COUNTY COMMISSION OF LEWIS COUNTY

110 Center Avenue
Weston, WV 26452
Phone: (304)269-8200
Fax: (304)269-2416
Email: lewiscountycommission@lewiscountywv.org
Website: lewiscountywv.org

COMMISSIONERS:
AGNES G. QUEEN
President
PATRICK D. BOYLE
Commissioner
THOMAS V. FEALY
Commissioner

LEWIS COUNTY COMMISSION
MEETING AGENDA
110 CENTER AVENUE, 2nd FLOOR
WESTON, WV 26452
August 1, 2016
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**
   RE: Exonerations, Consolidations, Apportionments
   Draft copies will be available for review upon request on Thursday, July 28, 2016 (*action required)*

APPOINTMENTS

3. **10:10** **Chris Richards, Executive Director Lewis County Convention & Visitor's Bureau**
   RE: Quarterly and Annual Report of Activities of the Lewis County Convention & Visitor's Bureau.

CORRESPONDENCE

4. **Upshur County Commission Meeting Agenda:** Upshur County Commission meeting agenda for July 28, 2016 (*information only)*
5. **Lewis County Animal Control Monthly Report**: Lewis County Animal Control Monthly Report for June 2016 including: number of complaints, animals picked up, bounty collected and vehicle mileage.*(information only)*
6. **Lewis Upshur Animal Control Facility Monthly Report:** June 2016 report of activities of the Lewis Upshur Animal Control Facility including: number of animals brought in by agency, number of animals returned to owner and number of animals sent to rescue. *(information only)*
7. **Approval of Fiscal Year 2017 General County Budget Revision:** The Lewis County Commission's budget revision to incorporate unencumbered funds not previously budgeted in the 2017 Fiscal Year by the amount of $318,972.00 to the unassigned fund balance was approved by the West Virginia State Auditor's Office. (*information only)*
8. **Lewis Upshur Local Emergency Planning Commission Meeting Agenda and Minutes:** Meeting agenda for July 10, 2016 and Minutes for the June 15, 2016 Lewis Upshur Local Emergency Planning Commission Meeting. *(information only*)
9. **Lewis County Emergency Ambulance Service Authority Fiscal Year 2015 Audit:** An Independent Auditor's Report and Financial Statements for the Lewis County Emergency Ambulance Authority for Fiscal Year 2015 is submitted. Findings include: Segregation of Duty; Qualification of knowledge on proper preparation of government financial statement. (*information only*)
10. **WV State Auditor's Office Reminder of Limit of Budget Expenditures per West Virginia Code §7-7-7a**: The West Virginia State Auditor reminds elected officials of WV Code §7-7-7a that states no elected official may spend or obligate, before the end of the calendar year, more than fifty percent of the funds allocated for his or her office in the fiscal year budget in any fiscal year where the office holder will be leaving office due to a resignation or result of an election. (*information only)*

11. **West Virginia Division of Justice and Community Services Victims of Crimes Assistance Grant On-Site Review:** June 7, 2016 the West Virginia Division of Justice and Community Services conducted an on-site review of Grant Number 13-VA-061 for Victims Assistance(VOCA). The following findings were noted: employee evaluations are not being completed; no quantitative measurement in objectives is in place. Recommendations listed included: The Victims Advocate must complete and 8 hour required training by September 30, 2016; annual written evaluation of the victims advocate is required yearly; all objects should have a quantitative measurement of the goals and objects set forth in the grant; revision of the current goals and objectives must be submitted to the grantee within 30 days. *(information only)*

BUSINESS

12. **Boards and Committee Report(s):** Report(s) from Commissioners on any board(s) or Committee(s) meetings attended including: Lewis County Towing Policy and Procedures Meeting. *(information only)*
13. **Request for Reappointment to Lewis County Fire Board:** The Lewis County Firefighters Association requests Bobby Stewart and Frank Lydon be reappointed to the Lewis County Fire Board. Their new terms of office will expire in 2016. (*action required*)
14. **Lewis County Fiscal Year 2017 Budget Revision:** The Lewis County Commission is asked to approve a budget revision to incorporate grant awards into the 2017 budget. These grants will increase the county budget by $111,727.00. *(action required)*
15. **Lewis County Economic Development Authority Report:** Report of activities of the Lewis County Economic Development Authority by Director Mike Herron. *(information only)*
16. **Timesheets and Leave Requests** ***(action required)***

a)	Barb Winans	July 26, 2016	Annual Leave
		August 8, 2016	Annual Leave
		September 12, 2016	Annual Leave
b)	John Snyder	July 27, 2016	Compensatory Time
		July 28, 2016	Compensatory Time
		July 29, 2016	Compensatory Time

ACTIONS, ORDERS, ESTATE SETTLEMENTS AND PAYMENT OF EXPENDITURES:

17. **Actions of the Clerk:** County Clerk Cynthia S. Rowan presents actions of the clerk in recess of the county commission for approval. Draft copies will be available for review upon request Thursday, July 28, 2016 *(action required)*
18. **Presentation by County Clerk of the Orders of Prior Meeting(s) for consideration:** Draft copies will be available for review upon request Thursday, July 28, 2016. *(action required)*
19. **Presentation of Estate Settlements:** County Clerk Cynthia S. Rowan presents estates for settlement. Draft copies will be available for review upon request Thursday, July 28, 2016. *(action required)*
20. **Expenses for the current period presented for consideration of payment:** Draft copies will be available for review upon request Thursday, July 28, 2016*(action required)*

ADJOURNMENT:

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

LEWIS COUNTY COMMISSION
MEETING MANAGEMENT

- Regular meeting agendas will be posted and available to the public before closure two (2) business days prior to the meeting date.
- Agenda matters to be reviewed and/or considered during the meeting are at the discretion of the Lewis County Commission.
- Appointments to speak with the county commission must be scheduled before 10 AM three (3) business days prior to the meeting. Appointments will be given a ten (10) minute time allowance.
- Open discussion by Commission unless executive session is motioned per WV Code §6-9A-4.
- Input or recommendation from constitutional officers, staff or public that is not listed by name on the agenda will only be allowed if requested by the commission or required by statute.
- Those not scheduled on the agenda may sign up for public comment at a minimum fifteen (15) minutes prior to the start of the meeting. Public comment is limited to five (5) minutes per speaker.
- Motion required for consideration of vote.
- All votes unanimous unless otherwise stated.

Roberts Rules of Order is utilized as a guide only.
The Commission controls meeting management, discussion and input.

