between the PSH Program and the Section 8 Program.

Homes for Harrison

- Mendi Scott, the executive director for Homes for Harrison has been extremely busy with working with individuals and families in Harrison county that are needing assistance with those experiencing homelessness and prevention of homelessness. She has been reaching out to various service providers and collaborating with them to assist a large need for assistance in Harrison county due to the pandemic to keep individuals and families in housing and prevent homelessness. She also works with The Change Initiative regularly to assist with helping those experiencing homelessness. Members of the Harrison County HOPE Lions Club recently donated coats, toboggans, gloves, scarves and socks to Homes for Harrison and Change Initiative together to provide to those experiencing homelessness. The community was also part of the coat and warm weather items drive. They were able to collect 114 coats, approx. 30 pairs of gloves, 40 hats and over 100 pairs of socks to give out.

- United Way funded Homes for Harrison in the amount of $37,500 for 2021. Mendi's salary is now $25,000 and $12,500 for supportive services.

- Homes for Harrison and several staff members with the Clarksburg-Harrison Regional Housing Authority assisted United Way with the gift-wrapping fundraiser this year at the Meadowbrook Mall.

- The 2021 Point in Time (PIT) count this year has had some changes due to the pandemic. The 2021 PIT count will be held on January 27, 2021 and the WVCEH requested to HUD and was approved to make changes in their methodology of the PIT count. We will not be meeting in a large group and sending survey teams out and to go out during the day and evening instead of at night. The WVCEH have outreach staff that will be conducting the PIT count and collaborating with county leads. Homes for Harrison and DeeAnn will be participating by reaching out to service providers in the community of known locations or individuals that are working with those that are experiencing unsheltered homelessness in Harrison county to help identify and relay information to outreach and/or county leads. This information then will be provided to the WVCEH outreach and/or county lead (Marissa Rexroad) so that these individuals and families experiencing unsheltered homelessness can by included in the count. HUD also approved an extension of the count by providing additional time (14 days) for outreach, service providers, etc. to be able to get those included in the count of individuals and families that were experiencing homelessness on the night of January 27th, 2021 that may be found within the 14 days. So, if someone was experiencing homelessness that night of the count, but a service provider couldn't get the information to outreach a couple days later then they can still go and survey them to include in the count. The WVCEH is also providing personal protective equipment to those that are doing any of the outreach or assisting outreach or county lead with doing the PIT count this year.

Resident Services
Clarksburg-Harrison Regional Housing Authority
Monthly Report
NOVEMBER 2020

Mason House
Nothing New at this time.

Koupal Towers
Nothing New at this time.

Laurel Lanes
Nothing New at this time.

Family Self-Sufficiency Program
Clarksburg-Harrison Regional Housing Authority
November 2020

The FSS Program has 25 out of 25 slots filled. We have a total of 25 self-sufficiency participants as of November 30, 2020. According to the FSS regulations, 30% of the families need to have escrow accounts: we currently have 12 out of 25 with an escrow.

Resident Services
Clarksburg-Harrison Regional Housing Authority
Monthly Report
December 2020

Mason House
Nothing New at this time.

Koupal Towers
Nothing New at this time.

Laurel Lanes
Nothing New at this time.

Family Self-Sufficiency Program
Clarksburg-Harrison Regional Housing Authority
December 2020

The FSS Program has 25 out of 25 slots filled. We have a total of 25 self-sufficiency participants as of December 31, 2020. According to the FSS regulations, 30% of the families need to have escrow accounts: we currently have 12 out of 25 with an escrow.

The Clarksburg-Harrison Regional Housing Authority's Board of Commissioners' SPECIAL meeting was held at 4:30 p.m., Friday, February 5, 2021 at the central office of the Clarksburg-Harrison Regional Housing Authority, 433 Baltimore Avenue, Clarksburg, WV 26301

Notices were posted one week prior to the meeting date, on the bulletin board of our developments, and advertised in the Clarksburg Exponent-Telegram, in compliance with W.Va. Code, Chapter 6, and Article 9-A, also known as "The Sunshine Law."

1. **Roll Call**

PRESENT: Chairperson Marcel Malfregeot
Commissioner William Rota
Commissioner Sam Caputo
Commissioner Delores Jackson
Commissioner Roger Diaz
Rhonda Lindsey, Assistant Executive Director

ABSENT: Louis A. Aragona II, Executive Director/Secretary Treasurer

VISITORS:

2. **Guest Comments, if any**

3. **Approval of Minutes**

a.

b.

4. **Old Business:** None

5. **Approval of Reports**

6. New Business:

a. Commissioner William Rota made a motion to allow CHRHA to partner with the WVHDF in the Mountaineer Rental Assistance Program (MRAP) and to give Rhonda Lindsey authority to hire employee(s) to staff the program. Commissioner Roger Diaz seconded the motion, and the motion passed by unanimous vote.

b.

7. Executive Director's Report:

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Respectfully Submitted:

Rhonda Lindsey, Assistant Executive Director

8. Adjournment:

With there being no further business to come before the Board, Commissioner Sam Caputo made a motion to adjourn the meeting. Commissioner Delores Jackson seconded the motion, and the motion passed with unanimous vote.

2/5/2021

Marcel Malfregeot, Chairperson

The Clarksburg-Harrison Regional Housing Authority's Board of Commissioners' meeting was held at 4:30 p.m., Thursday, January 28, 2021, at the Central Office of the Clarksburg-Harrison Regional Housing Authority, 433 Baltimore Avenue, Clarksburg, WV 26301.

Notices were posted one week prior to the meeting date, on the bulletin board of our developments, and advertised in the Clarksburg Exponent-Telegram, in compliance with W.Va. Code, Chapter 6, and Article 9-A, also known as "The Sunshine Law."

1. **Roll Call**

PRESENT: Chairperson Marcel Malfregeot
Commissioner William Rota
Commissioner Sam Caputo
Commissioner Delores Jackson
Commissioner Roger Diaz
Rhonda Lindsey, Assistant Executive Director

ABSENT: Louis A. Aragona II, Executive Director/Secretary Treasurer

VISITORS:

2. **Guest Comments, if any**

3. **Approval of Minutes**

a. The Minutes of the Board Meeting held on December 3, 2020 were reviewed. Commissioner Sam Caputo made a motion to approve the minutes as submitted. The motion was seconded by Commissioner William Rota, and the motion passed by unanimous vote.

b.

4. **Old Business:** None

5. **Approval of Reports**

The Reports for the Board Meeting held on January 28, 2021 were reviewed. Commissioner Roger Diaz, made a motion to approve the reports as submitted. The motion was seconded by Commissioner William Rota, and the motion passed by unanimous vote.

6. New Business:

a. Commissioner Roger Diaz made a motion to authorize Chairperson Marcel Malfregeot to work with Assistant Executive Director, Rhonda Lindsey on a contract for the Executive Director position. The motion was seconded by Commissioner Sam Caputo, and the motion passed by unanimous vote.

b. Commissioner Sam Caputo made a motion to legally terminate GEA & POM partnerships other than HAP contracts for PBV's at each location. Commissioner Roger Diaz seconded the motion, and the motion passed by unanimous vote.

7. Executive Director's Report:

* Assistant Executive Director Lindsey gave the Mountain Opportunities Corporation report.

* Assistant Executive Director Lindsey gave the exit update for the Glen Elk Apartments and the Palace on Main.

* Assistant Executive Director Lindsey gave an update on the CARES Act Funding

Respectfully Submitted:

Rhonda Lindsey, Assistant Executive Director

8. Adjournment:

With there being no further business to come before the Board, Commissioner Sam Caputo made a motion to adjourn the meeting. Commissioner William Rota seconded the motion,and the motion passed with unanimous vote.

Marcel Malfregeot 1/28/2021

Marcel Malfregeot, Chairperson

The Clarksburg-Harrison Regional Housing Authority's Board of Commissioners' meeting was held at 4:30 p.m., Friday, February 18, 2021, at the Central Office of the Clarksburg-Harrison Regional Housing Authority, 433 Baltimore Avenue, Clarksburg, WV 26301.

Notices were posted one week prior to the meeting date, on the bulletin board of our developments, and advertised in the Clarksburg Exponent-Telegram, in compliance with W.Va. Code, Chapter 6, and Article 9-A, also known as "The Sunshine Law."

1. **Roll Call**

PRESENT: Chairperson Marcel Malfregeot
Commissioner William Rota
Commissioner Sam Caputo
Commissioner Delores Jackson
Commissioner Roger Diaz
Rhonda Lindsey, Assistant Executive Director

ABSENT:

VISITORS:

2. **Guest Comments, if any**

3. **Approval of Minutes**

a.

b.

4. **Old Business:** None

5. **Approval of Reports**

6. New Business:

a. Assistant Executive Director, Rhonda Lindsey presented **Resolution #186 Approval of New Certificate of Deposit Account.** Commissioner Sam Caputo made a motion to approve the Resolution as presented. The motion was seconded by Commissioner Roger Diaz, and the motion passed by unanimous vote with the exception of Chairperson Marcel Malfregeot, who abstained.

b.

7. Executive Director's Report:

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Respectfully Submitted:

Rhonda Lindsey, Assistant Executive Director

8. Adjournment:

With there being no further business to come before the Board, Commissioner William Rota made a motion to adjourn the meeting. Commissioner Sam Caputo seconded the motion and the motion passed with unanimous vote.

