

Lewis County Commission
P O Box 466 - 18 Garton Plaza
Weston, WV 26452
Meeting Agenda - March 25, 2013
10:00AM

SILENT MEDITATION AND PLEDGE OF ALLEGIANCE

1. 10:00am Call Meeting to Order (*action required*)
2. 10:05am T. Chad Kelley, Lewis County Assessor
Exonerations, Consolidations, Apportionments (*action required*)

Appointments:

3. 10:15am Chris Richards, Director, Lewis County Convention and Visitors Bureau:
Lewis County Convention and Visitors Bureau's Quarterly Report
(October, November and December 2012) (*information only*)
4. 10:30am Terri Flint, HOPE Inc., Task Force on Domestic Violence and Sexual
Assault: Proclamation declaring the month of April 2013 for public
awareness, public support and assistance of Domestic Violence and
Sexual Assault (*action required*)
5. 10:45am Rick Stout, Maintenance Director: Executive Session 6-9A-4(Personnel);
Lewis County Maintenance Director, Rick Stout, requests executive
Session to discuss employee performance matters(*action required*).

Correspondence:

6. **Upshur County Agenda:** Copy of Upshur County Commission Agenda for March 21,
2013 (*information only*).
7. **Lewis Gilmer February 2013 Emergency 911 Totals:** Report of call activity by agency
received and/or processed by the Lewis-Gilmer Emergency 911 Center for February
2013(*information only*).
8. **NACo Report:**National Association of Counties(NACo) report of February 2013; 67
Citizens utilized the discount card for an average savings of 24.68% per use. Cards are
available to any citizen who is uninsured or underinsured at the Lewis County
Commission Office(*information only*).
9. **Lewis County FY 2012 Audit Report:** West Virginia State Auditor's Office has completed
the Lewis County Commission Fiscal Year 2011 Audit. No significant findings.
Findings:1) Lack of separate cash drawers for employees in Circuit and County Clerk's
Offices, 2)Segregation of duties, 3)County Clerk's Office agreement with Chesapeake
Energy to digitize records(*information only*).

Business:

- 10. Board and Committee Reports:** Individual Commissioners will give reports on any board or committee meeting(s) they have attended. *(information only)*.
- 11. West Virginia State Auditor's Office Adjustments to Annual Financial Statement:** The West Virginia State Auditor has presented adjustment to categorize revenues and expenditures in the appropriate categories for the fiscal year 2012 financial statement. These items were included by need to be transferred to different line items *(action required)*.
- 12. Tucker County All Hazards Training(Tabled from March 18, 2013 Meeting):** Tucker County All Hazards Conference requests county contribution to offset costs of conference(April 26-28, 2013). Commission requested verification that Lewis County will have attendees- William Rowan, Office of Emergency Management/Lewis Gilmer Emergency 911 Director, stated that he is aware of one Lewis County person attending. Attendee cost is \$105.00, County is asked for a contribution of \$250.00*(action required)*.
- 13. 2012 Records Management and Preservation Request for Payment and Grant Closure:** The Lewis County Clerk's Office was awarded a 2012 Records Management and Preservation Grant in the amount of \$10,000.00 for equipment and expenses to scan and index deed books. The scope of the grant has been completed. Signature of request for final payment and grant closure is required*(action needed)*.
- 14. Lewis County Judicial Annex Update:** Update on construction. *(information only)*.
- 15. Lewis County Economic Development Authority Update:** Member of the Lewis County Economic Development Authority will give a report on correspondence, contacts and/or the hiring process for a new Economic Development director. *(information only)*.

ORDERS AND PAYMENT OF EXPENDITURES:

- 16.** Presentation by County Clerk of the Orders of Prior Meeting(s) for consideration. *(action required)*
- 17.** Expenses for the current period presented for consideration of payment *(action required)*

ADJOURNMENT: With no further action being required by the Lewis County Commission, the meeting will be adjourned *(action required)*

1:30pm Work Session with Landmark Services