LEWIS COUNTY

ANIMAL CONTROL MONTHLY REPORT

MONTH June YEAR 2016

NUMBER OF COMPLAINTS 77

NUMBER DOGS PICKED UP 24

OTHER ANIMALS PICKED UP 0

CATS PICKED UP 2

TOTAL NUMBER ANIMALS PICKED UP 26

CATS DROPPED OFF AT POUND 4

NUMBER OF CATS ADOPTED 5

NUMBER CATS RECLAIMED 0

NUMBER OF CATS EUTHANIZED 4

NUMBER OF DOGS RECLAIMED 4

NUMBER OF DOGS EUTHANIZED 1

NUMBER DOGS ADOPTED 26

BOUNTY MONEY $12.00

MONEY FROM POUND CHECKS $60.00

MONEY FROM POUND CASH $180.00

TOTAL MONEY FROM POUND $240.00 ✓

Mileage - 83,756 Ending
83,646 Beginning
110 miles/month

Adoption Financial Transactions

County: Lewis

Date Range: 06/01/2016 - 06/30/2016

Display

Animal ID	Agmt No	Adoption Fee	Adopt Fee Pd By	Adopt Fee Ck No	Adopt Fee Col By	Dtax Fee	County	Spay Dep	Board Dep	Amount Returned	Spay Dep Ret By	Spay Dep Ret Ckno	Returned By	County	User	Trans Date	Trans Time
6140	7847	30.00	Cash		RANDY		None							Lewis	JAN	06/01/2016	08:42:29
6137	7852		Cash		JAN		None		10.00					Lewis	JAN	06/01/2016	11:27:29
6157	7859		Cash		JAN		None		10.00					Lewis	JAN	06/01/2016	11:59:07
6055	7769						Upshur			50.00	Cr/Db Card		PC INVOICE 236870	Lewis	JAN	06/03/2016	09:46:14
6210	7881	30.00	Check	5166	JAN		None							Lewis	JAN	06/10/2016	12:21:58
6211	7882	30.00	Check	5166	JAN		None							Lewis	JAN	06/10/2016	12:24:04
6220	7889		Cash		JAN		None		10.00					Lewis	JAN	06/10/2016	15:21:48
6221	7916	20.00	Cash		JAN	6.00	None	50.00						Lewis	JAN	06/17/2016	10:17:21
6183	7915	20.00	Cash		JAN	3.00	Lewis	50.00						Lewis	JAN	06/17/2016	10:19:00
6174	7929	15.00	Cash		JAN		None							Lewis	JAN	06/21/2016	13:36:26
6175	7928	15.00	Cash		JAN		None							Lewis	JAN	06/21/2016	13:37:56
6237	7927	30.00	Cash		JAN		None							Lewis	JAN	06/21/2016	13:54:11
6252	7936	20.00	Cash		JAN	3.00	Lewis	50.00						Lewis	JAN	06/24/2016	10:10:42
6270	7945	30.00	Cash		JAN		None							Lewis	JAN	06/28/2016	13:03:59
	Totals	240.00			Lewis	6.00	150.00	30.00	50.00								
					Upshur												
							Total Received		426.00	50.00	Deposits Returned						

Main Menu

Spay/Neuter Deposit Returned 50-

Spay/Neuter Deposits 150-

Adoption 240-

N/C Agreement # 7864, 7872, 7883, 7884, 7888, 7902, 7905, 7906, 7907, 7919, 7920, 7921, 7935, 7937, 7938, 7940, 7942

To: Upshur County Commission

From: Janella Cochran Supervisor of Animal Services

Subject: Report of Cats

The Following Is an Account of Cats in the Lewis-Upshur Animal Control Facility During

The Month of June 2016

Number of Cats brought in by Buckhannon City Trapper ___9__

Number of Cats Brought in By John for Lewis County ___2_

Number of Cats Brought in By Dustin for Upshur County ____2_____

Number of Cats Brought in By Law Enforcement ___0____

Number of Cats Brought in By Lewis County Residence __4_

Number of Cats Dropped Off by Upshur County Residence __45

Number of Cats in Holding Box _53__

Number of Cats Adopted(Upshur) 12_(10) Upshur (2)Lewis

Number of Cats Returned to Owner _3_(3)_Upshur (0) Lewis

Number of Cats/Kittens Rescued 67_(64)Upshur (3) was Lewis

No Charge _67_____

Number of Cats Euthanized 37 (33)Upshur (4) of these were Lewis

Number of Cats Picked up by Lab __0_____

Previous Year Report June 2015____

Adopted:5 Upshur:4 Lewis:1

Brought in by City: 1 Brought in Upshur Residence: 37 Brought in Lewis Residence: 44 Drop of Box: 26
Brought in by Upshur Animal Control: 0 Brought in by Lewis County Animal Control: 1

Euthanized:58 Upshur: 33 Lewis:25

Rescued:3

Pick up by Lab: 0

LGSD BR (Ver. 2014)

Ora Ash, Director
West Virginia State Auditor's Office
200 West Main Street
Clarksburg, WV 26302
Phone: 627-2415 ext. 5114
Fax: 627-2417

REQUEST FOR REVISION TO APPROVED BUDGET

Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists. (§ 11-8-26a)

CONTROL NUMBER
FY: 2016/2017
Fund: 2
Rev. No. 1
Pg. of No. 1 of 1

Lewis County Commission
GOVERNMENT ENTITY

110 Center Avenue
STREET OR PO BOX

Weston, WV 26452
CITY ZIP CODE

COUNTY
Government Type

RECEIVED
JUL 15 2016
WV State Auditor

Person To Contact Regarding Request:
Name: Debra A. Hull
Phone: 304-269-8215
Fax: 304-269-8202

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
298	Assigned Fund Balance	10,000		8,064	1,936
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Revenues (ALL PAGES) -8,064

COUNTIES-TRANSFERS TO THE GENERAL FUND FROM OTHER FUNDS MUST HAVE PRIOR APPROVAL OF AUDITOR'S OFFICE

EXPENDITURES: (net each account category) (WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
712	Communication Center	40,010		8,064	31,946
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Expenditures -8,064

APPROVED BY THE STATE AUDITOR
BY: Ora Ash / Karen 7/15/2016
Deputy State Auditor, Local Government Services Div. / Date

Agnes G Queen 7/18/16
AUTHORIZED SIGNATURE OF ENTITY / APPROVAL DATE

Emergency Planning Com

Lewis/Upshur LEPC

Meeting Agenda – Lewis Co. EMS

July 20, 2016

1. Call to Order
2. Moment of Silence/Flag Salute
3. Approval of minutes of previous meeting
4. Financial Report:
5. Chairman's Comments:
6. Grants Updates:
    a. discussion of all grants
7. Committee Reports:
    a. Membership
    b. By Laws
    c. Public Education/information
    d. Annual exercise planning team (HSEEP)
    e. Hazard Assessment & Planning
8. Tier II Reports:
9. Off Site Emergency Response Plans:
10. Old Business:
11. New Business:
12. Membership Comments:
    a. CERT
13. Public Comments:
14. Adjournment:

Lewis/Upshur LEPC
Meeting Minutes – Lewis Co. EMS
June 15, 2016

1. Meeting was called to order at 12:10 pm by Jim Gum
2. Moment of silent meditation followed by the salute to the flag
3. Motion to accept the minutes of the last meeting was made by Jim Farry and sec'd by Steve Linger
4. Motion to accept financial report was made by Jim Farry and sec'd by Steve Linger
   a. Bill Rowan reported that the Lewis County Commission will only give $1,000.00 this year.
5. Chairman's report:
   a. There are three guests today
6. Grant Updates:
   a. 2016 SERC - Jim Farry submitted
   b. 2016 HMEP – have not received yet
7. Committees:
   a. Membership: nothing
   b. By laws: nothing
   c. Public Education: nothing
   d. Annual Exercise: membership has decreased in Fire Departments, hopefully will have time to do a Table Top drill. Fire Levi in Lewis County failed, however they will participate in Table Top.
   e. Hazard Assess. & Planning : nothing
9. Tier II Report: Currently using National Standards for reporting
10. Off Site Emergency Response Plans: Jim Farry is still trying to find contact information
11. Old Business:
    a. Discussed the MID Annex for both counties
    b. IOR Conference will give OEM 24 hours continuing ed
12. New Business:
    a. Connie Hull asked for the committee to purchase toner for the copy machine, Bill Rowan made a motion to do this and Jim Farry seconded.
    b. Lewis County Commission will donate a case of copy paper to the LEPC
13. Membership Committee:
    a. Dr. Reed spoke about the Presby. Church potato bar, money goes to the Parish House to provide a meal once a month
    b. CERT had a great CPR class work is in progress for something in the Ten Mile area
14. Public Comment: Next meeting will be July 20, 2016, there was a discussion about not have this meeting, Robert Posey made a motion to leave the meeting up to Jim Gum, Dirk Burnside seconded.
15. Adjournment: 1:05pm

LEWIS UPSHUR LOCAL EMERGENCY PLANNING COMMITTEE

JUNE 2016 FINANCIAL REPORT

SERC/Commission Funds	
Beginning balance	$18,314.04
Ck 1014 J Farrell	
LEPC mtg meal	- 53.84
Ending balance	$ 18,260.20
SERC Grant balance	$ 500.00
Upshur Co Citizen Corp	$ 1,781.84
Total all funds	$ 20,542.04

Tetrick & Bartlett, PLLC
Certified Public Accountants
Consultants

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the Board of Directors
Lewis County Emergency Ambulance Service Authority
Weston, West Virginia

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the business-type activities of the Lewis County Emergency Ambulance Service Authority, as of and for the year ended June 30, 2015, and the related notes to the financial statements which collectively comprise Lewis County Emergency Ambulance Service Authority's basic financial statements and have issued our report thereon dated April 27, 2016.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Lewis County Emergency Ambulance Service Authority's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Lewis County Emergency Ambulance Service Authority's internal control. Accordingly, we do not express an opinion on the effectiveness of the Lewis County Emergency Ambulance Service Authority's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described in the accompanying schedule of findings and responses, we identified certain deficiencies in internal control that we consider to be material weaknesses.