Marcel Malfregeot 2/18/2021

Marcel Malfregeot, Chairperson

RESOLUTION No. 186

Approval of New Certificate of Deposit Account

Whereas: The Clarksburg-Harrison Regional Housing Authority has an obligation to maximize, to the extent possible, its yield from the investment of funds owned by the Authority, and

Whereas: The Clarksburg-Harrison Regional Housing Authority will solicit bids or quotes to obtain the most advantageous rate or yield to the Authority from local lending institutions; and

Whereas: The Bi-laws of the Authority state that the Executive Director shall also be tasked with the duties and title of Secretary-Treasurer and shall have the care and custody of all funds of the Authority and shall deposit the same in the name of the Authority in such bank or banks as the Authority may select: and

Whereas: The Clarksburg-Harrison Regional Housing Authority Board of Commissioners has extended signature authority to Acting Director, Rhonda Lindsey, in the absence of the Executive Director, Louis Aragona, II, effective October 13, 2020; and

Whereas: The Clarksburg-Harrison Regional Housing Authority Board of Commissioners has voted to approve the opening of a Certificate of Deposit at Premier Bank, Bridgeport, WV 26330 and has chosen to name Board Chairman, Marcel Malfregeot and Acting Director, Rhonda Lindsey as approved signers on this account.

Now, therefore be it resolved by the Board of Commissioners of the Clarksburg-Harrison Regional Housing Authority that the adoption of the Approval of New Certificate of Deposit Account be approved.

02-19-2021

Marel C. Malfregeot, Chair Date

The Clarksburg-Harrison Regional Housing Authority's Board of Commissioners' meeting was held at 4:30 p.m., Wednesday, February 24, 2021, at the Central Office of the Clarksburg-Harrison Regional Housing Authority, 433 Baltimore Avenue, Clarksburg, WV 26301.

Notices were posted one week prior to the meeting date, on the bulletin board of our developments, and advertised in the Clarksburg Exponent-Telegram, in compliance with W.Va. Code, Chapter 6, and Article 9-A, also known as "The Sunshine Law."

1. **Roll Call**

PRESENT: Chairperson Marcel Malfregeot
Commissioner William Rota
Commissioner Sam Caputo
Commissioner Delores Jackson
Commissioner Roger Diaz
Rhonda Lindsey, Assistant Executive Director

ABSENT:

VISITORS:

2. **Guest Comments, if any**

3. **Approval of Minutes**

a.

b.

4. **Old Business:** None

5. **Approval of Reports**

6. New Business:

a. Discussion of Executive Director position: Approving official for recertification of employees with access to e-Loccs was Lou Aragona. Commissioner Roger Diaz made a motion to appoint Rhonda Lindsey to the position of Executive Director effective February 24, 2021. The motion was seconded by Commissioner Sam Caputo, and the motion passed by unanimous vote.

b.

7. Executive Director's Report:

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Respectfully Submitted:

Rhonda Lindsey, Assistant Director

8. Adjournment:

With there being no further business to come before the Board, Commissioner Sam Caputo made a motion to adjourn the meeting. Commissioner William Rota seconded the motion, and the motion passed with unanimous vote.

Marcel Malfregeot 2/24/2021

Marcel Malfregeot, Chairperson

F

3-26-2021
Admin. Office Supreme Ct
J. Bundy P.I.O
Judge McCarthy
Judge Bedell
Judge Matish
Judge Conley
Judge Jackson
A. Morano
Mag. Clerk
Magistrates -
M. Burnside
D. Stonker
J. Fittro
M. Solano
S. Thomas

IN THE CIRCUIT COURT OF HARRISON COUNTY, WEST VIRGINIA

IN RE: CANCELLATION OF COURT PROCEEDINGS FOR HARRISON COUNTY COURTS DUE TO THE OBSERVANCE OF GOOD FRIDAY HOLIDAY

ADMINISTRATIVE ORDER FOR 2021
AND CLOSING OF THE COURTS IN OBSERVANCE OF GOOD FRIDAY

Pursuant to the Holiday Schedule, as presented by the Harrison County Commission, for the year 2021, the County Commission announces that April 2, 2021, the Courthouse will be closed in observance of Good Friday, which creates the circumstances that the Courts should be open and accessible but the public and employees of the Court cannot physically be present.

THEREFORE, pursuant to the power conferred upon me by Article VIII, Section 6, of the West Virginia Constitution, and pursuant to the provisions of the West Virginia Code § 2-2-2, **THE COURT HEREBY ORDERS** that on **April 2, 2021**, **all Courts** of Harrison County shall be closed.

It is further **ORDERED** that on April 2, 2021, Magistrates and Mental Hygiene Commissioners shall perform their on-call assignments.

In connection with this Order, all filing deadlines shall be extended until the next business day.

However, employees **SHALL**, in accordance with the SUPREME COURT OF APPEALS OF WEST VIRGINIA EMPLOYEE HANDBOOK, take annual leave for a full day.

The Clerk of this Court is directed to send an attested copy of this Order to the Administrative Office of the Supreme Court of Appeals of West Virginia; the Supreme Court Chief Public Information Office, Jennifer Bundy; the Circuit Judges, Family Court Judges, Circuit Clerk,

Magistrates, Magistrate Court Clerk, Chief Probation Officer, Mental Hygiene Commissioners and the President of the County Commission of Harrison County.

DONE and ORDERED, this 26th day of March, 2021.

THOMAS A. BEDELL, Chief Judge

JAMES A. MATISH, Judge

CHRISTOPHER J. MCCARTHY, Judge

STATE OF WEST VIRGINIA

COUNTY OF HARRISON, TO-WIT

I, Albert F. Marano, Clerk of the Fifteenth Judicial Circuit and the 18th Family Court Circuit of Harrison County, West Virginia, hereby certify the foregoing to be a true copy of the ORDER entered in the above styled action on the 26 day of March, 2021.

IN TESTIMONY WHEREOF, I hereunto set my hand and affix the Seal of the Court this 26 day of March, 2021.

Albert F. Marano

Fifteenth Judicial Circuit & 18th Family Court Circuit Clerk

Harrison County, West Virginia

REPORT ON APPLYING AGREED-UPON PROCEDURES

HARRISON COUNTY MAGISTRATE COURT

FOR THE PERIOD ENDED DECEMBER 31, 2018

REPORT ON APPLYING AGREED-UPON PROCEDURES

HARRISON COUNTY MAGISTRATE COURT

FOR THE PERIOD ENDED DECEMBER 31, 2018

This engagement has been conducted pursuant to West Virginia Code §50-3-8 which authorizes the State Auditor as Chief Inspector and Supervisor of Public Offices to conduct an annual examination of each magistrate court within the State of West Virginia.

HARRISON COUNTY MAGISTRATE COURT

TABLE OF CONTENTS

For the Period Ended December 31, 2018

	Page(s)
Court Officials and Signature Authority	1
Independent Accountant's Report on Applying Agreed-Upon Procedures	2-4
Schedule of Net Assets	5
Combined Schedule of Adjusted Cash Collections and Disbursements	6-8
Combining Schedule of Cash Collections, Adjustments and Deposits	9
Schedule of Comparison of Prior and Current Year's Collections	10
Schedule of Account Balances	11
Schedule of Reconciliation of Cash	12
Schedule of Restatement of Beginning Balance and Adjustments	13
Schedule of Discrepancies	14
Schedule of New Case Filings	15
Schedule of Unsatisfied Judgments	16
Schedule of Comments	17-24

HARRISON COUNTY MAGISTRATE COURT

COURT OFFICIALS AND SIGNATURE AUTHORITY

For the Period Ended December 31, 2018

Office	Name	Term
	Elective	
Magistrates:	Keith Marple	01/01/17-12/31/20
	Tammy Marple	01/01/17-12/31/20
	Frank DeMarco	01/01/17-12/31/20
	Mark A Gorby	01/01/17-12/31/20
	Donald Kopp	01/01/17-12/31/20
	Appointive	
Magistrate Court Clerk:	Wendy Davis (Resigned December 2018)	
Deputy Clerks:	Brenda Seckman	
	Karen Bumgardner	
	Ed Palmer	
Magistrate Assistants:	Kim Wygal	
	Lisa McIntyre	
	Crystal Langford	
	Christen Tomes	
	Teresa Anania	

Authorized signatures for the court's checking account are:

Name	Title
Wendy Davis	Magistrate Court Clerk
Brenda Seckman	Deputy Magistrate Court Clerk

Office of the State Auditor
Chief Inspector Division
State Capitol, Building 1, Suite W-100
1900 Kanawha Boulevard, East
Charleston, West Virginia 25305

State of West Virginia
John B. McCuskey
State Auditor and
Chief Inspector

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INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

Honorable Members of the
Harrison County Magistrate Court
Clarksburg, West Virginia 26301

We have performed the procedures enumerated below, which were agreed to by the Harrison County Magistrate Court, solely to assist you in evaluating those operations, as of and for the twelve-month period ended December 31, 2018. The Harrison County Magistrate Court is responsible for the actual day-to-day operations. The sufficiency of these procedures is solely the responsibility of the parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures enumerated below, either for the purpose for which this report has been requested or for any other purpose.

The procedures that we performed and our findings are as follows:

A. We inspected the court's records of collections for the twelve month period ended December 31, 2018, in order to confirm the mathematical accuracy and completeness of the receipting process as well as the propriety of the distribution of amounts collected (see *Combined Schedule of Adjusted Cash Collections and Disbursements*, pages 6 through 8, and *Schedule of Restatement of Beginning Balance and Adjustments*, page 13). We found the same to be complete and accurate. We reported the clerk's record of judgments that were assessed but not collected (see *Schedule of Unsatisfied Judgments*, page 16).

B. We obtained the court's records of deposits and related bank statements for the twelve month period ended December 31, 2018, to confirm the mathematical accuracy of the records, and the agreement of amounts deposited to amounts collected and adjusted. We utilized a series of deposits to confirm the timeliness of the deposits made by each office (see *Combining Schedule of Cash Collections, Adjustments and Deposits*, page 9). We found the records to be accurate and the deposits to be timely.

C. We inspected the court's records of disbursements for the twelve month period ended December 31, 2018. We confirmed the mathematical accuracy and propriety of the disbursements (see *Combined Schedule of Adjusted Cash Collections and Disbursements*, pages 6 through 8) and found them to be accurate and proper.

D. We prepared and included a schedule that provides comparison of the current period adjusted collections to the adjusted collections of the two preceding periods (see *Schedule of Comparison of Prior and Current Year's Collections*, page 10). We observed no unexplained deviation.

