EEO Utilization Report

Organization Information

Name: Barbour County Commission

City: Philippi

State: WV

Zip: 26416

Type: County/Municipal Government (not law enforcement)

Introductory Information:

Grant Title:

Victim Assistance

Grantee Name:

Barbour County Commission

Grantee Type:

Local Government

Address:

26 N Main

Philippi, WV 26416

Contact Person: Contact Address: Tim McDaniel

26 N Main

Philippi, WV 26416

State Granting Agency:

Contact Name:

WVDJCS Sara E. Pennington

Contact Address: 1124

1124 Smith St. Ste 3100

Charleston, WV 25301-1323

Telephone #:

304-558-8814

Grant Title:

Court Security

Grantee Name:

Barbour County Commission

Grantee Type:

Local Government

Address:

26 N Main

Philippi, WV 26416

Contact Person:

Tim McDaniel

Contact Address:

26 N Main

Philippi, WV 26416

State Granting Agency:

WVDJCS

Contact Name:

Sara E. Price

Contact Address:

1124 Smith St. Ste 3100

maci Address.

Charleston, WV 25301-1323

Telephone #:

304-558-8814

Grant Number:

15-VA-043

Award Amount:

\$38,936

Telephone #:

Grant Number: Award Amount:

Telephone #:

304-457-4339

16-CS-01

\$54,850.00

304-457-4339

Grant Title:

Prevention Resource Officer

Grantee Name:

Barbour County Commission

Grantee Type:

Local Government

Address:

26 N Main

Philippi, WV 26416

Contact Person:

Tim McDaniel

Contact Address:

26 N Main

Philippi, WV 26416

State Granting Agency:

WVDJCS

Contact Name:

Tanisha Travis

Contact Address:

1204 Kanawha Boulevard, East

Charleston, WV 25301-1323

Telephone #:

304-558-8814

Grant Number:

15-JJP-009

Award Amount: \$20,000.00

Telephone #:

304-457-4339

Step 1: Introductory Information

Policy Statement:

Barbour County is an Equal Opportunity Employer. It is the policy of the County to provide equal opportunities to employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, status as a Vietnam-era or special disabled veteran, or any other classification protected under applicable law.

Equal employment opportunities apply to all terms, conditions and privileges of employment, including hiring, training, promotion, transfer, compensation, benefits, employee facilities, discharge, and retirement.

County policy prohibits any employee acts of discrimination. The use of racial or ethnic jokes or derogatory remarks will not be tolerated, will be investigated, and disciplinary action will be taken, if warranted.

Furthermore, any type of retaliation for reporting discrimination is prohibited and will be investigated; and disciplinary action will be taken, if warranted.

Following File has been uploaded:BARBOUR COUNTY_approved 8-1-16.docx

Step 4b: Narrative of Interpretation

1. White females were under-represented in the following job categories: Officials/Administrators (-17%), Protective Services Sworn (-29%), and Administrative Support -9%.

These statistics are determined from a voluntary demographic survey which was completed by 85% of the workforce. Even though there was good participation, these statistics may not accurately reflect the County's demographics.

Some of the statistics may also be unreliable due to the limited positions that are available in various job categories.

Step 5: Objectives and Steps

- 1. 1.1 Encourage more female caucasians to apply for vacancy announcements in the following categories: Officials/Administrators, Protective Services, Administrative Support.
 - a. The Administration office will vary the location of job postings, including our website, online services, news papers, and our local college campus in an attempt to attract a larger and more diverse group of applicants.

Step 6: Internal Dissemination

The County Payroll Clerk will disseminate a notice through county email that informs employees that the EEOP Utilization Report is complete and available for review in the County Commission office or by requesting a copy from the County Administrator or County Coordinator.

The EEOP Utilization Report will be disseminated to Elected Officials and Supervisors.

The County will post a copy of the EEOP Utilization Report under the Employee login on the county's website.

Step 7: External Dissemination

The County Will post a copy of the EEOP Utilization Report on the County's public website.

The EEOP Utilization Report will be included on the Commission's agenda on 9-11-17.

Contractors and vendors will be provided with a copy of the EEOP Utilization Report upon request.