122 N. Oak St. • P.O. Box 1916 • Clarksburg, WV 26302-1916 • (304) 624-5564 • Fax: (304) 624-5582 • **www.tetrickbartlett.com**
1517 Mary Lou Retton • Fairmont, WV 26554 • (304) 366-2992 • Fax: (304) 366-2370

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. We consider the deficiencies described in the accompanying schedule of findings and responses as items #2015-001 and #2015-002 to be material weaknesses.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Lewis County Emergency Ambulance Service Authority's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

We noted certain other matters that we reported to the management of Lewis County Emergency Ambulance Service Authority in a separate letter dated April 27, 2016.

Lewis County Emergency Ambulance Service Authority's Response to Findings

Lewis County Emergency Ambulance Service Authority's responses to the findings identified in our audit are described in the accompanying schedule of findings and responses. Lewis County Emergency Ambulance Service Authority's responses were not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on them.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Tetrick · Bartlett, PLLC

April 27, 2016

LEWIS COUNTY EMERGENCY AMBULANCE SERVICE AUTHORITY
SCHEDULE OF FINDINGS AND RESPONSES
FOR THE YEAR ENDED JUNE 30, 2015

#2015-001 Segregation of Duties

Criteria: Analysis of the internal control system indicated a lack of segregation of duties.

Condition: Responsibility for approving, executing, and recording transactions and custody of the resulting asset arising from the transaction is not assigned to separate individuals.

Cause: Responsibilities of approval, execution, recording and custody are not distributed among the office staff to the best degree possible.

Effect: Because of the lack of segregated duties, internal control elements do not reduce to a relatively low level the risk that irregularities in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions.

Recommendation: Responsibilities of approval, executing, recording and custody be distributed among individuals to the degree possible. We recommend that the Board should remain involved in the financial affairs of the Authority to provide oversight and independent review functions and to continue exercising due diligence and professional skepticism in relation to the Authority's financial operations.

View of Responsible Officials and Planned Corrective Action: To the extent possible, the Authority has segregated its duties. Any further segregation of duties would not be economically feasible.

Status: This condition was reported in the prior year's audit as finding #2014-001.

#2015-002 Qualification and Knowledge

Criteria: Internal control should be implemented to the degree possible in recording the entity's financial transactions and the preparation of financial statements.

Condition: Analysis of the internal control system indicated a lack of skills, training, and knowledge in the recording of financial transactions or preparation of financial statements. More specifically, this should include all required financial statement presentations and all required financial statement note disclosures.

Cause: Individuals responsible for the accounting and reporting function lack the particular skills, training, and knowledge to apply generally accepted accounting principles in recording the entity's financial transactions or preparing its financial statements.

LEWIS COUNTY EMERGENCY AMBULANCE SERVICE AUTHORITY
SCHEDULE OF FINDINGS AND RESPONSES (CONT'D)
FOR THE YEAR ENDED JUNE 30, 2015

Effect: Because of the lack of skills, training, and knowledge, internal control elements do not reduce to a relatively low level the risk that irregularities in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions.

Recommendation: Individuals responsible for the accounting and reporting function should be trained to apply generally accepted accounting principles in recording the entity's financial transactions or preparing its financial statements.

View of Responsible Officials and Planned Corrective Action: To the extent possible, the individuals responsible for the accounting and reporting function have been trained to perform their assigned duties. However, it would not be economically feasible for the Authority to train its employees to apply generally accepted accounting principles in recording the entity's financial transactions or preparing its financial statements.

Status: This condition was reported in the prior year's audit as finding #2014-002.

State of West Virginia

Office of the
State Auditor

1900 Kanawha Boulevard, East
State Capitol, Building 1
Suite W-100
Charleston, West Virginia 25305

Toll Free: (877) 982-9148
Telephone: (304) 558-2251
Fax: (304) 558-5200
www.wvsao.gov

July 15, 2016

Dear: West Virginia Assessors
West Virginia Circuit Clerks
West Virginia County Clerks
West Virginia Prosecuting Attorneys
West Virginia Sheriffs

I realize that some of you may be leaving office on December 31, 2016. I want to thank you for your service and commitment to your constituents and remind you of this code section.

§7-7-7a. Limit of budget expenditures.
(a) No county clerk, circuit clerk, joint clerk of the county commission and circuit court, if any, sheriff, county assessor or prosecuting attorney may, without the approval of the county commission, spend or obligate, before the end of the calendar year, more than fifty percent of the funds allocated for his or her office in the fiscal year budget, in any fiscal year where the person holding the office is leaving office due to either resignation or the results of an election.
(b) As used in subsection (a) of this section, "spend or obligate" includes, but is not limited to, increasing employee salaries to a level that would create a deficit in the budget if paid during the remainder of the fiscal year in addition to other anticipated expenditures.

As always, if you should have any questions or we can assist you in anyway, please let us know.

Sincerely,

Ora L. Ash, Deputy State Auditor
Local Government Services

xc: All West Virginia County Commissions

Earl Ray Tomblin, Governor

Division of Justice & Community Services

Department of Military Affairs & Public Safety

W. Richard Staton, Director

June 30, 2016

The Honorable Agnes G. Queen
President
Lewis County Commission
Post Office Box 466
Weston, West Virginia 26452

RE: On-Site Visit – Grant Number 13-VA-061

Dear Commissioner Queen:

According to VOCA program guidelines, at least one program site visit should take place during the project period to monitor the performance of grant-supported activities.

A Division of Justice and Community Services (DJCS) staff member visited your victim services agency recently completed an on-site program review of the above referenced grant project on **June 7, 2016**. Enclosed for your information is a copy of the final report of the on-site review. Please respond to any findings, recommendations, or comments in this report.

We appreciate the helpfulness and cooperation from your staff during this review by providing information as requested and answering all questions.

If you have any questions regarding this review, please do not hesitate to contact me at (304) 558-8814, extension 53339 or Sara Miller at (304) 558-8814, extension 53336.

Sincerely,

Joshua B. Woofter
Justice Programs Monitor

JBW/pdk

Enclosure

cc: Ms. Christine Flanigan

1204 Kanawha Blvd., E.
Charleston, WV 25301-2900
Phone: (304) 558-8814
Fax: (304) 558-0391

Office of RESEARCH & STRATEGIC PLANNING

Form Revised 10-2-15

DIVISION OF JUSTICE AND COMMUNITY SERVICES

VOCA Grant Program

SUBGRANTEE MONITORING REPORT

The Division of Justice and Community Services staff has completed an on-site visit to your grant program during the current project period to monitor the performance of grant-supported activities. The purpose of the site visit:

1. Determine progress made toward achieving project objectives
2. Determine compliance with terms, conditions, and purpose of grant
3. Identify technical assistance needs; and
4. Provide guidance of future design or funding of similar projects*

SUBGRANTEE:	**Lewis County Commission**		
GRANT CATEGORY:	**VOCA - Victim Assistance**		
GRANT NUMBER:	**13-VA-061**		
DATE OF REVIEW:	**June 7, 2016**	**TIME:**	**8:30am**
GRANT PERIOD:	**October 1, 2015 – September 30, 2016**		
PREVIOUS REVIEW:	**April 7, 2014 by Joshua Woofter**		
CURRENT REVIEWER:	**Joshua B. Woofter**		

Description of Project:

These funds will provide for a portion of the salary of a full-time Victim Advocate in the Lewis County Prosecutor's Office to provide direct services to crime victims in Lewis County.