E. We compared the clerk's list of unpaid obligations as of December 31, 2018 (see *Schedule of Account Balances*, page 11, and *Schedule of Net Assets*, page 5) to the reconciled bank account for the same date (see *Schedule of Reconciliation of Cash*, page 12) and found them to be in agreement. We also confirmed that any unclaimed balances were properly remitted to the West Virginia State Treasurer as unclaimed property.

F. We inspected the court's case registers and confirmed with the Administrative Office of the West Virginia Supreme Court of Appeals the number of new case filings (see *Schedule of New Case Filings*, page 15) for the twelve month period ended December 31, 2018 and provided a comparison to the two preceding periods. We observed that the number of new cases filed did agree with our calculation without material deviations from the previous years.

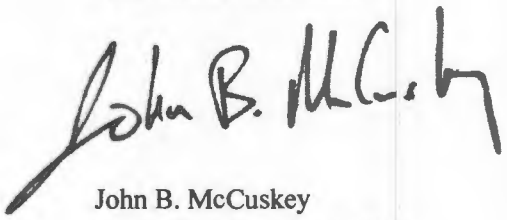
G. We inspected the court's case registers report and drew from them a sample of cases to confirm the accuracy of the Case Register information and the propriety of the assessments and documentation supporting those assessments, all in relation to the amounts to which the State, Counties, third party litigants and others might be or become entitled. We found that the Case Registers were accurate and that the case files documentation did not (see *Schedule of Discrepancies,* page 14, and *Schedule of Comments,* pages 18 through 24) reflect compliance in matters of financial consequence with the West Virginia Code, the *Rules for Magistrate Courts of West Virginia* and the directives of the Administrative Office of the Supreme Court of Appeals of West Virginia.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants.

We were not engaged to, and did not, conduct an examination or review, the objective of which would be the expression of an opinion or conclusion respectively on the specified elements, accounts, or items. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the Harrison County Magistrate Court and its management and is not intended to be, and should not be, used by anyone other than the specified parties.

Respectfully submitted,



John B. McCuskey
West Virginia State Auditor
Charleston, West Virginia

April 3, 2020

HARRISON COUNTY MAGISTRATE COURT
SCHEDULE OF NET ASSETS
DECEMBER 31, 2018

Assets

Cash	$ 244,404.24
Due from:	
Magistrates	100.00
Total assets	$ 244,504.24

Liabilities and Net Assets

Liabilities:	
Due to:	
Other governmental units:	
County	20,689.23
State	18,983.30
Other parties	204,606.71
Total liabilities	244,279.24
Net Assets:	
Certified mail and change fund	225.00
Total liabilities and net assets	$ 244,504.24

Procedures applied and results:

We inspected the financial records of the court and prepared the above compilation reflecting the total of cash and cash items held by and/or due to the court, as well as the corresponding amounts being held by the court that are due to others at December 31, 2018, to determine if the court's financial records are in balance. The assets, liabilities and net assets were found to be balanced.

HARRISON COUNTY MAGISTRATE COURT
COMBINED SCHEDULE OF ADJUSTED CASH COLLECTIONS AND DISBURSEMENTS
For the Period Ended December 31, 2018

	Collections	Percentage
Bonds	$ 269,995.48	26.95%
Regional jail authority	115,917.45	11.57%
Fine	111,804.75	11.16%
Jail per diem	102,965.53	10.28%
Regional jail operations	94,028.50	9.39%
Restitution	89,269.13	8.91%
Magistrate court collection	40,549.11	4.05%
Process	29,281.80	2.92%
Crime victim compensation	23,535.50	2.35%
Community corrections fees	21,046.65	2.10%
Court security fees	18,215.25	1.82%
Courthouse improvement fees	18,213.45	1.82%
Postage	15,975.21	1.59%
Post Judgment	15,903.88	1.59%
Other	9,618.78	0.96%
DUI fees	7,346.25	0.73%
Department of Natural Resources	5,000.00	0.50%
Law enforcement training	4,240.50	0.42%
Arrest	2,795.00	0.28%
Worthless check fund	2,533.25	0.25%
Removal appeal	1,430.00	0.14%
Jury Fee	684.00	0.07%
Record search fee	675.00	0.07%
Mileage	216.38	0.02%
Litter control fund	200.00	0.02%
Fax and Copies	150.75	0.02%
Truancy fine	150.00	0.01%
Witness fee	86.10	0.01%
Total collections	$ 1,001,827.70	100.00%

HARRISON COUNTY MAGISTRATE COURT
COMBINED SCHEDULE OF ADJUSTED CASH
COLLECTIONS AND DISBURSEMENTS (CONTINUED)
For the Period Ended December 31, 2018

	Disbursements	
County Treasury:		
Magistrate court fund	$ 40,966.11	
General School Fund:		
Fines	109,399.75	
Jail per diem	102,492.10	
General County Fund:		
Service of process fees	29,481.80	
Arrest fees	2,820.00	
DUI assessment fees	7,531.00	
Truancy fine	150.00	
Worthless check fund	2,708.05	
Total County Treasury		295,548.81
State Treasurer:		
Community corrections fees	20,930.70	
Regional jail operations	94,235.40	
Regional jail authority	116,204.45	
Law enforcement training	4,214.70	
Crime victim compensation	23,412.00	
Courthouse improvement fees	18,319.00	
Court security fees	18,320.20	
Litter control fund	200.00	
Record search fee	550.00	
Jury fee	684.00	
Total State Treasurer		297,070.45
WV Supreme Court:		
Postage	16,888.40	
Witness fees	86.10	
Fax and copy costs	147.25	
Total WV Supreme Court		17,121.75
Other parties:		
Post Judgment	15,903.88	
Removal appeal	1,430.00	
Restitution	89,269.13	
Department of Natural Resources	5,000.00	
Mileage	216.38	
Bonds	105,691.93	
Other	11,226.47	
Total Other Parties		228,737.79
Total disbursements		838,478.80

HARRISON COUNTY MAGISTRATE COURT
COMBINED SCHEDULE OF ADJUSTED CASH
COLLECTIONS AND DISBURSEMENTS (CONTINUED)
For the Period Ended December 31, 2018

Total collections	$	1,001,827.70
Total disbursements		838,478.80
Excess (deficiency) of receipts over disbursements		163,348.90
Other financial sources (uses):		
Adjustments		(95.00)
Cash balance at beginning of year, restated		81,250.34
Cash balance at end of year	$	244,504.24

Procedures applied and results:

The total adjusted collections of all offices of the court are listed in descending order by a percentage of the total and set against the total of the court's disbursements for the agreed-upon period. The result was combined with the restated beginning balance and an adjusting entry of $95.00 (see *Schedule of Restatement of Beginning Balance and Adjustments*, page 13) and confirmed to agree with the total of the *Schedule of Account Balances*, page 11, and the *Schedule of Reconciliation of Cash*, page 12.

HARRISON COUNTY MAGISTRATE COURT
COMBINING SCHEDULE OF CASH COLLECTIONS, ADJUSTMENTS AND DEPOSITS
For the Period Ended December 31, 2018

Collections:	Magistrate Court Collections	Total Adjustments	Adjusted Totals
Magistrate court collection	$ 40,346.11	$ 203.00	$ 40,549.11
Arrest	2,670.00	125.00	2,795.00
Process	29,686.80	(405.00)	29,281.80
Fine	110,706.55	1,098.20	111,804.75
Jail per diem	102,090.33	875.20	102,965.53
Worthless check fund	2,533.25	--	2,533.25
DUI fees	6,976.50	369.75	7,346.25
Truancy fine	150.00	--	150.00
Community corrections fees	20,856.65	190.00	21,046.65
Regional jail operations	93,470.45	558.05	94,028.50
Regional jail authority	115,141.95	775.50	115,917.45
Law enforcement training	4,202.50	38.00	4,240.50
Crime victim compensation	23,201.00	334.50	23,535.50
Courthouse improvement fees	18,128.45	85.00	18,213.45
Court security fees	18,127.75	87.50	18,215.25
Litter control fund	100.00	100.00	200.00
Record search fee	675.00	--	675.00
Jury fee	684.00	--	684.00
Fax and Copies	150.75	--	150.75
Postage	16,001.80	(26.59)	15,975.21
Witness fee	86.10	--	86.10
Post Judgment	16,195.62	(291.74)	15,903.88
Removal appeal	1,630.00	(200.00)	1,430.00
Restitution	88,372.50	896.63	89,269.13
Department of Natural Resources	5,000.00	--	5,000.00
Mileage	216.38	--	216.38
Bonds	276,259.31	(6,263.83)	269,995.48
Other	8,556.97	1,061.81	9,618.78
Total collections	1,002,216.72	(389.02)	1,001,827.70
Total deposits	1,002,216.72	(389.02)	1,001,827.70
Excess (deficiency) of cash collections over deposits	$ --	$ --	$ --

Procedures applied and results:

We compiled the receipted collections and associated adjusting entries for the court and compared that to information contained in the corresponding bank statements and accounted for any amounts that were observed in the bank account but not receipted by the court. This schedule represents the collections, adjustments and deposits of the court. We observed that deposits were sufficient to cover the collections.