Utilization Analysis Chart

Relevant Labor Market: Barbour County, West Virginia

				Ma	ile							Fem	nale			
Job Categories	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Officials/Administrators			,			, , ,		,			,	, ,		, ,		
Workforce #/%	6/75%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/25%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	175/58%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	125/42%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	17%	0%	0%	0%	0%	0%	0%	0%	-17%	0%	0%	0%	0%	0%	0%	0%
Professionals																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	195/42%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	265/57%	0/0%	0/0%	0/0%	4/1%	0/0%	0/0%	0/0%
Utilization #/%																
Technicians																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	15/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	30/67%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
Protective Services: Sworn																
Workforce #/%	7/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	10/71%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	4/29%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	29%	0%	0%	0%	0%	0%	0%	0%	-29%	0%	0%	0%	0%	0%	0%	0%
Protective Services: Non- sworn																
Workforce #/%	2/67%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
Utilization #/%																
Administrative Support																
Workforce #/%	13/33%	0/0%	-0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	25/64%	0/0%	0/0%	0/0%	0/0%	0/0%	1/3%	0/0%
CLS #/%	295/24%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	905/74%	0/0%	0/0%	0/0%	0/0%	0/0%	20/2%	10/1%
Utilization #/%	9%	0%	0%	0%	0%	0%	0%	0%	-9%	0%	0%	0%	0%	0%	1%	-1%
Skilled Craft																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/

				Ma	ale							Fen	nale			
Job Categories	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
CLS #/%	570/97%	4/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	10/2%	4/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
Service/Maintenance																
Workforce #/%	4/80%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/20%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	715/53%	8/1%	20/1%	30/2%	0/0%	0/0%	20/1%	0/0%	495/37%	0/0%	0/0%	30/2%	15/1%	0/0%	0/0%	10/1%
Utilization #/%	27%	-1%	-1%	-2%	0%	0%	-1%	0%	-17%	0%	0%	-2%	-1%	0%	0%	-1%

I understand the regulatory obligation under 28 C.F.R. ~ 42.301-.308 to collect and maintain extensive employment data by race, national origin, and sex, even though our organization may not use all of this data in completing the EEO Utilization Report.

I have reviewed the foregoing EEO Utilization Report and certify the accuracy of the reported workforce data and our organization's employment policies.

Jim Mid	am		9-11-17	
[signature]		[title]	[date]	

CERTIFICATION FORM

Compliance with the Equal Employment Opportunity Plan (EEOP) Requirements

10CA 15=VA-043 \$38,936.00

Please read carefully the Instructions (see below) and then complete Section A or Section B or Section C, not all three.

Recipient's Name: Boylogue County Co	mmission	DUNS Number: 026010478
Address: 26 n. man Philippi, uv	26416	
Grant Title: Gr	rant Number: 15-VA-043	
Name and Title of Contact Person: Shana Fro		
	-Mail Address: sfrey@bar	
Section A—Declaration Claiming Complete E	xemption from the EEOP R	lequirement
Please check all the following boxes that apply:		
		ent is a medical institution. ent is receiving an award less than \$25,000.
I,		[responsible official],
certify that		[recipient] is
not required to prepare an EEOP for the reason(s) che	ecked above, pursuant to 28 C.F.	R § 42.302.
I further certify that will comply with applicable federal civil rights law	1 11 12 11 1 1 1 1 1	[recipient]
will comply with applicable federal civil rights laws services.	s that pronibit discrimination in	employment and in the delivery of
Print or Type Name and Title	Signature	Date
C I B B L I Chi L B Committee		
Section B—Declaration Claiming Exemption f That an EEOP Is on File for Review	from the EEOP Submission	Requirement and Certifying
2 //5% 12/		
If a recipient agency has fifty or more employees and is receiving recipient agency does not have to submit an EEOP to the OCR for	a single award or subaward of \$25,000 r review as long as it certifies the follow	0 or more, but less than \$500,000, then the wing (42 C.F.R. § 42.305):
1, John Schola		[responsible official],
certify that Borbour County Co	ommission	[recinient]
which has fifty or more employees and is receiving	g a single award or subaward	for \$25,000 or more, but less than
\$500,000, has formulated an EEOP in accordance v	vith 28 CFR pt. 42, subpt. E.	I further certify that within the last
twenty-four months, the proper authority has formula federal law, it is available for review by the public, e	ated and signed into effect the E	EOP and, as required by applicable
Civil Rights, Office of Justice Programs, U.S. Departr	ment of Justice. The FFOP is or	planning agency, and the Office for
Boybour County Commiss	inch of Justice. The LEGI 15 of	[organization],
	26916	[address].
Jana Schola Donadast	SO 000	2 2 - 11
Print or Type Name and Title	Signature Sulo	Date
Section C—Declaration Stating that an EEOP	Utilization Report Has Been	n Submitted to the Office for
Civil Rights for Review		
If a recipient agency has fifty or more employees and is receiving send an EEOP Utilization Report to the OCR for review.	a single award or subaward of \$500,00	00 or more, then the recipient agency must
Ι,		[responsible official],
certify that		[recipient]
which has fifty or more employees and is receiving		
accordance with 28 CFR pt. 42, subpt. E, and sent it	for review on	[<i>date</i>] to the
Office for Civil Rights, Office of Justice Programs, U.	.S. Department of Justice.	
During on Time Manager of Tital		
Print or Type Name and Title	Signature	Date