Agency Staff Interviewed:

NAME	TITLE	PHONE	E-Mail
Christina Flanigan	Prosecuting Attorney	304-269-8240	Flanigan.lcpa@frontier.com
Marcia Bowyer	Victim Advocate	304-269-8225	Cabininthewoodswv@yahoo.com

Part 1: Status of Objectives Approved in Grant Application:

1.1	**Remain visual and available to law enforcement.** • **Number of victims referred to the office from officers** ○ **Information sharing** ○ **Availability of the victim services** ○ **Review of reports**		
	Completed	**Support Documentation**	
X	In Progress		Attached
	Scheduled to Begin		Will be Submitted
	Will Not Complete Because	**X**	With Monthly Report
Yes	Are the Project Objectives Clearly Written?		
No	Are the Project Objectives Measurable?		
Status: Approximately 10 victims a month are referred to the Advocate by law enforcement. Cards with the Advocate's information are provided to officers to pass on to victims. Officers provide information to the Advocate and review officer case reports.			

1.2	**Maintain contact with the magistrate and circuit court.** • **Number of victims contacted for court purposes** ○ **Personal contact with both courts** ○ **Information exchange** ○ **Definition of roles**		
	Completed	**Support Documentation**	
X	In Progress		Attached
	Scheduled to Begin		Will be Submitted
	Will Not Complete Because	**X**	With Monthly Report
Yes	Are the Project Objectives Clearly Written?		
No	Are the Project Objectives Measurable?		
Status: The Advocate contacts approximately 15-20 victims a month for court purposes. The Advocate personally obtains documents and dockets from each court. The Advocate is in constant email contact with the courts regarding information exchange on victim cases. The Advocate takes time to explain the court system and the definition of the roles of the Prosecutor, the Judges, and the Advocate in the different courts.			

2.1	**Identify victims' needs and assist in obtaining resources after the crime has occurred.** • **Assist 70 victims**		
X	Completed	**Support Documentation**	
	In Progress		Attached
	Scheduled to Begin		Will be Submitted
	Will Not Complete Because	**X**	With Monthly Report
Yes	Are the Project Objectives Clearly Written?		
Yes	Are the Project Objectives Measurable?		
Status: To date, the Advocate has assisted 115 victims in obtaining resources.			

2.2	**Encourage and maintain relationships with providers of services for the victims of crimes.** • **Assist 50 victims**		
X	Completed	**Support Documentation**	
	In Progress		Attached
	Scheduled to Begin		Will be Submitted
	Will Not Complete Because	**X**	With Monthly Report
Yes	Are the Project Objectives Clearly Written?		
Yes	Are the Project Objectives Measurable?		
Status: To date, the Advocate has assisted 115 victims in obtaining resources.			

3.1	**Enhance awareness and cooperation between service providers and victims.** • **To have contact with 225 victims**		
	Completed	**Support Documentation**	
X	In Progress		Attached
	Scheduled to Begin		Will be Submitted
	Will Not Complete Because	**X**	With Monthly Report
Yes	Are the Project Objectives Clearly Written?		
Yes	Are the Project Objectives Measurable?		
Status: To date, the Advocate has enhanced cooperation for 175 victims. This Objective should be reached.			

3.2	**Arrange and participate in 5 public awareness events.**		
	Completed	**Support Documentation**	
X	In Progress		Attached
	Scheduled to Begin		Will be Submitted
	Will Not Complete Because	**X**	With Monthly Report
Yes	Are the Project Objectives Clearly Written?		
Yes	Are the Project Objectives Measurable?		
Status: In October, the Advocate set up a booth at Appalachian Glass. In April, for Sexual Assault and Child Abuse Awareness Month, the Advocate set up a booth at the Shop and Save. This Objective will be reached.			

4.1	**Maintain a high level of contact with victims by maintaining constant positive contact with law enforcement.** • **Identify and initiate contact with 225 victims in the grant cycle**		
	Completed	**Support Documentation**	
X	In Progress		Attached
	Scheduled to Begin		Will be Submitted
	Will Not Complete Because	**X**	With Monthly Report
Yes	Are the Project Objectives Clearly Written?		
Yes	Are the Project Objectives Measurable?		
Status: To date, the Advocate has identified and contacted 175 victims, to date. This Objective will be reached.			

5.1	**Be an active member of Sexual Assault Response Team.** • **Go to monthly SART meetings**		
	Completed	**Support Documentation**	
	In Progress		Attached
	Scheduled to Begin		Will be Submitted
X	Will Not Complete Because		With Monthly Report
Yes	Are the Project Objectives Clearly Written?		
Yes	Are the Project Objectives Measurable?		
Status: Sexual Assault Response Team meetings are not taking place. The Advocate has attended two SAFE meetings to initialize the program which the Advocate participates in.			

5.2	**Offer ideas and suggestions for alternative places for sexual assault exams.** • **Meet and discuss ideas with hospitals** • **Assist in securing treatment options**		
	Completed	**Support Documentation**	
	In Progress		Attached
	Scheduled to Begin		Will be Submitted
X	Will Not Complete Because		With Monthly Report
Yes	Are the Project Objectives Clearly Written?		
No	Are the Project Objectives Measurable?		
Status: The Advocate has met with hospitals to discuss treatment options and no other options were found. Due to this, the Objective had to be abandoned. No waiting to see what the new state mandate will propose.			

5.3	**Secure funding for SART nurses.** • **Find ways to gain SANEs** • **Assist in getting payment for exams**		
	Completed	**Support Documentation**	
	In Progress		Attached
	Scheduled to Begin		Will be Submitted
X	Will Not Complete Because		With Monthly Report
Yes	Are the Project Objectives Clearly Written?		
No	Are the Project Objectives Measurable?		
Status: Not allowable. Need to be removed.			

1. Are the project objectives realistic and attainable, with consideration given to the available resources?
   - **There is no Sexual Assault Response Team**

Yes	No	N/A
	X	

2. Have the project's proposed activities matched the services offered to date?
   - **With exception of Goal 5 Objectives 1 & 3**

Yes	No	N/A
X		

3. Do the project activities provide direct services to victims?

Yes	No	N/A
X		

4. Does the advocate have a copy of their Goals/Objectives for the current grant cycle?

Yes	No	N/A
X		

5. Did the VOCA funded advocates assist in the development of the Current VOCA grant application?

Yes	No	N/A
X		

6. Does the program ensure that victims are afforded their victim rights?

Yes	No	N/A
X		

7. How do the VOCA funded advocates ensure that victims are afforded their rights?
   Describe:
   - **Rights provided in a packet**
   - **Provide court accompaniment**
   - **Act as a liaison for the victim**
   - **Provide referrals**
   - **Assist with Crime Victims Compensation Fund**

PART 2: Program Site

1. Are the facilities appropriate for the services being offered, for both staff and clients?

Yes	No	N/A
X		

2. Are the facilities easily accessed by disabled victims?
   Describe: A ramp is available.

Yes	No	N/A
X		

2a. Is the program accessible for the blind, deaf and speech impaired?
   Describe: The project has an MOU with Sharpe's Hospital and the Board of Education which will provide translators.