HARRISON COUNTY MAGISTRATE COURT
SCHEDULE OF COMPARISON OF PRIOR AND CURRENT YEAR'S COLLECTIONS
For the Period Ended December 31, 2018

Collections:	2018	2017	2016
Magistrate court collection	$ 40,549.11	$ 40,324.85	$ 40,972.08
Arrest	2,795.00	3,250.00	3,494.75
Process	29,281.80	27,949.50	29,799.50
Fine	111,804.75	119,410.67	125,006.93
Jail per diem	102,965.53	100,687.57	101,692.91
Worthless check fund	2,533.25	4,033.53	4,675.00
DUI fees	7,346.25	7,374.30	8,480.45
Truancy fine	150.00	50.00	250.00
Community corrections fees	21,046.65	25,101.15	28,971.75
Regional jail operations	94,028.50	93,203.40	93,987.19
Regional jail authority	115,917.45	114,050.25	115,721.60
Law enforcement training	4,240.50	4,162.45	4,146.03
Crime victim compensation	23,535.50	23,640.55	22,906.86
Courthouse improvement fees	18,213.45	18,149.80	18,204.00
Court security fees	18,215.25	18,148.95	18,178.00
Litter control fund	200.00	350.00	500.00
Record search fee	675.00	150.00	175.00
Jury fee	684.00	350.00	2,444.06
Fax and Copies	150.75	143.00	295.75
Postage	15,975.21	17,748.68	19,318.32
Witness fee	86.10	25.10	167.60
Post Judgment	15,903.88	20,473.25	24,437.68
Removal appeal	1,430.00	1,400.00	2,400.00
Restitution	89,269.13	116,813.46	98,551.91
Department of Natural Resources	5,000.00	700.00	400.00
Mileage	216.38	237.80	556.54
Bonds	269,995.48	59,893.50	107,306.05
Other	9,618.78	9,740.97	8,267.89
Total collections	$ 1,001,827.70	$ 827,562.73	$ 881,307.85

Procedures applied and results:

We reproduced the reports of the court's adjusted collections for the two prior years and have presented them here with the current year's collections, to provide informative detail that might reflect changes or trends in the financial activity of the court. No unexplained deviations were observed.

HARRISON COUNTY MAGISTRATE COURT
SCHEDULE OF ACCOUNT BALANCES
For the Period Ended December 31, 2018

The account balance of the Harrison County Magistrate Court consists of the following:

Magistrate court collection	$	2,488.00
Arrest		75.00
Process		2,175.00
Fine		9,037.25
Jail per diem		6,293.98
Worthless check fund		125.00
DUI fees		495.00
Community corrections fees		1,304.00
Regional jail operations		5,818.25
Regional jail authority		6,868.00
Law enforcement training		264.80
Crime victim compensation		1,569.00
Courthouse improvement fees		1,114.50
Court security fees		1,119.25
Record search fee		125.00
Fax and Copies		6.50
Postage		794.00
Bonds		204,454.68
Other		152.03
Total		244,279.24
Change funds		225.00
Total account balances	$	244,504.24

Procedures applied and results:

We compiled the court's adjusted collections and disbursements, applied those disbursements to the collections and beginning balances and thereby computed the remaining obligations of the court at December 31, 2018. We found and have listed additional amounts owed other than those identified by the clerk. We confirmed the agreement of this schedule's total to the totals of the *Schedule of Net Assets* on page 5, the *Combined Schedule of Adjusted Cash Collections and Disbursements* on pages 6 through 8, and the *Schedule of Reconciliation of Cash* on page 12. No exceptions were observed.

HARRISON COUNTY MAGISTRATE COURT
SCHEDULE OF RECONCILIATION OF CASH
For the Period Ended December 31, 2018

Reconciliation of Cash

Cash on hand (including certified mail and change funds)		$ 225.00
Cash in bank:		
Bank balance at December 31, 2018	266,251.64	
Less: outstanding checks	(22,072.40)	244,179.24
Total cash		244,404.24
Cash difference		100.00
Total cash and cash difference		$ 244,504.24

Procedures applied and results:

We inspected the court's financial records and compiled the bank reconciliation and cash difference listing. The reconciled total was confirmed to agree with the amounts reflected in the *Schedule of Net Assets*, page 5, and the *Schedule of Account Balances*, page 11. We confirmed that this total does agree with the obligations of the court at the same date. No exceptions to the amounts listed above were observed.

HARRISON COUNTY MAGISTRATE COURT
SCHEDULE OF RESTATEMENT OF BEGINNING BALANCE AND ADJUSTMENTS
For the Period Ended December 31, 2018

Restatement of Beginning Cash Balance

Account balance beginning of year	$ 79,706.17
Cancelled checks	1,544.17
Cash balance beginning of year restated	$ 81,250.34

Adjustments

Redeposits by adjustment	$ 95.00
	$ 95.00

Procedures applied and results:

During our procedures we observed that the beginning account balance needed restated by $1,544.17 due to prior period outstanding checks becoming stale and subsequently being cancelled by the clerk. In addition, we observed that certain audit adjustments totaling $95.00 were necessary to balance the court's accounts due to overpayments made by the clerk in previous years.

HARRISON COUNTY MAGISTRATE COURT
SCHEDULE OF DISCREPANCIES
For the Period Ended December 31, 2018

Case Number	See Schedule of Comments
18-M17M-00148	Assessment of Witness Fees
18-M17M-02884	Assessment of Witness Fees
18-M17W-00087	Worthless Check Fine
18-M17M-03279	Arrest Fee
18-M17M-01977	Computer information incorrect
18-M17M-00083	MVI Beyond Grace
18-M17M-00280	Docket Codes
18-M17M-00359	Docket Codes
18-M17M-00438	Docket Codes
18-M17M-00478	Docket Codes
18-M17M-00517	Docket Codes
18-M17M-00556	Docket Codes
18-M17M-00596	Docket Codes
18-M17M-00793	Docket Codes
18-M17M-00991	Docket Codes
18-M17M-01898	Docket Codes
18-M17M-01938	Docket Codes
18-M17M-02727	Docket Codes
18-M17M-02766	Docket Codes
18-M17M-02964	Docket Codes
18-M17M-03200	Docket Codes

Procedures applied and results:

We inspected a sample of 225 cases from the court records for compliance with all known statutes and regulations that would lead to a financial assessment or lack thereof and the propriety of the disbursement to the various funds and third parties. We observed 21 exceptions (see *Schedule of Comments*, page 22 through 24).

HARRISON COUNTY MAGISTRATE COURT
SCHEDULE OF NEW CASE FILINGS
For the Period Ended December 31, 2018

As required by West Virginia Code §50-3-8, we observed that the charges filed for the twelve month period ended December 31, 2018, for the Harrison County Magistrate Court totaled 7,499 charges.

Case type	2018	2017	2016
Motor Vehicle Charges	1,828	2,033	3,301
Department of Natural Resources	63	101	84
Worthless check notices	125	164	270
Misdemeanor warrants	2,709	2,522	1,724
Felony warrants	758	896	876
Civil filings	1,569	1,575	1,599
Domestic Violence Petitions	447	494	467
Total	7,499	7,785	8,321

Procedures applied and results:

We inspected the court's case registers, and compiled the above totals of new charges filed during the twelve month period ended December 31, 2018. We found no exceptions within the case counting totals compiled by the court.

HARRISON COUNTY MAGISTRATE COURT
SCHEDULE OF UNSATISFIED JUDGMENTS
For the Period Ended December 31, 2018

At the conclusion of our field work, the Harrison County Magistrate Court's Register of Unsatisfied Judgments indicated that $282,005.87 of the criminal judgments entered on the register during the twelve month period covered by this report remains due and owing.

Month	Original amount not satisfied	Current amount not satisfied
January	$ 18,879.44	$ 10,762.79
February	25,372.76	17,964.88
March	28,554.74	19,414.43
April	29,794.68	22,338.68
May	50,236.37	43,311.45
June	23,552.97	19,915.73
July	21,399.79	16,034.54
August	38,478.59	31,065.59
September	37,538.55	31,455.85
October	36,342.98	21,940.82
November	30,118.34	24,276.81
December	35,660.10	23,524.30
Totals	$ 375,929.31	$ 282,005.87

Procedures applied and results:

We have transcribed the court's totals of judgment amounts that became due and owing to the court during the twelve month period ended December 31, 2018, and then listed the amount of those same judgments, as shown by the court's record, that were still due and owing to the court at the conclusion of our field work. We observed no irregularities in the court's Register of Unsatisfied Judgments.

HARRISON COUNTY MAGISTRATE COURT

For the Period Ended December 31, 2018

SCHEDULE OF COMMENTS

Office of the State Auditor
Chief Inspector Division
State Capitol, Building 1, Suite W-100
1900 Kanawha Boulevard, East
Charleston, West Virginia 25305

State of West Virginia
John B. McCuskey
State Auditor and
Chief Inspector

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INDEPENDENT ACCOUNTANT'S SCHEDULE OF COMMENTS ON APPLYING AGREED-UPON PROCEDURES

In accordance with attestation standards established by the American Institute of Certified Public Accountants, we have applied agreed-upon procedures for the twelve-month period ended December 31, 2018 as has been agreed to by the Harrison County Magistrate Court and have issued our report thereon dated April 3, 2020 for the Harrison County Magistrate Court.

Attestation standards require that we perform the agreed-upon procedures for the specified parties and report our results. The sufficiency of these procedures is solely the responsibility of the Harrison County Magistrate Court and we make no representation regarding the sufficiency of the procedures. Also, we express no opinion or negative assurance on the court's internal control over financial reporting or any part thereof.

We are submitting for your consideration the following comments that are opportunities for strengthening procedures and improving operating efficiency. These comments reflect matters that may enhance operational efficiencies through a modification of established procedures. Due to the limited nature of our agreed-upon procedures, we have not fully assessed the cost-benefit relationship of implementing the recommendations suggested. However, these comments reflect our continuing desire to assist your office in the administration of the magistrate court operations. We will be pleased to discuss these comments and suggestions in further detail at your convenience, to perform any additional study of these matters, or to assist you, where possible, in implementing the recommendations.

In closing, on behalf of the Auditor's Staff, we appreciate the opportunity to present these comments and recommendations. We would like to thank management for it's cooperation and positive attitude and openness to suggestions. If you have any questions, please do not hesitate to contact us.