CERTIFICATION FORM

Compliance with the Equal Employment Opportunity Plan (EEOP) Requirements

Please read carefully the Instructions (see below) and then complete Section A or Section B

All Carrier and Ca	in I comme as a	ction B or Section C, not all three.
Address: Den Main Philippin		DUNS Number: 02601067
Mame and Title & Court Schungt	Grant Number: Ne-CS-	
Name and Title of Contact Person: Show	a trey who is at	-1 -1 -1 -1 -1 -1 -1 -1 -1 -1 -1 -1 -1 -
100000000000000000000000000000000000000	E Mail Add	
Section A—Declaration Claiming Comp	lete Exemption from the Ex	Con Dair County uv. org
Please check all the following boxes that apply:	phon from the El	OP Requirement
Recipient has less than fifty employees.	cipient is an Indian tribe. Sipient is an educational institution.	Recipient is a medical institution. Recipient is receiving an award less than \$25,000.
certify that		[manauatt m.
not required to prepare an PROP for the		[responsible official
not required to prepare an EEOP for the reason I further certify that	(s) checked above, pursuant to 2	28 C.F.R & 42.302 [recipient]
will comply with applicable federal civil siety		
will comply with applicable federal civil right services.	is laws that prohibit discriminate	tion in employment and in the delivery of
Print or Type Name and Title	Signatur	
3-4		Date
Section B—Declaration Claiming Exemp That an EEOP Is on File for Review	tion from the ETION C.	
fat an EEOP Is on File for Review (a recipient agency has fifty or more employees and is recipient agency does not have to submit an EEOP to the Co	non from the EEOP Submis	ssion Requirement and Certificing
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500,000, has formulated an EEOP in accordance wenty-four months, the proper authority has formulated law it is available.	eiving a single award or subay nce with 28 CFR pt. 42, subpt. mulated and signed into effect	ward for \$25,000 or more, but less than E. I further certify that within the last
500,000, has formulated an EEOP in accordance wenty-four months, the proper authority has forderal law, it is available for review by the public lights. Office of lustice Property 1988	eiving a single award or subay nce with 28 CFR pt. 42, subpt. rmulated and signed into effect plic, employees, the appropriate	ward for \$25,000 or more, but less than E. I further certify that within the last
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CERTIFICATION FORM

Compliance with the Equal Employment Opportunity Plan (EEOP) Requirements

Please read carefully the Instructions (see below) and then complete Section A or Section B or Section C, not all three, vices

A II CONTRACTOR CONTRA	on B or Section C, not all three, vices
Recipient's Name: Boybour County Comm. 55.00 Address: Que Main Philippi us 24416	DUNS Number: 02601067
Grant Title:	
Name and Title of Contact Person: School Frey Admin Story	Award Amounts 20,000
I diambana Maria	
Section A Decimation Claims &	barbour county uv crof
Complete Exemption from the Fire	OP Requirement
and upply.	and an omege
Recipient has less than fifty employees. Recipient is an Indian tribe.	
D Recipient is a nonmofit organization - Designation	Recipient is a medical institution.
	Recipient is receiving an award less than \$25,000.
certify that	[resnovable of the
not required to prepare an BEOP for the reason(s) checked above, pursuant to 28 I further certify that	[responsible official
I further certify that	C.F.R 6 42.302 [recipienf]
will comply with applicable federal civil rights laws that prohibit discrimination services.	found to
services.	on in employment and in the della
	delivery o
Print or Type Name and Title	
olgnature	Date
Section B—Declaration Claiming Exemption from the EEOP Submiss That an EEOP Is on File for Review	
That an FFOD Is an Esta Chairming Exemption from the EEOP Submiss	sion Requirement and Courts
and the Box is on the for Review	and Certifying
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