Yes	No	N/A
X		

3. If children are served, is play space with appropriate toys and equipment provided?

Yes	No	N/A
X		

4. Are VOCA funds paying for victim advocate(s) in an Outreach office(s)?

Yes	No	N/A
	X	

4a. If yes, grantee is to provide a list of the outreach offices that includes the address, phone, hours of operation, and advocate's name.
Outreach Office: N/A

Part 3: Records

1. Does the grant file include the following:
   - ☑ Approved Grant Application
   - ☑ Standard, Special, and Supplemental Conditions
   - ☑ Project Budget Adjustments & Other Grant Adjustments
   - ☑ Correspondence
   - ☑ Monthly Progress Reports & Performance Measures
   - ☑ Request for Reimbursements, Financial Project Reports, & Supporting Financial Documents

   If no, **please explain:**

2. Is the subgrantee in compliance with all the standard and special conditions attached to the grant award?

Yes	No	N/A
X		

3. Did project implementation occur within 60 days of the designated start date?

Yes	No	N/A
X		

4. Does the project director have a copy of the Administrative Manual?

   ☐ Hard Copy of FY 15 Administrative Manual
   ☑ FY 15 Administrative Manual CD

   If no, **please explain:**

5. Is the project being evaluated (including self-evaluations)?

Yes	No	N/A
X		

5a. Does the evaluation ensure client confidentiality? (attach a copy of evaluation to report)

Yes	No	N/A
X		

5b. Does the evaluation address victim safety?

Yes	No	N/A
X		

5c. Does the evaluation address public awareness?

Yes	No	N/A
X		

6. Are required project reports submitted in a timely and satisfactory manner?

Yes	No	N/A
X		

6a. Are monthly performance reports/progress report forms submitted?

Yes	No	N/A
X		

6b. Are copies of Board of Directors or County Commission Minutes submitted with reports?

Yes	No	N/A
	X	

7. Are up-to-date client records being kept?

Yes	No	N/A
X		

7a. Are client records maintained in systematic manner?

Yes	No	N/A
X		

8. Are client records maintained in a secure manner to assure confidentiality?

Yes	No	N/A
X		

8a. Are records secured in a locked file cabinet?

Yes	No	N/A
X		

8b. If client files are kept on a computer, is there a privacy password?

Yes	No	N/A
		X

9. Does the subgrantee have a written client confidentiality policy on file? (Attach confidentiality policy to report)

Yes	No	N/A
X		

10. Does the Program receive any VAWA funds?

Yes	No	N/A
	X	

10a If yes, does the confidentiality policy comply with the VAWA Confidentiality Policy?

Yes	No	N/A
		X

11. Is Civil Rights Information (race, sex, national origin, age, and disability) collected on the victims served?
(Attach a Copy of the Intake Form)

Yes	No	N/A
X		

12. Is the Project using the most recent approved/required Monthly report forms for this grant?

Yes	No	N/A
X		

13. Does the Project have a Memorandum of Understanding?

Yes	No	N/A
X		

14. Does the Project have a DUNS Number?
803418045

Yes	No	N/A
X		

15. Is the Project Registered with the System for Award Management (SAM) and updated? (Attach Copy).
Expiration Date: April 15, 2017

Yes	No	N/A
X		

16. Does the project refer to other victim service programs?
Describe method used to track referrals:
- **Included in Case Notes**

Yes	No	N/A
X		

17. Does the program have copies of documents certifying their non-profit status on file? (Non-Profit Only):

☐ 501©(3) IRS designation letter
☐ Secretary of State Letter declaring non-profit status
☐ Articles of Incorporation

If no, **please explain**: **Grantee is a government agency.**

18. Are financial statements available online for public viewing? (Non-Profit Only):

☐ Filed IRS Form 990 or similar tax document (e.g., 990-EZ)
☐ Other **(please Explain): Grantee is a government agency.**

Part 4: Civil Rights/Equal Employment Opportunity Plans:

1. Is the sub-grantee required to have an EEOP Short Form As required by 28 C.F.R. § 42.301-.308 on file?

Yes	No	N/A
	X	

2. If yes, on what date did the sub-grantee prepare the EEOP?
Date/Comment: N/A

2b. Has the EEOP been submitted to proper authorities?

Yes	No	N/A
		X

3. If not required to submit an EEOP Short Form has the Sub-grantee submitted a certification form to OCR Claiming a partial or complete exemption from the EEOP requirements?

Yes	No	N/A
X		

3a. If yes, on what date did the sub-grantee submit the certification form to OCR claiming a partial or complete exemption from the EEOP requirements?
Date/Comment: November 16, 2015

4. How does the sub-grantee notify program participants and beneficiaries that it doesn't discriminate on the basis of race, color, national origin, religion, sex, disability, and age in the delivery of services (e.g. posters, inclusion in brochures or program materials, etc.)?
   - **Posted in Lewis County facilities**

5. How does the sub-grantee notify employees that it does not discriminate on the basis of race, color, national origin, religion, sex, disability, and age in employment practices (e.g. posters, dissemination of relevant orders, or polices, inclusion in recruitment materials, etc.)?
   - **Posted in Lewis County facilities**

6. Does the sub-grantee have a written policy for notifying Clients or staff on how to file complaints alleging Discrimination by the sub-grantee with DJCS or the OCR?

Yes	No	N/A
X		

Describe: Posted in the Advocate's Office.

7. If the sub-grantee has 50 or more employees and receives DOJ funding of $25,000 or more, have they taken the following actions:

7a. Adopted grievance procedures that incorporate due process standards and provide for the prompt and equitable resolution of complaints alleging discrimination on the basis of a disability in employment practices and delivery of services?

Yes	No	N/A
X		

7b. Designated a person to coordinate compliance with the Prohibitions against disability contained in 28. C.F.R. Part 42, Subpart G?

Yes	No	N/A
X		

Who/Title: Commission President Agnes Queen

7c. Notified participants, beneficiaries, employees, applicants, And others that the sub-grantee doesn't discriminate on the basis of disability?

Yes	No	N/A
X		

8. If the sub-grantee operates an education program or activity, have taken the following actions:

8a. Adopted grievance procedures that provide for the prompt and equitable resolution of complaints alleging a violation of the DOJ regulations implementing Title IX of the Education of 1972, which prohibits discrimination on the basis of sex?

Yes	No	N/A
		X

8b. Designated a person to coordinate compliance with the prohibitions against sex discrimination contained in 28. C.F.R. Part 54?
Who/Title: N/A

Yes	No	N/A
		X

8c. Notified participants, beneficiaries, employees, applicants, and others that the sub-grantee doesn't discriminate on the basis of sex in its educational programs or activities?

Yes	No	N/A
		X

9. Has the program complied with the requirements to Submit to the OCR any findings of discrimination against the program issued by a Federal or state court or federal or state agency on the grounds of race, color, religion, national origin, or sex?

- **There have been no findings, to date**

Yes	No	N/A
X		

10. Does the program have a limited language proficiency plan to serve victims who are non-English speaking?
Describe: Interpretation is available through William R. Sharpe, Jr. Hospital and through a local language teacher.

Yes	No	N/A
X		

11. Does the program conduct any training for its staff on the Requirements under federal civil rights laws?

Yes	No	N/A
X		

12. If the program conducts religious activities as part of its programs or services do they do the following:

12a Provide services to everyone regardless of religion or belief?

Yes	No	N/A
		X

12b Ensure it doesn't use Federal funds to conduct religious activities such as prayer, religious instructions, or proselytization and that these activities are kept separate in time and place from federally funded activities?

Yes	No	N/A
		X

12c Ensure that the participation in religious activities is voluntary for participants of the federally funded program?

Yes	No	N/A
		X

Part 5: Financial

1. Is the project budget adequate for the goals and objectives as approved?

Yes	No	N/A
X		

2. Are financial documents provided to DJCS in a timely and satisfactory manner?

Yes	No	N/A
X		

3. Do expenditures and obligations coincide with the projected budget?

Yes	No	N/A
X		

4. Are vouchers, invoices, time sheets, and supporting documents appropriately canceled (stapled/perforated) to prevent duplicate reimbursement requests?

Yes	No	N/A
X		

Method of control:

- **The County utilizes Xerox Government Systems Accounting software which has controls against duplicate requests**
- **Reimbursements are reviewed twice before being requested**

5. Do check numbers coincide with information in monthly reports?

Yes	No	N/A
X		

6. Are matching funds utilized in this project and are they available as needed and in addition to funds that would be otherwise for this project?

Yes	No	N/A
X		

6a. Are matching funds submitted at least on a quarterly basis?