Respectfully submitted,

John B. McCuskey
West Virginia State Auditor
Charleston, West Virginia

April 3, 2020

HARRISON COUNTY MAGISTRATE COURT
SCHEDULE OF COMMENTS
For the Period Ended December 31, 2018

Suggestions For Improving Operations

Segregation of Duties

We observed while applying our agreed-upon procedures that duties are not adequately segregated concerning the collection, receipting, depositing and disbursement of money. The magistrate court clerk's office collects, receipts and deposits money, makes all disbursements, conducts bank reconciliations and prepares monthly financial statements. The magistrate court clerk is also the keeper of all files and records and has the ability to adjust the dollar amount assessed by the magistrate.

RECOMMENDATION:

To establish a more effective system of internal accounting control, the Administrative Office of the Supreme Court of Appeals of West Virginia and the West Virginia Legislature should take the steps necessary to restructure the manner in which the magistrate courts operate, so that fiscal duties are segregated to the extent practical. The same individuals should not be responsible for the collection, deposit and disbursement of money along with the task of completing the bank reconciliation and the preparation of the financial statements.

Software / Automated Data System

We observed while applying our agreed-upon procedures that:

1. Bonds are receipted when collected and then receipted again when disbursed. This practice will overstate current collections for each month and prevent a reconciliation between receipts written and current deposits without an adjustment to the receipt reports.

2. Receipts from prior months that are voided in a subsequent month (non sufficient funds) are subtracted from the current month's receipt report causing an understatement in the total receipts for that month which prevents the reconciliation of the receipts and deposits report.

3. The financial record keeping software allows adjustments to transfer amounts from one account to another without first confirming that sufficient funds are available. This creates a situation in which a cash shortage can inadvertently occur.

4. The software utilized by the magistrate court provides an itemized listing of bonds held by the court at the end of each month, but does not provide a listing of payee, post judgment, and other party collections that are on hand at the end of the month.

5. The financial record keeping software allows adjustments and corrections to be made by supreme court IT staff without the knowledge and approval of the local county. This creates a situation in which a change can be made to the financial records and/or case file without the local court's knowledge.

6. Changes can be made by the clerk to a case without that change being docketed so it is not reflected anywhere on the case that a change to the original data inputted was made.

Software / Automated Data System (continued)

RECOMMENDATION:

1. We recommend that bonds be receipted when collected and when released be adjusted to fines, costs, and/or refunds. This will ensure that current receipts equal current deposits and help identify the distribution of bonds.

2. We recommend that any receipted amounts, including non sufficient funds, be included on the receipt report. This will ensure that current receipts equal current deposits.

3. We recommend the software utilized by the court be modified to automatically determine whether sufficient funds are available to permit the transfer of funds.

4. We recommend the software utilized by the magistrate court be modified to provide account balance reports.

5. We recommend the software utilized by the court be modified to ensure that no changes are made to the local court records without authorization from the county in which the change is being made granting them access at that time to make corrections.

6. We recommend that any change made on a case by the clerk or any other court personnel be docketed on that case and a report noting all changes made to a case after the original data input be generated on a monthly basis.

Credit Card System

We observed while applying our agreed-upon procedures that the credit card system is independent from the magistrate court financial record keeping system. After completing a credit card transaction, the magistrate court's office obtains a credit card receipt which is signed by the credit card holder. The receipting office must then manually record this transaction into the financial record keeping system, generating another receipt. Amounts can be entered in error, or completely omitted, as a result of these independent transactions. The independent transactions/dual receipt entries also increases the risk of fraud and/or theft.

RECOMMENDATION:

The financial record keeping system should be equipped with a credit card system. This system should be able to produce/issue receipts with sequential numbering regardless of whether payment is made using cash, credit card, money order, or check. The financial record keeping system should also produce credit card transaction reports along with other receipt information and reports.

HARRISON COUNTY MAGISTRATE COURT
SCHEDULE OF COMMENTS
For the Period Ended December 31, 2018

Check Signatures

We observed while applying our agreed-upon procedures that the checks issued from the magistrate court's checking account were issued with only one signature.

RECOMMENDATION:

All checks should contain two or more signatures indicating that more than one person has reviewed the disbursements.

Reporting to Tax Commissioner for Failure to Pay Fines and Costs

We observed during our application of agreed-upon procedures that the Harrison County Magistrate Court did not notify the State Tax Commissioner when defendants failed to pay their court imposed assessment within one year of their judgment date. This was due to the magistrate court computer system not being programed to run such a report to be submitted to the Tax Commissioner. West Virginia Code §50-3-2c states, in part, that:

> "(a) if costs, fines, fees, forfeitures, restitution or penalties imposed by the magistrate court upon conviction of a person for a criminal offense as defined by this code, imposed by the circuit court upon judgment on an appeal to circuit court of that conviction, or imposed by either court for failure to appear are not paid within one year of the judgment, the magistrate court clerk or, upon a judgment rendered on appeal, the circuit clerk shall notify the Tax Commissioner that the defendant has failed to pay the costs, fines, forfeitures or penalties assessed by the court."

RECOMMENDATION:

The court's automated system of record keeping should be designed to automatically generate and provide this report to the WV State Tax Commissioner for all unpaid costs that are over one year old on an annual basis at the minimum. We recommend that the court review this code section and implement the creation of this report to help recover unpaid costs owed to the court.

HARRISON COUNTY MAGISTRATE COURT
SCHEDULE OF COMMENTS
For the Period Ended December 31, 2018

Assessment of Witness Fees

We observed during our application of agreed-upon procedures that, in two cases from our sample inspected, the Harrison County Magistrate Court did not assess witness costs (paid by the state) against the defendant when there was a judgment against the defendant. West Virginia Code §62-5-2 states, that:

> "The sum to which a witness is entitled who attends for the State, and any other legal charges incurred in a case wherein there is a prosecutor, shall be paid by such prosecutor as if he were the plaintiff in the case, unless there be a judgment against the defendant, in which case the same shall be taxed in the costs and paid to the persons entitled thereto, by the sheriff or other officer who may receive the same."

RECOMMENDATION:

The software programming for the magistrate court's automated system of record creation should include controls that, based upon the information that is required to be entered into the case file, automatically enters or requires the entry of all appropriate penalties when the magistrate's judgement indicates that assessment of statutory fines is in order. Such software programming would preclude completion and closing of the case file unless all required assessments have been entered.

Worthless Check Fine

We observed while applying our agreed-upon procedures, that in one of our sampled cases, the Magistrate Court of Harrison County failed to assess a fine to the defendants when they were convicted of a worthless check violation. West Virginia Code §61-3-39a states, in part, that:

> "(c) Any person violating the provisions of this section is guilty of a misdemeanor and, upon conviction thereof, shall be fined not more than two hundred dollars; . . . ."

RECOMMENDATION:

The software programming for the Magistrate Court's automated system of record-creation should include controls that test judgment order entries for statutory conflicts and upon finding a conflict either refuse the entry or attach notation to the judgment order noting the conflict.

Arrest Fee Assessed on Unserved Warrant

We observed while applying our agreed-upon procedures that in one case from our sample of Misdemeanors, the Magistrate Court of Harrison County assessed an arrest fee on a criminal case in which there was no warrant issued. West Virginia Code §59-1-14, states, in part, that:

> "(a) The county commission shall determine the amount which the sheriff may charge, which charges shall not exceed the following.
>
> For serving on any person an order, notice, summons or other process where the body is taken, except a subpoena served on a witness and making a return thereof..."

RECOMMENDATION:

The software programming for the magistrate court's automated system of record creation should include controls that, based upon the information that is required to be entered into the case file, automatically enters or requires the entry of all appropriate costs when the magistrate's judgment indicates that assessment of these statutory costs is in order.

Computer Information Incorrect

We observed during the application of our agreed-upon procedures that, from a sample of cases inspected, in one instance case information was entered into the computer system incorrectly. Specifically, the fine that was on the plea agreement was not entered on the judgement order.

RECOMMENDATION:

We recommend that the magistrates take the necessary steps to ensure that all information is correctly entered into the computer and that the signed judgement order accurately reflects what was on the plea agreement and what was agreed on in court.

HARRISON COUNTY MAGISTRATE COURT
SCHEDULE OF COMMENTS
For the Period Ended December 31, 2018

Expired MVI Sticker

We observed while applying our agreed-upon procedures, that in one case from our sample, the Magistrate Court of Harrison County dismissed a charge of expired motor vehicle inspection sticker citing a receipt showing "proof of inspection". The inspection had been expired for over three months prior to the citation being issued according to the case file documents. West Virginia Code §17C-16-9 states, in part, that:

> ". . . Provided, however, that the misdemeanor penalty shall be imposed if the certificate of inspection has not been valid for a period exceeding three months prior to the issuance of a citation."

RECOMMENDATION:

The software programming for the magistrate court's automated system of record creation should include controls that test judgment order entries for statutory conflicts and upon finding a conflict either refuse the entry or attach notation to the judgment order noting the conflict.

Docket Codes

We observed during our agreed-upon procedures that in fifteen cases of our sample, the Harrison County Magistrate Court failed to docket all of the information in the case file onto the computer with the required Docket Codes. Page 3 of The *Docket Reference Manual of the Unified Judicial Applications Reference Manual* states that:

> "Docket codes are an electronic version of activity on a case. A docket code review should match the paper file on the case."

RECOMMENDATION:

We recommend that the magistrate court personnel review this reference manual and ensure that all documents within the paper file are properly docketed into the computer case file.

Public Notice

U S Army Corps of Engineers
Huntington District
Norfolk District
Pittsburgh District

In reply refer to Public Notice No.
LRH-2015-00592-GBR
LRP-2015-798
NAO-2015-0898

Issuance Date: March 29, 2021

STREAM: Elk, Gauley, Greenbrier, Roanoke, Blackwater Rivers (Section 10 waters) and various other Section 404 streams

Closing Date: April 28, 2021

Please address all comments and inquiries to:
U.S. Army Corps of Engineers, Huntington District
ATTN: CELRH-RD-E Public Notice No. (*reference above*)
502 Eighth Street
Huntington, West Virginia 25701-2070
Phone: (304) 399-5610

PUBLIC NOTICE FOR ADJACENT PROPERTY OWNERS

The purpose of this notice is to inform you the U.S. Army Corps of Engineers, Huntington District, Norfolk District, and Pittsburgh District have posted a joint Public Notice on our websites for an application associated with the Mountain Valley Pipeline Project. The proposed work is described in Public Notice No. LRH-2015-00592-GBR, LRP-2015-798, and NAO-2015-0898.

