

**Lewis County Commission**  
**Lewis County Courthouse-110 Center Avenue-2<sup>nd</sup> Floor**  
**Weston, WV 26452**  
**AMENDED AGENDA**  
**Monday, June 2, 2014**

**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. 10:10am **T. Chad Kelley, Lewis County Assessor RE: (a) Approval to be design for bid Of former jail to be converted into Assessor's Offices.** Silling Architects have Completed the preliminary design. Approval is requested to allow Silling to draft A detailed design and bid the remodel (*action requested*) **(b) Notification of hiring.** Notification of intent to hire data collector with funds from the Assessors Valuation Fund. This person will train with the data collectors on staff so that he/she will be proficient in the job functions. (*information only*)
4. 10:15am **Michael Hitt RE: Problem concerning Emergency Medical Services**  
Mr. Hitt requests an appointment with the Lewis County Commission to discuss concerns about operations of the Lewis County Emergency Medical Services.  
(*information only*)
5. 10:30am **William Rowan, Director Office of Emergency Management/911 RE: Approval of West Virginia Department of Homeland Security and Emergency Management Grant for Law Enforcement Radios:** Mr. William Rowan, Office of Emergency Management/E911 Director requests approval of a grant in the amount of \$25,000.00 to purchase interoperable radios for Lewis County Law Enforcement.  
(*action required*)

**CORRESPONDENCE**

6. **Upshur County Commission Agenda:** Copy of the Upshur County Commission Agenda for May 29, 2014(*information only*)
7. **Rabies Vaccination Clinic Dates for Cats and Dogs:** Locations and times for rabies vaccination clinics for 2014 as required by law under WV CODE § 19-20A-1. These clinics are done in conjunction with Weston Veterinary Hospital. (*information only*)
8. **SuddenLink Cable Channel Changes:** SuddenLink Cable will be changing channels in our area effective June 17, 2014: NBC Sports Channel 504 will be relocated to Channel 57 and NBC Sports High Definition Channel 554 will be relocated to Channel 257.*information only*)
9. **Division of Justice & Community Services Justice Assistance Grant Program Review:** On-site program review of Grant# 13-JAG-22 for the Prevention Resource Officer; Recommendations found: 1) Review of mock lockdown performed in November must be submitted within 30 days, 2) All monthly reports are due by the 20<sup>th</sup> of each month, and 3) the Prevention Resource Officers are required to have regular contact with the Regional Liaison. Report –Large Mass-available on request(*information only*)
10. **Division of Justice & Community Services Victims of Crime Program Review:** On-site program review of Grant# 13-VA-018 Victims of Crime; Recommendations received: 1)confidentiality statement must be submitted within 30 days, 2) program objectives must have

a quantitative measurement, 3) add victim safety and public awareness questions to the client survey and submit revised survey within 30 days, 4) hiring, firing and grievance procedures need

to be submitted within 30 days, and 5) written policy for notifying clients or staff on how to file complaints alleging discrimination must be submitted within 30 days.

Report –Large Mass-available on request(*information only*)

- 11. Lewis Upshur Emergency Planning Committee Meeting Minutes:** The Lewis Upshur Emergency Planning Committee March/April 2014 Financial Report and Minutes for March 19, 2014 Meeting(*information only*)
- 12. Regional Jail Cost Containment Meeting Dates:** The West Virginia Regional Jail will be holding cost containment meetings during the next few months. Dates and venues are attached. The Central Regional Jail Meeting is September 18, 2014. (*information only*)
- 13. Letter of Appreciation from the Lewis County Christian Alliance:** Expression of gratitude to the Lewis County Commission for use of courthouse plaza for National Day of Prayer Event on May 1, 2014(*information only*)
- 14. Magistrate Court Surplus Fund Allocations:** In accordance with West Virginia Code §50-3-4, funds are distributed to county's that do not collect \$15,000.00 per Magistrate. Lewis County received \$210.00. (*information only*)

#### **BUSINESS**

- 15. Boards and Committee Reports:** Report on any board(s) and/or committee(s) meetings attended by the County Commission (*information only*).
- 16. Lewis County Bar Association Nomination for appointee to the Lewis County ' Civil Service Commission:** The Lewis County Bar Association requests Jeremy Garton be appointed to serve as this association's representative on the Lewis County Civil Service Commission. (*action required*)
- 17. Governor's Community Participation Grants Pricetown Volunteer Fire Department:** The Pricetown Volunteer Fire Department received Governor's Community Participation Grants in the amounts of \$1,000.00 (13LEDA0494) and \$2,000.00 (13LEDA0119) to purchase interoperable radios. Request signature of the grant request for payments and closures. (*action required*)
- 18. West Virginia Office of Emergency Management Hazard Mitigation Program Grant for Law Enforcement Office Generator:** The West Virginia Office of Emergency Management has funding available for generators for critical agency operating support. Signature applying for a grant in the amount of \$18,746.00 is requested. This will require a \$4,700.00 contribution from the county. (*action required*)
- 19. Lewis County Economic Development Report:** Mike Herron, Executive Director, will provide an update on activities of the Lewis activities of the Lewis County Economic Development authority. (*information only*)
- 20. Timesheets and Leave Requests(*action required*)**
- |    |                  |                        |            |
|----|------------------|------------------------|------------|
| a) | Homer Parsons    | June 4, 2014           | Sick Leave |
| b) | Lucinda Whetsell | May Monthly Time Sheet |            |
| c) | Michael Herron   | May Monthly Time Shett |            |

#### **ORDERS AND PAYMENT OF EXPENDITURES:**

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

**ADJOURNMENT:**

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