Yes	No	N/A
X		

6b. Explain if the sub-grantee submits in-kind or cash match and explain what is utilized for match (space, donations, volunteer time, etc.).
Describe: Partial Salary/Benefits, Travel/Training, Office Space, Supplies and Locks for Victims, Volunteer Hours

6c. What type of documentation is submitted for match?
Describe: Paycheck/Paystubs/Timesheet,

7. Does the subgrantee separate VOCA funds from other sources of funds?

Yes	No	N/A
X		

Describe: Each funding stream has a different line item in the budget.

8. Has the subgrantee expended $750,000 or more in Federal awards during the fiscal year in which they were awarded?

Yes	No	N/A
	X	

8a. If yes, has the program complied with the audit requirements set forth in the OMB Uniform Guidelines to complete an audit and submitted a copy of the audit to DJCS?
Describe: N/A

8b. If not required to submit an audit under OMB Uniform Guidelines, have copies of an audit and/or financial review been provided to DJCS as required per the grant Standard Conditions and Assurances?
*Copies are not required for County Commissions

Yes	No	N/A
		X

9. Are there any outstanding audit issues?
Describe: N/A

Yes	No	N/A
	X	

9a. If yes, have the outstanding audit issues been resolved satisfactorily and promptly as required by the Part 200 Uniform Requirements, and/or address other outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards?
Describe: N/A

Yes	No	N/A
		X

10. Are purchases, cash advances, payrolls, travel expenses, etc., approved by authorized personnel?
Who/Title:
- **Prosecutor Christina Flanigan**
- **Commission President Agnes Queen**

Yes	No	N/A
X		

11. Does the subgrantee charge client fees for services?

Yes	No	N/A
	X	

12. Does your agency have a plan for sustainability in the event that VOCA funds are eliminated?
Describe: Full funding for the Victim Advocate would be picked up by the Lewis County Commission.

Yes	No	N/A
X		

13. Has VOCA funds been used to print program literature such as program brochures, posters, etc.?

Yes	No	N/A
	X	

13a Was the VOCA grant number, USDOJ-OVC, and DJCS listed on the brochure?

Yes	No	N/A
		X

13b Was a copy of the printed program literature submitted to DJCS for pre-approval prior to the printing of said materials?

Yes	No	N/A
		X

Part 6: Personnel

1. Are there personnel records on file for each of the VOCA funded staff?

Yes	No	N/A
X		

1a. Where are these files kept?
Describe: County Clerk's Office

1b. Does the VOCA funded staff have employee appraisals or evaluations?

Yes	No	N/A
	X	

1c. Are evaluations completed annually?

Yes	No	N/A
	X	

2. Are personnel assigned to the project adequate to accomplish the goals and objectives of the project?

Yes	No	N/A
X		

3. Are grantee personnel being paid in accordance with the salary approved in the application?

Yes	No	N/A
X		

4. Are all authorized staff positions filled?

Yes	No	N/A
X		

If no,
Why:
When to be hired:
Estimated Slippage: $_____

5. Did the hiring of any of these positions require a backfilling of a position?

Yes	No	N/A
	X	

5a. If so, who backfilled the position and what was the hiring date?
Who/Date: N/A

6. Does the subgrantee have written job descriptions for each VOCA funded staff?

Yes	No	N/A
X		

7. Do employees possess qualifications as stated in the job description?

Yes	No	N/A
X		

8. Are duties of staff and time allocations consistent with the approved grant award.

Yes	No	N/A
X		

9. Are daily time and attendance records for personnel assigned to the project maintained and signed by both the employee and supervisor?

Yes	No	N/A
X		

10. Are receipts kept as proof of payment (check stubs, payroll Registers, etc.) by employee and supervisor?

Yes	No	N/A
X		

11. Does the grantee comply with Minimum wage and Maximum hours provisions of the Fair Labor and Standards Act?

Yes	No	N/A
X		

12. Does the Project have a written hiring and firing and grievance procedure? **(Attach a Copy)**

Yes	No	N/A
X		

13. Is staff aware of the hiring/firing and grievance process?
Describe: Included in the Employee Handbook.

Yes	No	N/A
X		

Part 7: Professional and Contractual Services

1. Are contract or consultant services included in the grant award?

Yes	No	N/A
	X	

2. Is there a formal written contract on file outlining the specific work to be performed by the consultant?

Yes	No	N/A
		X

3. Has a copy of the formal written contract been submitted to DJCS for written approval prior to execution of same?

Yes	No	N/A
		X

4. Does the statement of work to be performed agree with the grant award?

Yes	No	N/A
		X

Part 8: Travel

1. Are travel expenses included in the grant award?
Describe: N/A

Yes	No	N/A
	X	

2. Are expenditures for travel adequately documented with travel Expense forms, invoices, proof of payment, agendas, and certificates?

Yes	No	N/A
		X

3. Are travel expenditures in compliance with those outlined in the VOCA Program Administrative Manual?

Yes	No	N/A
		X

Part 9: Training

1. Has the grantee requested pre-approval for training for the VOCA funded staff per the Special & Supplementary Conditions of the grant and the 8 hour minimum VOCA training requirement?

Yes	No	N/A
	X	

2. Have the VOCA funded advocates completed the 8 hour minimum training requirement and submitted certificate of attendance to DJCS?

Yes	No	N/A
	X	

2a. If yes, list the training attended for each VOCA funded advocate; also list any new procedures/practices that have been implemented as a result of the training.
Describe: N/A

2b. If not completed, provide an explanation as to why the requirement has not been met and a plan for completion.
Describe: Eight hours of pre-approved training needs to be completed by September 30, 2016.

3. Are training expenses for staff included in the grant award?
Describe: N/A

Yes	No	N/A
	X	

3a. Are expenses to host a training event included in the Grant award?
Describe: N/A

Yes	No	N/A
	X	

3b. If yes, did the project review DOJ Conference Training Requirements and comply with these requirements?

Yes	No	N/A
		X

3c. Was the agenda topics and speaker bios submitted to and pre-approved by DJCS prior to training?

Yes	No	N/A
		X

4. What does the project consider the greatest training Need(s) for its staff?
   - **Changes in the current laws**

4a. How does the agency identify training needs of their staff? Once identified, what resources does the agency utilize to ensure the appropriate trainings are identified?
   - **Needs are identified through difficulties encountered in different situations**
   - **Trainings are identified through DJCS, the West Virginia Foundation for Rape Information and Services, and the West Virginia Coalition Against Domestic Violence**

5. What does the project consider the greatest training need(s) for the community it serves?
   - **Awareness of Sexual Assault issues**

6. Is the agency and staff aware of how to request additional training and/or technical assistance from the West Virginia Division of Justice & Community Services?

Yes	No	N/A
X		

Part 10: Computer Purchases and Accessories

1. Has a computer, laptop and/or equipment been purchased with VOCA grant funds in the past 3 years?

Yes	No	N/A
	X	

1a. If yes, are the items purchased marked "Purchased with funds provided by the WV Division of Justice & Community Service?" **(List all computer/equipment with ID numbers): N/A**

Yes	No	N/A
		X

2. Does the grantee perform annual inventory checks of all VOCA funded computers/equipment?

Yes	No	N/A
		X

3. Have VOCA funds been awarded to purchase a computer and/or equipment this grant cycle?

Yes	No	N/A
	X	

3a. If yes, has the program purchased the approved computer/equipment? **(List & Include ID Numbers)**

Yes	No	N/A
		X

3b. Does computer and/or equipment purchased meet specifications stated in grant application?

Yes	No	N/A
		X

3c. If a computer and/or equipment has been purchased, has the project submitted a Computer Listing Form to DJCS?