You can access a copy of Public Notice No. LRH-2015-00592-GBR, LRP-2015-798, and NAO-2015-0898 at http://www.lrh.usace.army.mil/Missions/Regulatory/PublicNotices.aspx

If you do not have internet access and would like to receive a copy of Public Notice No LRH-2015-00592-GBR, LRP-2015-798, and NAO-2015-0898 through the U.S. Postal Service, please contact Ms. Stormie Roberts by mail using the mailing address listed above, by phone at (304) 399-5610, or by e-mail at CELRP-MVP@usace.army.mil.

Thank you for your interest in our nation's water resources. If you have any questions concerning this public notice, please contact Adam Fannin by phone at 304-399-5610 or by email at CELRP-MVP@usace.army.mil.

Public Notice

U S Army Corps of Engineers
Huntington District
Norfolk District
Pittsburgh District

In reply refer to Public Notice No.
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502 Eighth Street
Huntington, West Virginia 25701-2070
Phone: (304) 399-5610

TO WHOM IT MAY CONCERN: The following applicant has submitted an application for a Department of the Army (DA) Permit under the provisions of Section 10 of the Rivers and Harbors Act of 1899 (Section 10) and Section 404 of the Clean Water Act (Section 404) for the proposed discharge of dredged and/or fill material into waters of the United States and work in and under navigable waters of the United States.

APPLICANT: Mountain Valley Pipeline, LLC
2200 Energy Drive
Canonsburg, Pennsylvania 15317

LOCATION: As depicted on Enclosure 1, the proposed project known as the Mountain Valley Pipeline (MVP) would be approximately 304 miles in length and begin at the existing Equitrans, L.P. transmission system near the Mobley processing facility in Wetzel County, West Virginia and end at the Transcontinental Gas Pipe Line Company, LLC's (Transco) Zone 5 Compressor Station 165 in Transco Village, Pittsylvania County, Virginia. The proposed project is contained within the states of West Virginia and Virginia. The proposed project crosses three (3) United States Army Corps of Engineers (Corps) Regulatory District boundaries including Huntington, Norfolk and Pittsburgh Districts.

Approximately 164 miles of the pipeline, 135 miles of access roads, and three (3) compressor stations (Bradshaw, Harris, and Stallworth Compressor Stations) are sited within the Huntington District. Proposed activities subject to Section 404 regulation within the Huntington District's regulatory boundary would occur within streams and wetlands within watersheds of the Ohio, Little Kanawha, Elk, Gauley, Greenbrier, and New Rivers. Proposed activities subject to Section 10 regulation within the Huntington District's regulatory boundary would occur within the Elk, Gauley, and Greenbrier Rivers.

Approximately 107 miles of the pipeline and 51 miles of access roads are sited within the Norfolk District. Proposed activities subject to Section 404 regulation within the Norfolk District's regulatory boundary would occur within streams and wetlands within watersheds of the New, James, Roanoke, and Banister Rivers. Proposed activities subject to Section 10 regulation within the Norfolk District's regulatory boundary would occur within the Roanoke and Blackwater Rivers.

Approximately 33 miles of the pipeline and 14 miles of access roads are sited within the Pittsburgh District. Proposed activities subject to Section 404 regulation within the Pittsburgh District's regulatory boundary would occur within streams and wetlands within watersheds of the Ohio and Monongahela Rivers. No activities subject to Section 10 regulation within the Pittsburgh District are proposed.

Detailed location maps can be found on Enclosure 1 and Figures 1, 3 and 4 of the DA permit application as posted on the Huntington District Public Notice webpage at https://www.lrh.usace.army.mil/Missions/Regulatory/Public-Notices/ lrh-2015-592-gbr/. This public notice can also be accessed on the Pittsburgh District webpage at https://www.lrp.usace.army.mil/Missions/Regulatory/Public-Notices/ and on the Norfolk District webpage at https://www.nao.usace.army.mil/Media/Public-Notices/.

LEAD FEDERAL AGENCY ROLE: On October 23, 2015, the applicant filed an application with the Federal Energy Regulatory Commission (FERC) under Section 7(c) of the Natural Gas Act and Part 157 of the FERC's regulations to construct and operate certain interstate natural gas pipeline facilities in Virginia and West Virginia. The FERC is considered the lead federal agency for coordinating and conducting environmental reviews under the National Environmental Policy Act (NEPA) and other applicable statutes. Pursuant to the NEPA, on June 23, 2017, the FERC issued a Final Environmental Impact Statement (FEIS) for the MVP project. The Corps participated as a cooperating agency in the development of the NEPA documents and will also participate as a cooperating agency on any future NEPA documents required to be prepared by the FERC for the proposed project. The FEIS can be accessed at https://cms.ferc.gov/final-environmental-impact-statement-mountain-valley-project-and-equitrans-expansion-project. A separate decision document would be prepared by the Corps prior to a final decision concerning the issuance or denial of the requested DA permit. Comments received would be used by the Corps in preparation of any documentation, if required, pursuant to the NEPA prior to a final decision concerning issuance or denial of the DA permit.

Additional information about the project is available from the FERC's Office of External Affairs, at **(866) 208-FERC**, or on the FERC website at www.ferc.gov using the eLibrary link. Click on the eLibrary link, click on "General Search" and enter the docket number in the "Docket Number" field. Be sure you have selected an appropriate date range. For assistance, please contact FERC Online Support at FercOnlineSupport@ferc.gov or (866) 208-3676, or for TTY, contact (202) 502-8659. The eLibrary link also provides access to the texts of all formal documents issued by the Commission, such as orders, notices, and rulemakings. The FERC docket numbers associated with the proposed project include CP21-57 and CP16-10.

PROJECT HISTORY: On September 25, 2020, the Huntington and Pittsburgh Districts verified the use of Nationwide Permit (NWP) 12, as described in the January 6, 2017 Federal Register (FR), Issuance and Reissuance of NWPs (82 FR 1860), for the construction of certain portions of the MVP Project within their respective areas of regulatory boundaries as described in the Pre-Construction Notification (PCN) received on January 28, 2020, and additional information received March 18, 2020.

On September 25, 2020, the Norfolk District reinstated the previously verified use of NWP 12, as described in the January 6, 2017 FR, Issuance and Reissuance of NWPs (82 FR 1860), for the construction of certain portions of the MVP Project, as described in the PCN received December 17, 2017.

On February 19, 2021, the applicant voluntarily requested that the Corps administratively revoke the aforementioned NWP 12 verifications issued for the MVP Project. On March 2, 2021, the NWP 12 verifications for the MVP Project issued by Huntington and Pittsburgh Districts were revoked. On March 3, 2021, the NWP 12 verifications for the MVP Project issued by the Norfolk District were revoked.

DESCRIPTION OF THE PROPOSED WORK: The applicant has requested a DA permit from the Huntington District, the Pittsburgh District, and the Norfolk District for the permanent discharge of dredged and/or fill material into 1,198 linear feet of streams and 0.5 acre of wetlands, the temporary discharge into 38,332 linear feet of streams and 13.92 acres of wetlands, including the permanent conversion of 3.7 acres of forested and scrub-shrub wetlands to emergent wetlands and work in navigable waters of the United States, as described in Tables 1-3 of the DA permit application and below, associated with construction of the MVP Project within the Huntington, Norfolk and Pittsburgh District regulatory boundaries.

The applicant has requested a DA authorization for the following activities within the Huntington District:

- Temporary discharge of dredged and/or fill material into 4,966 linear feet (0.4033 acre) of ephemeral streams, 5,599 linear feet (0.6611 acre) of intermittent streams, 8,586 linear feet (3.0622 acres) of perennial streams, 7.9213 acres of palustrine emergent (PEM) wetlands and the permanent conversion of 0.3698 acre of palustrine scrub-shrub (PSS) wetlands and 1.2251 acres of palustrine-forested (PFO) wetlands;

- Permanent discharge of dredged and/or fill material into 265 linear feet (0.0224 acre) of ephemeral streams, 296 linear feet (0.0360 acre) of intermittent streams, 363 linear feet (0.1209 acre) of perennial streams, 0.4374 acre of PEM wetlands, and 0.0084 acre of a single PSS wetland. The applicant indicates there would be no permanent discharge of dredged and/or fill material into PFO wetlands;

- Permanent installation of pipelines via subterranean installation methods under three (3) waterways (the Elk River, the Gauley River, and the Greenbrier River) subject to regulation under Section 10. This proposed installation method would not result in a discharge of dredged and/or fill material into waters of the U.S. and is not subject to regulation under Section 404; and

- The installation of temporary water withdrawal structures on the Elk River, the Gauley River, and the Greenbrier River subject to regulation under Section 10.

For regulated activities within the Huntington District, see Figure 1, Figures 3-1 thru 3-3, 3-6 thru 3-36, Figures 4-1 thru 4-32, 4-77 thru 4-79, 4-84 thru 4-90, 4-103, 4-107, 4-112 thru 525

Tables 2 and 3, and Attachments H-1 and H-2 of the DA permit application.

The applicant has requested a DA authorization for the following activities within the Norfolk District:

- Temporary discharge of dredged and/or fill material into 3,966 linear feet (0.472 acre) of ephemeral streams, 6,383 linear feet (0.811 acre) of intermittent streams, 6,921 linear feet (2.266 acres) of perennial streams, 3.9550 acres of PEM wetlands, and the permanent conversion of 0.3698 acre of PSS wetlands and 1.2251 acres of PFO wetlands;

- Permanent discharge of dredged and/or fill material into 45 linear feet (0.007 acre) of ephemeral streams, 65 linear feet (0.011 acre) of perennial streams, and 0.539 acre of PEM wetlands. The applicant indicates there would be no permanent discharge of dredged and/or fill material into PSS or PFO wetlands; and

- Permanent installation of pipelines via subterranean installation methods under two (2) waterways (the Roanoke River and the Blackwater River), subject to regulation under Section 10. This proposed installation method would not result in a discharge of dredged and/or fill material into waters of the U.S. and is not subject to regulation under Section 404.

