

Lewis County Commission
110 Center Avenue
Lewis County Courthouse-2nd floor
Weston, WV 26452
Meeting Agenda

NOTE: Monday, February 17, 2014 is a Holiday

Tuesday
February 18, 2014
10:00 AM

SILENT MEDITATION AND PLEDGE OF ALLEGIANCE

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

APPOINTMENTS

3. **10:15 AM** **Elaine Massey, Executive Director Mountain Lakes Convention and Visitors Bureau**
RE: Quarterly report of activities and financial statement for Mountain Lakes Convention and Visitors Bureau (*information only*)
4. **10:30 AM** **Chris McCall, Lewis County Emergency Medical Service Coordinator**
RE: Fiscal year 2014 funding of North Central Regional Emergency Medical Services, Incorporated in the amount is \$818.60. This funding supports continuing education programs, National Emergency Services Week activities, communication project, regional medical command center operations and training equipment for a thirteen county area in North Central West Virginia. (*action required*)
5. **10:45 AM** **Steve Money Penny, Lewis Gilmer Addressing**
RE: Road names for Phase III at The Meadows at Stonecoal. This is a new road being constructed off Lakeview Drive. Road name suggestions include: 1)Lakeview Heights, 2)Upper Lakeview Drive or 3) Lakeland Drive. (*action required*)
6. **11:00 AM** **Micah Harris, Lewis/Braxton/Upshur Community Corrections Executive Director**
RE: Presentation of the 2014 Community Corrections grant. Lewis County's total share of the grant will be \$52,958.20. The in kind share will be \$30,605.25 with a cash match of \$22,352.95. (*action required*)
7. **11:15 AM** **Sheriff Adam Gissy**
RE: Hiring of Part Time Security Position. Tabled from 2/3/14 Meeting (*action required*)

CORRESPONDENCE:

8. **Upshur County Commission Agendas:** Agendas for the February 6, 2014, February 12, 2014 and February 13, 2014 Upshur County Commission Meeting (*information only*)
9. **Lewis County Sheriff's Department Vehicle Mileage Report for January, 2014:** Mileage and vehicle maintenance for vehicles in the Sheriff's Department fleet. (*information only*)
10. **Jane Lew Public Service District Meeting Minutes:** Minutes of the November 14, 2013, November 21, 2013 and December 12, 2013 Jane Lew Public Service District Meetings. (*information only*)
11. **Mini Grant Completion Report from Veterans of Foreign Wars Post 5131:** The Veterans of Foreign Wars Post 5131 received a \$1,000.00 Mini Grant on November 18, 2013. The final report showing how grant funds were expended is submitted. (*information only*)
12. **Lewis/Braxton/Upshur Community Corrections Meeting Minutes and Special Meeting Agenda:** The Lewis /Braxton/Upshur Community Corrections Board Minutes of January 27, 2014 Meeting and February 6, 2014 Special Meeting Agenda (*information only*)
13. **Lewis County Family Resource Network Meeting Minutes and Agenda:** The Lewis County Family Resource Network January 6, 2014 meeting minutes for both board and general membership and February 3, 2014 board and general membership meeting agendas. (*information only*)
14. **Sheriff's Monthly Settlement for January, 2014:** Sheriff's Monthly Settlement (reconciliation) of accounts ending January 31, 2014. (*information only*)
15. **Lewis Gilmer Emergency 911 Advisory Board Meeting Minutes:** Minutes of the January 13, 2014 Lewis Gilmer Emergency 911 Advisory Board (*information only*)
16. **Lewis Gilmer Emergency 911 Addressing Monthly Report:** Report of activities during December 2013 for the Lewis Gilmer Addressing Office including: Telephone Calls, Walk-Ins, Addresses Issued and Mileage. (*information only*)
17. **West Virginia State Auditor's Office Correspondence Regarding 2014-15 Budget:** The West Auditor's Office provides information and timelines for submission of the 2014-15 county budget. This correspondence outlines how the budget should be submitted, the timeline for all phases of budget preparation and the amount the county assessor has been awarded from the Property Valuation Commission for the upcoming Fiscal Year. (*information only*)

18. **Region VI Workforce Investment Board Meeting Minutes and Agenda:** Minutes of the September 13, 2013 Region VI Workforce Investment Board Meeting and December 13, 2013 Meeting Agenda. *(information only)*
19. **West Virginia Division of Culture and History Records Management Grant Award Notification:** Lewis County has been awarded a \$10,000.00 grant from the West Virginia Division of Culture and History Records Management Program for scanning and indexing of books in the County Clerk's Office. *(information only)*

BUSINESS:

20. **Board and Committee Reports:** Individual Commissioners will give reports on any board or committee meeting(s) they have attended. *(information only)*
21. **West Virginia Department of Environmental Protection Litter Control Questionnaire:** The West Virginia Department of Environmental Protection annually requests counties complete a questionnaire identifying their efforts to assist in litter control. This document will be part of the agency's comprehensive plan. *(action required)*
22. **Acceptance of Governor's Community Partnership Grant #13LEDA0120 for Ireland Community Corporation:** The Ireland Community Corporation Governor's Community Partnership Grant Application for \$2,000.00 has been approved by the Governor. The Lewis County Commission is asked to execute the contract for the acceptance of this grant. The funds will be used for continued work on the playground. *(action required)*
23. **Acceptance of Governor's Community Partnership Grant #13LEDA0119 for Pricetown Volunteer Fire Department:** The Pricetown Volunteer Fire Department's Governor's Community Partnership Grant Application for \$2,000.00 has been approved by the Governor. The Lewis County Commission is asked to execute the contract for the acceptance of this grant. The funds will be used for the purchase of equipment. *(action required)*
24. **West Virginia State Auditor's Office Management Representation Letter, 2013 Audit Adjustments and 2013 Audit Responses:** 1) The West Virginia State Auditor's Office has completed the county's 2013 audit. Upon completion the county commission is required to sign a management representation letter that affirms the information given to the auditor is accurate. 2) A list of fund adjustments is presented for review. These are funds that were categorized incorrectly on the county final settlement. 3) The auditor identified the following findings: a) Separation of cash drawers and county and circuit clerk's offices, b) Segregation of duties, c) agreement to digitize records by the county clerk, d) insufficient depository collateral for general county and building fund accounts, e) failure to accurately report retiree post-employment benefits as required by Government Accounting Standard statement number 45. A response on behalf of the county commission to each finding is attached for approval. *(action required)*
25. **General County Budget Revision:** Presented is a general county budget revision to be submitted to the West Virginia State Auditor's Office for approval. This revision increases the line items for: 1) state grants, 2) law enforcement investigations, 3) regional jail, and 4) Prevention Resource Officer grant. *(action required)*
26. **Lewis County Judicial Annex Update:** Update on construction. *(information only)*
27. **Lewis County Economic Development Authority Update:** Mike Herron, Lewis County Economic Development Director will give a report on correspondence, contacts and/or actions of the Lewis County Economic Development Authority. *(information only)*
28. **Time Sheets and Leave Approval.** *(action required)*

ORDERS AND PAYMENT OF EXPENDITURES:

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

ADJOURNMENT:

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