Yes	No	N/A
		X

3d. If no, when does the grantee intend to purchase the approved computer/equipment?
Describe: N/A

4. Has a laptop been purchased with grant funds?

Yes	No	N/A
	X	

4a. If yes, how is the laptop utilized for VOCA and security maintained?
Describe: N/A

5. What system does the grantee utilize to ensure grant funded computers and/or equipment is properly controlled, preserved, used, maintained, disposed of and/or returned to DJCS?
Describe: N/A

6. If the program has a computer network system, does the program have a policy prohibiting the downloading, viewing and exchanging of pornography? Are there network blocks for viewing, downloading and exchanging of pornography (this does not refer to investigations or prosecutions)?
Describe: The project has a policy in place.

7. Does the program currently have any technological needs (i.e. computer, printer, fax, software) that would enhance the programs ability to provide victim services and/or assist the program with meeting their reporting requirement to DJCS?
Describe: The Advocate is in need of a new computer and a new printer.

Part 11: Volunteers

1. Is the program utilizing volunteers for the VOCA funded Project?

Yes	No	N/A
X		

2. How many volunteers are donating time to this project?
Number of volunteers: _____3_____

2a. If the program has not utilized volunteers for the VOCA funded project, when and how does the program expect to utilize a volunteer?
Describe: N/A

3. Is there a method of logging volunteer hours?
Method used: Volunteer Timesheet

Yes	No	N/A
X		

Please note that it is a Federal Requirement to utilize at least 1 volunteer per grant cycle. Grantee is to **attach a copy of a volunteer log/timesheet for at least ONE volunteer that was utilized or a plan on how and when a volunteer will be utilized.*

4. If volunteer hours are used as in-kind match, is the agency meeting match requirement?

Yes	No	N/A
X		

Part 12: Underserved Populations

1. Does the project currently serve underserved populations?

Yes	No	N/A
X		

2. What is your identified underserved population(s)?
Describe: Sexual Assault, Child Sexual Assault, and Rural Victims

3. What efforts have been made to reach underserved populations?
Describe:
   - **Awareness events in the community**
   - **Multidisciplinary Team meetings ae held with the Child Abuse Prosecutor in attendance**
   - **Distribute literature throughout the community**

4. Please describe some of the services that victims needed but you could not provide. What were the challenges that prevented you from providing those services?
Describe: Nothing encountered, to date.

Part 13: Crime Victims Compensation

1. Do the VOCA Advocates assist victims in filing Crime Victim Compensation claims?

Yes	No	N/A
X		

1a. Of the following, what steps do the advocates take in assisting victims with Crime Victim Compensation claims:

- ☑ Notifying crime victims about the Crime Victims Compensation Fund
- ☑ Assisting victims with Crime Victims Compensation Application Forms
- ☑ Assistance with Obtaining Necessary Documentation
- ☑ Checking on Crime Victims Claim Status

If the answer to question 1 is No, **please explain** why the VOCA advocates are not providing this service:

Part 14: Project Coordination

1. Is there project coordination with:

X	Prosecution: **Lewis County Prosecutors; Various Special Prosecutors**
X	Law Enforcement: **Municipal Agencies; Lewis County Sheriff's Department; West Virginia State Police**
X	Victim Services: **HOPE, Inc.; Department of Health and Human Resources; Community Corrections; Women's Aid in Crisis; Child Advocacy Center; Upshur County System Based Advocate**
	Other:

2. Extent of coordination:

Prosecution: The Prosecutor will refer victims to the Advocate. The Advocate acts as a liaison between the victim and the Prosecutor. The Advocate is in constant communication with the Prosecutor. Prosecutor will provide the Advocate with various documentation. The Prosecutor will keep the Advocate up-to-date on case information.

Law Enforcement: Officers will refer victims to the Advocate. The Advocate acts as a liaison between the victim and law enforcement. The Advocate is in constant communication with law enforcement.

Victim Services: Agencies participate in mutual referrals with the Advocate to ensure all of the identified needs of the victim are met.

3. What are the challenges of the project in terms of coordination?
   - **No real challenges encountered**

Part 15: Project Implementation/Impact

1. Are changes in the project required/recommended?

Yes	No	N/A
X		

Comment: See page 22

2. Are the costs of the project reasonable?

Yes	No	N/A
X		

3. Are there plans to continue the project at the end of the grant period?

Yes	No	N/A
X		

4. Are there plans to change, add or eliminate any services for next year's grant proposal?

Yes	No	N/A
	X	

Describe: N/A

POST-SITE MONITORING REPORT AND CERTIFICATION

Results From Last Monitoring Visit:

Findings:

1. **None Found**

Recommendations:

1. **Within 30 days of receiving this report submit to DJCS a copy of the confidentiality report.**
   - ✓ **Complete**

2. **Be aware all objectives should have a quantitative measurement. It is recommended, if the program is funded in the 2014-2015 grant period, the project reviews goals and objective and make needed revisions. Be aware that this was a recommendation from the last monitoring visit. Failure to comply may affect future funding decisions.**
   - ❖ **Still No Quantitative Measurement**

2. **Add victim safety and public awareness questions to the client survey. Within 30 days of receiving this report, submit to DJCS a blank evaluation/survey form with the referenced changes. Be aware that this was a recommendation from the last two monitoring visits. Failure to comply may affect future funding decisions.**
   - ✓ **Complete**

2. **Within 30 days of receiving this report submit to DJCS a copy of the program's hiring, firing, and grievance procedures.**

3. **The subgrantee is to develop and submit to DJCS within 30 days of receiving this report a written policy for notifying Clients or staff on how to file complaints alleging Discrimination by the sub-grantee with DJCS or the Office of Civil Rights.**
   - ✓ **Complete**

Results from Current Monitoring Visit:

Findings:

1. **Employee Evaluations Not Being Completed**
2. **No Quantitative Measurement in Objectives**

Recommendations:

1. **Be advised that the training for the VOCA Performance Measures does not count towards the 8-hour pre-approved training requirement. The Advocate is to complete 8-hours of pre approved training by the end of the grant period (September 30, 2016).**

2. **The grantee is required to have an annual written evaluation for the VOCA funded Victim Advocate. The grantee is to develop an evaluation for the VOCA funded Victim Advocate and submit a blank copy of the evaluation as well as a schedule for when the evaluation will be utilized to DJCS within 30 days of receiving this report.**

3. **Be aware all objectives should have a quantitative measurement (i.e. ...Advocate will provide referrals for 130 victims of Domestic Violence...). The grantee is to revise the current Goals and Objectives to include quantitative measurements which are reachable within the grant period for each proposed Objective. A copy of the revised Goals and Objectives is to be submitted to DJCS within 30 days of receiving this report.**

4. **The grantee is to revise the current Goals and Objectives and remove Goal 5 Objective 3 as fund raising is not an allowable activity under VOCA. A copy of the revised Goals and Objectives is to be submitted to DJCS within 30 days of receiving this report.**

List of Attachments:

1. **Victim Services Survey**
2. **Confidentiality Agreement**
3. **Victim Information Sheet**
4. **Case Management Log**
5. **At Will Employment Policy**
6. **Commission Meeting Minutes**
7. **SAM Registration Information**
8. **Volunteer Timesheet**

Next Monitoring Period:

	6 Months
	12 Months
X	Next Monitoring Cycle

Certification:

I certify that all information presented is correct. That the subgrantee, except where noted, is in compliance with the provisions of the Victim Assistance Crime Act Grant Program and all applicable federal laws, regulations, and guidelines.

Justice Programs Monitor — Date: 6-30-2016

I have reviewed the above information and agree with the report finding and/or corrective actions taken or proposed. The subgrantee, based on the findings of this review, is in compliance with the Victim Assistance Crime Act Grant Program and all pertinent federal requirements.

Justice Programs Specialist — Date: 6/28/16

Sarah J. Brown
Supervisor — Date: 6-28-16

LEWIS COUNTY FIREFIGHTERS ASSOCIATION

P.O. BOX 510 • Weston, WV 26452
Fax: 304-269-8203

FIRE PREVENTION EDUCATION

Lewis County Commission:

Two terms are up on the Lewis County Fire Board; Bobby Stewart and Frank Lydon. The Lewis Co. Firefighter's Association recommends that both parties be re-appointed to the Fire Board.