For regulated activities within the Norfolk District, see Figure 3-2 thru 3-9, Figures 4-525 thru 4-786, Figure 5, and Tables 2 and 3 and Attachment H-3 of the DA permit application.

The applicant has requested a DA authorization for the following activities within the Pittsburgh District:

- Temporary discharge of dredged and/or fill material into 617 linear feet (0.046 acre) of ephemeral streams, 332 linear feet (0.045 acre) of intermittent streams, 1,007 linear feet (0.352 acre) of perennial streams, 2.043 acres of PEM wetlands and the permanent conversion of 0.1444 acre of PSS wetlands and 0.0110 acre of PFO wetlands; and

- Permanent discharge of dredged and/or fill material into 137 linear feet (0.009 acre) of ephemeral streams, 55 linear feet (0.037 acre) of perennial streams. The applicant indicates there would be no permanent discharge of dredged and/or fill material into wetlands within the Pittsburgh District.

For regulated activities within the Pittsburgh District see Figures 3-36 thru 54, Figures 4-30 thru 4-77, 4-80 thru 4-83, 4-87 thru 4-103, 4-107, 4-10 thru 4-117, Tables 2 and 3, and Attachments H1 and H2 of the DA permit application.

Construction of the proposed pipeline project would necessitate a 125-foot wide construction right-of-way with a narrower 50-foot permanent right-of-way. Construction of the pipeline across streams and wetland features subject to Section 404 regulation would include a narrower 75-foot construction right-of-way and include the excavation of a ditch across the features, the placement of the pipeline within the ditch, the burial of the pipeline with the excavated material, and the restoration of the area to approximate pre-construction elevations and contours. The

proposed pipeline project would also include the use, upgrade, and/or construction of approximately 200 miles of access roads, and the use of temporary mats and span bridges for construction access. Additionally, the construction of the proposed pipeline project would necessitate ancillary facilities such as contractor yards for temporary construction offices, equipment staging, material storage, and parking.

In addition to delivering natural gas to the Transco interconnect (Milepost [MP] 303.9), the proposed MVP Project would also deliver gas to four (4) intermediate delivery points: WB Interconnect in Braxton County, West Virginia (MP 77.3); Greene Interconnect in Monroe County, West Virginia (MP 180.7); Roanoke Gas Lafayette Tap in Montgomery County, Virginia (MP 235.6); and the Roanoke Gas Franklin Tap in Franklin County, Virginia (MP 261.4).

Plans of the proposal may be viewed within the DA permit application (see Enclosure 1 and application Figures 1, 3, 4, Attachment H, and Attachment J). The public notice version of the DA permit application and appendices are available for public download as separate documents on the Huntington District's Public Notice page at https://www.lrh.usace.army.mil/Missions/Regulatory/Public-Notices/ LRH-2015-592-GBR.

ALTERNATIVES ANALYSIS: The project does not require access or proximity to or siting within special aquatic sites to fulfill its basic purpose and is considered a non-water dependent activity. The Section 404(b)(1) Guidelines state for non-water dependent activities, practicable alternatives that do not involve special aquatic sites are presumed to be available, unless clearly demonstrated otherwise. The applicant is required to provide an alternatives analysis that must overcome this presumption prior to receiving authorization for the discharge of dredged and/or fill material. The applicant has developed a variety of alternatives (preferred, alternative routes, alternative natural gas transportation methods, alternative pipeline systems, and no-impact) analyzing how the applicant's project, as the discharge of dredged and/or fill material into streams and wetlands, could be conducted in order to avoid and minimize impacts to aquatic resources. The alternative must fulfill the overall project purpose as defined by the Corps. No permit will be issued until our office determines practicable upland alternatives are not available to achieve the overall project purpose informed by the applicant's alternatives analysis.

AVOIDANCE AND MINIMIZATION: In evaluating a project area containing waters of the United States, consideration must be given to avoiding impacts on these sites. If waters of the United States cannot be avoided, then impacts must be minimized. Approximately 109,434 linear feet of streams, consisting of 30,592 linear feet of ephemeral streams, 36,704 linear feet of intermittent streams, and 42,138 linear feet of perennial streams and 34.021 acres of wetland, consisting of 49.16 acres of PEM wetlands, 3.96 acres of PSS wetlands, and 5.40 acres of PFO wetlands, are located within the proposed project area. The applicant has proposed to avoid approximately 69,831 linear feet of streams and 15.89 acres of wetland. See tables 2, 3, 4, 5, 19, and 20 of the DA permit application for further details. The applicant has indicated that there is no practicable alternative for the proposed project that completely avoids the discharge of dredged and/or fill material into waters of the United States and work in and under navigable waters of the United States (i.e. Elk River, Gauley River, Greenbrier River, Roanoke River, and

Blackwater River) and would meet the overall project purpose. Avoidance and minimization efforts were incorporated into the proposal to reduce the discharges of dredged and/or fill material into waters of the United States and regulated activities in and under navigable waters of the United States, and to reduce the width of the construction right-of-way at stream and wetland crossings. A full description of the applicant's avoidance and minimization efforts can be reviewed in Section 5 of the DA permit application and Section 4.3 *Water Resources* of the FEIS.

All pipeline project construction activities would adhere to the FERC's Upland Erosion Control, Revegetation, and Maintenance Plan and state-specific requirements for pipeline construction in West Virginia and Virginia, as applicable. In West Virginia, the project's stormwater discharges are regulated by a Water Pollution Control Act Permit for Construction authorization and site-specific Erosion and Sediment Control Plans approved by the West Virginia Department of Environmental Protection (WVDEP). In Virginia, project construction must comply with Annual Standards and Specifications, site-specific Erosion and Sediment Control Plans, and site-specific post-construction stormwater management plans approved by the Virginia Department of Environmental Quality (VADEQ). Timely construction and maintenance of sediment control measures as well as the restoration and revegetation of disturbed areas would minimize downstream sediment impacts. After construction, any temporary fill material would be removed in its entirety and the affected areas returned to approximate pre-construction elevations and conditions and revegetated, as appropriate. The applicant's full discussion of avoidance and minimization are available for review in Section 5 of the DA permit application available on our website at https://www.lrh.usace.army.mil/Missions/Regulatory/Public-Notices/ LRH-2015-592-GBR

COMPENSATORY MITIGATION PLAN (CMP): To compensate for the permanent discharge of dredged and/or fill material into 1,116 linear feet of streams and 3.5958 acres of wetlands in West Virginia, based on calculations using the West Virginia Stream and Wetland Valuation Metric Version 2.1 (WV SWVM), the applicant proposes to purchase 691 stream credits and 2.1961 wetland credits from approved mitigation banks. To compensate for the permanent discharge of dredged and/or fill material into 110 linear feet of streams and 1.3997 acres of wetlands in Virginia, based on calculations using the Unified Stream Methodology (USM) and a 1:1 credit ratio, as applicable, the applicant proposes to purchase 94 stream credits and 1.3997 wetland credits from approved mitigation banks. The applicant's proposed compensatory mitigation plan is described in Section 5 and Tables 17 and 18 of the DA permit application available on our website at
https://www.lrh.usace.army.mil/Missions/Regulatory/Public-Notices/ LRH-2015-592-GBR

The applicant's CMP is currently under review. As part of our evaluation, the Corps will review the applicant's WV SWVM and USM calculation sheets for accuracy. The proposed compensatory mitigation proposal is open to comment and is subject to change based on comments received. After review of all the submitted information, the Corps will make a determination of appropriate compensatory mitigation, in the event a decision is made to issue a DA permit.

WATER QUALITY CERTIFICATION (WQC): An individual Clean Water Act Section 401

WQC is required for this project from the States of West Virginia and Virginia assuring that applicable laws and regulations pertaining to water quality are not violated. It is the applicant's responsibility to obtain an individual Clean Water Act Section 401 WQC or a waiver from the WVDEP and the VADEQ. A DA permit, if otherwise warranted, would not be issued for this project until the Section 401 WQCs have been issued or waived and the 401(a)(2) processes, if required, as described in the "Clean Water Act Section 401 Certification Rule" (Rule, 85 Federal Register 42,210 [July 13, 2020]) have been completed in each state.

HISTORIC AND CULTURAL RESOURCES: The FERC is the designated lead federal agency and coordinator of all federal authorizations and consultation efforts pursuant to Section 106 of the National Historic Preservation Act (NHPA), including coordination with the appropriate State Historic Preservation Offices (SHPO), Tribal Historic Preservation Offices or other representatives, and the Advisory Council on Historic Preservation (ACHP).

On October 19, 2017, the FERC provided a letter to the ACHP that the MVP would have "an adverse effect on historic properties." The letter indicated that the ACHP had suggested the development of a "Programmatic Agreement (PA), under Part 800.14.b, to resolve adverse effects for this Project as a whole." The letter included supporting documentation regarding the FERC's adverse effect finding. On September 8, 2020, the FERC, via e-mail, indicated that compliance with Section 106 of the NHPA was completed and the PA for the Mountain Valley Mainline Pipeline was executed on December 15, 2017. As stated in the regulations for implementing Section 106 – at Part 800.14b2iii – a PA is in effect and executed when signed by the FERC, the SHPO, and the ACHP. The execution of the PA completed the process of compliance with Section 106 of the NHPA.

A copy of this Public Notice will be furnished to the West Virginia SHPO and the Virginia SHPO for their review.