Thank you for your attention to this matter.

"Serving Citizens of Lewis County"

Budget Resolution

At a regular session of the County Commission, held **August 1, 2016,** the following order was made and entered:

SUBJECT: The revision of the Levy Estimate Budget of the ***GENERAL COUNTY FUND, FY 2016/2017,*** for the County of **LEWIS**. The following resolution was offered:

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices, the county commission does hereby direct the budget be revised ***PRIOR TO THE EXPENDITURE OR OBLIGATION OF FUNDS FOR WHICH NO APPROPRIATION OR INSUFFICIENT APPROPRIATION CURRENTLY EXISTS,*** as shown on budget revision number **2 (Two)**, a copy of which is entered as part of this record.

The adoption of the foregoing resolution having been moved by _____, and duly seconded by _____ the vote thereon was as follows:

	(circle one)	
_____ Agnes G. Queen	yes	no
_____ Patrick D. Boyle	yes	no
_____ Thomas V. Fealy	yes	no

WHEREUPON, Agnes G. Queen, President, declared said resolution duly adopted, and it is therefore **ADJUDGED AND ORDERED** that said resolution be, and the same is, hereby adopted as so stated above, and the President is authorized to affix his signature on the attached "*Request for Revision to Approved Budget*" to be sent to the State Auditor for approval.

LGSD BR (Ver. 2014)

Ora Ash, Director
West Virginia State Auditor's Office
200 West Main Street
Clarksburg, WV 26302
Phone: 627-2415 ext. 5114
Fax: 627-2417

REQUEST FOR REVISION TO APPROVED BUDGET

Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists. (§ 11-8-26a)

CONTROL NUMBER
FY: 2016/2017
Fund: 1
Rev. No. 2
Pg. of No. 1 of 1

Lewis County Commission
GOVERNMENT ENTITY

110 Center Avenue
STREET OR PO BOX

Weston WV — CITY
26452 — ZIP CODE

COUNTY
Government Type

Person To Contact Regarding Request:
Name: Debra A. Hull
Phone: 304-269-8215
Fax: 304-269-8202

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
322	Federal Grants	55,865	29,414		85,279
323	State Grants		77,858		77,858
324	Other Grants	47,806	4,455		52,261
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Revenues (ALL PAGES) 111,727

COUNTIES-TRANSFERS TO THE GENERAL FUND FROM OTHER FUNDS MUST HAVE PRIOR APPROVAL OF AUDITOR'S OFFICE

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
402	County Clerk	423,685	8,250		431,935
403	Circuit Clerk	283,327	8,250		291,577
443	State Grants		50,265		50,265
699	Contingencies	883,720	24,286		908,006
730	Courthouse Security	131,164	20,676		151,840
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Expenditures 111,727

APPROVED BY THE STATE AUDITOR

BY:

Deputy State Auditor, Local Government Services Div. **Date**

AUTHORIZED SIGNATURE OF ENTITY

APPROVAL DATE

Budget Revision Query

Tuesday, July 26, 2016
12:55:40 PM

Acct#	Type	Dept	Account Name	Description	Amount
322-011.0	1	322	HSG	Generator Grant 15-16	$29,414.00
1				Acct. # Subtotal	$29,414.00
		1		Subtotal	$29,414.00
323-009.0	1	323	Misc State Grant	15-16 RMG Circ Clk Rev Rec 16-17	$648.00
323-009.0	1	323	Misc State Grant	Court Security Grant 16-17	$20,676.00
323-009.0	1	323	Misc State Grants	13LEDA0120 Ireland Comm Ctr	$2,000.00
323-009.0	1	323	Misc State Grants	13LEDA0122 Ireland Comm Ctr	$2,500.00
323-009.0	1	323	Misc State Grants	13LEDA0485 Ireland Comm Ctr	$1,500.00
323-009.0	1	323	Misc State Grants	Co/Cir Clks RMG 16-17	$15,000.00
323-009.0	1	323	Misc State Grants	Court Security Grant 15-16	$35,534.00
7				Acct. # Subtotal	$77,858.00
		7		Subtotal	$77,858.00
324-005.0	1	324	Other Grants - Misc	Bulletproof Vest Grant	$4,455.00
1				Acct. # Subtotal	$4,455.00
		1		Subtotal	$4,455.00
		9		Type Subtotal	$111,727.00

Acct#	Type	Dept	Account Name	Description	Amount
402-104.0	2	402	Co Clerk Fica	Co/Cir Clks RMG 16-17	$528.00
1				Acct. # Subtotal	$528.00
402-106.0	2	402	Co Clerk Retr	Co/Cir Clks RMG 16-17	$828.00
1				Acct. # Subtotal	$828.00
402-108.1	2	402	Co Clerk Grant Wages	Co/Cir Clks RMG 16-17	$6,894.00
1				Acct. # Subtotal	$6,894.00
		3		Subtotal	$8,250.00
403-104.0	2	403	Circ Clerk Fica	Co/Cir Clks RMG 16-17	$587.00
1				Acct. # Subtotal	$587.00
403-108.1	2	403	Circ Clerk Grant Wages	Co/Cir Clks RMG 16-17	$7,663.00
1				Acct. # Subtotal	$7,663.00
		2		Subtotal	$8,250.00
443-341.1	2	443	Misc Grants	State Hill Tower Grant 340'	$35,355.00
443-341.1	2	443	Misc State Grants	13LEDA0120 Ireland Comm Ctr	$2,000.00
443-341.1	2	443	Misc State Grants	13LEDA0122 Ireland Comm Ctr	$2,500.00
443-341.1	2	443	Misc State Grants	13LEDA0485 Ireland Comm Ctr	$1,500.00
4				Acct. # Subtotal	$41,355.00

Acct#	Type	Dept	Account Name	Description	Amount
443-568.0	2	443	Misc Grant	Bulletproof Vest Grant	$8,910.00
1				Acct. # Subtotal	$8,910.00
		5		Subtotal	$50,265.00
699-000.0	2	699	Contingencies	15-16 RMG Circ Clk Rev Rec 16-17	$648.00
699-000.0	2	699	Contingencies	50% match Bulletproof Vest Grant	($4,455.00)
699-000.0	2	699	Contingencies	Co/Cir Clks RMG 16-17 Match	($1,500.00)
699-000.0	2	699	Contingencies	Court Security Grant 15-16	$35,534.00
699-000.0	2	699	Contingencies	Generator Grant 15-16	$29,414.00
699-000.0	2	699	Contingencies	State Hill Tower Grant 340'	($35,355.00)
6				Acct. # Subtotal	$24,286.00
		6		Subtotal	$24,286.00
730-459.2	2	730	Crt Sec Grants	Court Security Grant 16-17	$20,676.00
1				Acct. # Subtotal	$20,676.00
		1		Subtotal	$20,676.00
		17		Type Subtotal	$111,727.00
	26				

Lewis County Commission
Commission Employee Vacation/Sick Leave Request Form

I, Barbara Winans, hereby request the following day(s) off:

List day and date (Ex: Monday, May 2, 2005) for each day off. Please indicate if leave involves any Courthouse holidays.

July 25, 2016 (Mon)
August 8, 2016 (Mon)
Sept 12, 2016 (Monday)

Time off is to be taken from (circle one): Annual Leave Sick Leave Comp Time

Barbara E. Winans 7/23/16
Employee Signature Date

[signature] 7/23/14
Supervisor Signature Date

Commission Approval Date

Lewis County Commission
Commission Employee Vacation/Sick Leave Request Form

I, _____ hereby request the following day(s) off:

List day and date (Ex.: Monday, May 2, 2005) for each day off. Please indicate if leave involves any Courthouse holidays.

Wednesday July 27 -8 CT
Thursday July 28 -8 CT
Friday July 29 -8 CT

Time off is to be taken from (circle one): Annual Leave Sick Leave Comp Time

Employee signature date 7-26-16

Supervisor signature date

Commission approval date