THREATENED AND ENDANGERED SPECIES: The FERC is the lead federal agency for Section 7 of the Endangered Species Act (ESA) consultation and has jurisdiction and control over the entire pipeline corridor. The United States Fish and Wildlife Service (USFWS) evaluated the entirety of the MVP Project. The Corps has reviewed the Biological Opinion (BO) issued on September 4, 2020 by the USFWS and has determined that it is inclusive of the Corps' area of responsibility and is sufficient to address the Corps' ESA action area.

The portions of the Corps' ESA action area for which the considerations of the BO are necessary vary based on the range, habitat, and needs of the species considered. The federally listed species considered by the USFWS and/or the FERC include the following:

Table 1: Federally Listed Species Considered by the USFWS and/or the FERC

Species Common Name	Species Scientific Name	ESA Status
Virginia spiraea	*Spiraea virginiana*	Threatened

Table 1: Federally Listed Species Considered by the USFWS and/or the FERC		
Species Common Name	**Species Scientific Name**	**ESA Status**
Candy darter	*Etheostoma osburni*	Endangered, proposed critical habitat
Indiana bat	*Myotis sodalis*	Endangered
Northern long-eared bat	*Myotis septentrionalis*	Threatened
Clubshell mussel	*Pleurobema clava*	Endangered
Gray bat	*Myotis grisescens*	Endangered
Running buffalo clover	*Trifolium stoloniferum*	Endangered
Snuffbox mussel	*Epioblasma triquetra*	Endangered
James spiny mussel	*Pleurobema collina*	Endangered
Virginia big-eared bat	*Corynorhinus townsendii virginianus*	Endangered
Small whorled pogonia	*Isotria medeoloides*	Endangered
Rusty patched bumble bee	*Bombus affinis*	Endangered
Shale barren rock cress	*Arabis serotina*	Endangered
Northeastern bulrush	*Scirpus ancistrochaetus*	Endangered
Roanoke logperch	*Percina rex*	Endangered
Smooth coneflower	*Echinacea laevigata*	Endangered
Mitchell's satyr butterfly	*Neonympha mitchellii*	Endangered
Bog Turtle	*Glyptomyces muhlenbergii* (southern population)	Threatened (due to similarity of appearance to northern population)

A copy of this Public Notice will be furnished to the appropriate USFWS offices within West Virginia and Virginia for their review.

PUBLIC INTEREST REVIEW AND CUMULATIVE EFFECTS: This application will be reviewed in accordance with 33 CFR 320-332, the Regulatory Program of the Corps, and other pertinent laws, regulations, and executive orders. Our evaluation will also follow the guidelines published by the United States Environmental Protection Agency pursuant to Section 404(b)(1) of the Clean Water Act (40 CFR 230). The decision whether to issue a permit will be based on an evaluation of the probable impacts, including cumulative impacts of the proposed activity, on the public interest. That decision will reflect the national concern for both protection and utilization of important resources. The benefit which reasonably may be expected to accrue from

the proposal must be balanced against its reasonably foreseeable detriments. All factors that may be relevant to the proposal will be considered including the cumulative effects thereof; among those factors are conservation, economics, aesthetics, general environmental concerns, wetlands, historic properties, fish and wildlife values, flood hazards, floodplain values, land use, navigation, shoreline erosion and accretion, recreation, water supply and conservation, water quality, energy needs, safety, food and fiber production, mineral needs, considerations of property ownership and, in general, the needs and welfare of the people.

SOLICITATION OF COMMENTS: The Corps is soliciting comments from the public, federal, state and local agencies and officials, Indian Tribes and other interested parties in order to consider and evaluate the impacts of this proposed activity. For accuracy and completeness of the administrative record, all data in support of or in opposition to the proposed work should be submitted in writing setting forth sufficient detail to furnish a clear understanding of the reasons for support or opposition. Any person may request, in writing, within the comment period specified in the notice, that a public hearing be held to consider the application. Requests for public hearings shall state, with particularity, the reasons for holding a public hearing. Any comments received will be considered by the Corps to determine whether to issue, modify, condition or deny a permit for this proposal. To make this decision, comments are used to assess impacts on endangered species, historic properties, water quality, general environmental effects, and the other public interest factors listed above. Comments are used in the preparation of an Environmental Assessment and/or an Environmental Impact Statement pursuant to the NEPA. Comments are also used to determine the need for a public hearing and to determine the overall public interest of the proposed activity. Written statements received in this office on or before the expiration date of this Public Notice will become a part of the record and will be considered in the final determination. A permit will be granted unless its issuance is found to be contrary to the public interest.

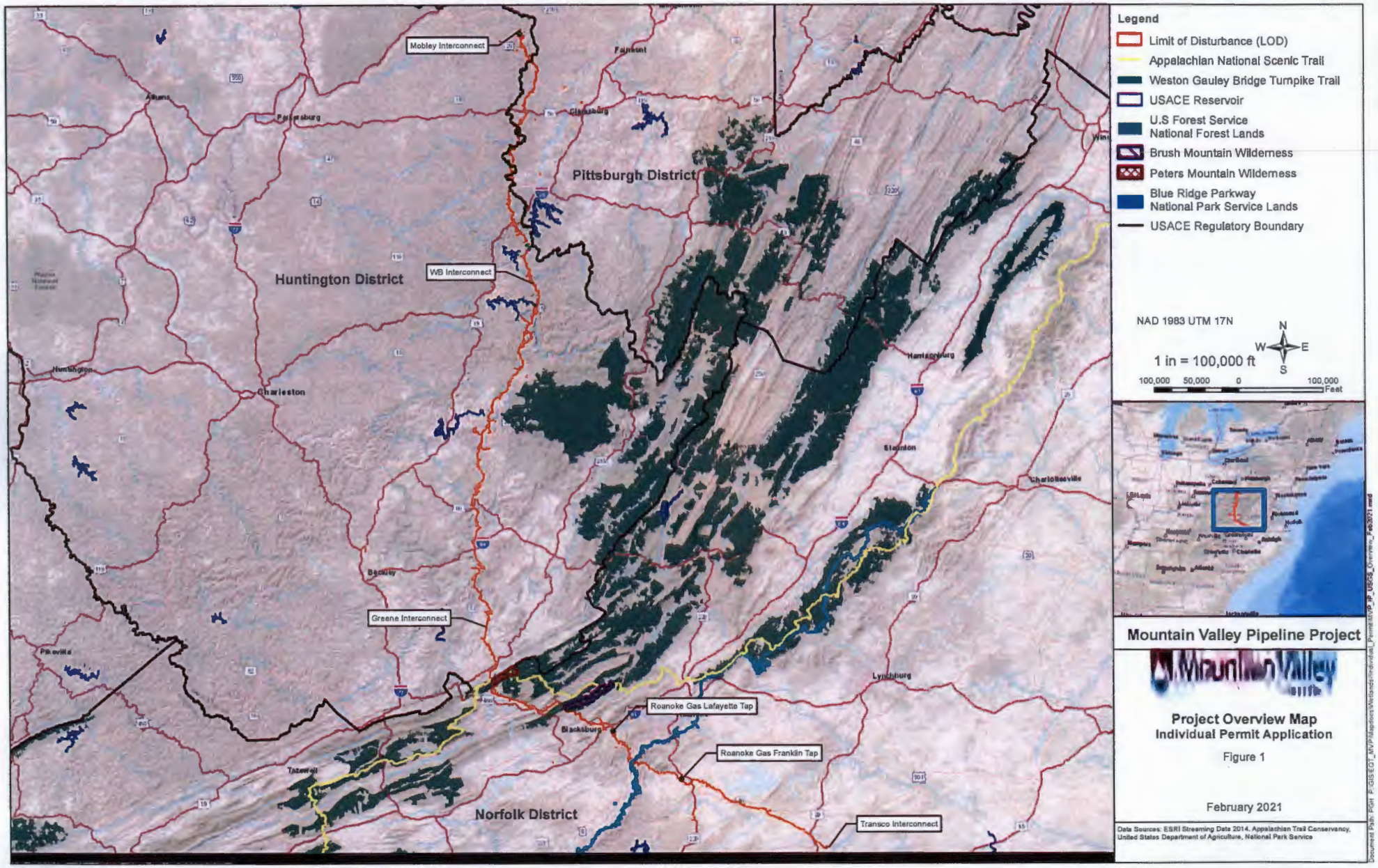
CLOSE OF COMMENT PERIOD: The Huntington District has been designated as the lead Corps district, thus all comments pertaining to this Public Notice must reach their office on or before the close of the comment period listed on page one (1) of this Public Notice. If no comments are received by that date, it will be considered that there are no objections. Comments should be submitted electronically to Mr. Adam Fannin by email at CELRP-MVP@usace.army.mil. If you do not have internet access, comments may be submitted through the United States Postal Service (USPS) to the following address:

United States Army Corps of Engineers, Huntington District
ATTN: CELRH-RD-E
Public Notice: LRH-2015-00592-GBR
LRP-2015-798, NAO-2015-0898
502 Eighth Street
Huntington, West Virginia 25701-2070

Copies should only be provided through the USPS when electronic transmission is not possible. Precautionary internal mail handling procedures may be instituted to protect our workforce, which may result in longer than normal times to process and receive hard copy submissions. To

be considered in our evaluation, comments submitted through the USPS should have a postmark dated on, or prior to, the close of the comment period listed on page one (1) of this Public Notice.

Please note that names and addresses of those who submit comments in response to this Public Notice become part of our administrative record and, as such, may be available to the public under provisions of the Freedom of Information Act. Thank you for your interest in our nation's water resources. If you have any questions concerning this Public Notice, please contact Mr. Adam Fannin of the Energy Resource Branch at (304) 399-5610 or at CELRP-MVP@usace.army.mil.



Mountain Valley Pipeline Project

Project Overview Map
Individual Permit Application

Figure 1

February 2021

Data Sources: ESRI Streaming Data 2014, Appalachian Trail Conservancy, United States Department of Agriculture, National Park Service