

\$10,000

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:
Patrick D. Boyle, President
Agnes Queen, Commissioner
Rod Wyman, Commissioner

**LEWIS COUNTY COMMISSION
110 CENTER AVENUE, 2ND FLOOR
WESTON, WV 26452
MEETING AGENDA
June 11, 2018**

SILENT MEDITATION AND PLEDGE OF ALLEGIANCE

- 1. 10:00 AM** Call Meeting to Order
- 2. 10:05 AM** John Breen, Lewis County Assessor
RE: Exonerations, Consolidations, Apportionments
Draft copies will be available for review Thursday, June 7, 2018.
(*action required*)

APPOINTMENTS

- 3. 10:10 AM** Lewis County Senior Center Board of Directors
RE: Air Conditioning Unit Replacement
The Lewis County Senior Center Board of Directors is requesting the Lewis County Commission assist in whole or part of the replacement cost for a new air conditioning unit at the Senior Center. (*action required*)

CORRESPONDENCE

- 4. Upshur County Commission Meeting Agenda:** Upshur County Commission Meeting Agenda for June 7, 2018. (*information only*)
- 5. Sheriff's Monthly Vehicle Report:** Sheriff's Monthly Vehicle report for May 2018 including fleet mileage. (*information only*)
- 6. Lewis County Convention and Visitors Bureau Meeting Agenda and Minutes:** Agenda for June 5, 2018 Lewis County Convention and Visitor's Bureau Meeting and Minutes of the May 2018 Meeting. (*information only*)

BUSINESS

- 7. Board(s) and Committees Reports** by Commissioners on any board(s) or committee(s) attended including: Almost Heaven BBQ Bash Planning meeting; P&G Hardware Ribbon Cutting; Hardwood Alliance Zone. (*information only*)

- 8. Approval of WV State Auditor's Office Budget Revision #9:** The Lewis County Commission is asked to review and approve the Fiscal Year 2018 WV State Auditor's Office Budget Revision #9 modifying the following Lewis County accounts:

REVENUES

<u>Account Number</u>	<u>Approved</u>	<u>Increase</u>	<u>Decrease</u>	<u>Revision</u>
308 Wine & Liquor Tax	\$ 7,500	\$ 3,000		\$ 10,000
331 County Clerks Earning	\$60,000	\$30,000		\$ 90,000
340 Rents & Concessions	\$ 5,000	\$ 8,500		\$ 13,500
350 IRP Fees	\$35,000	\$ 8,300		\$ 43,300
361 Fines, Fees & Court Costs	\$45,000	\$10,300		\$ 55,300
362 Regional Jail	\$50,000	\$21,000		\$ 71,000
369 Commissions	\$ 2,200	\$ 3,700		\$ 5,900
372 Filing Fees	\$ 750	\$ 780		\$ 1,530
332 Circuit Clerks Earnings	\$ 30,000		\$10,000	\$ 20,000
382 Refund/Reimbursement	\$181,329	\$ 2,685		\$184,014

EXPENDITURES

<u>ACCOUNT NUMBER</u>	<u>APPROVED</u>	<u>INCREASE</u>	<u>REVISION</u>
402 County Clerk	\$373,258	\$ 6,728	\$ 379,986
403 Circuit Clerk	\$295,377	\$ 289	\$ 295,666
406 Assessor	\$305,733	\$ 11,947	\$ 317,680
412 AG Agent	\$ 34,988	\$ 2,685	\$ 37,673
699 Contingencies	\$ 824,105	\$ 56,616	\$ 880,721

(action required)

- 9. Lewis County Sheriff's Tax Office Request for Reimbursement of Counterfeit Money Received:** The Lewis County Tax Office received counterfeit \$100 bill. Investigation was done by the Sheriff's Law Enforcement to determine the person who made the transaction was unsuccessful. Upon consultation with the West Virginia State Auditor's Office, the tax office was directed to contact the Lewis County Commission with a request to a check be written from General County to balance the tax office working funds. *(action required)*
- 10. Community Work Experience Program (CWEP) Contract:** Approval and Signature on CWEP Contract Renewal for Lewis County Commission and Lewis County Park . This program give work experience to participants. *(action required)*
- 11. Time Sheets and Leave Requests**

ACTIONS, ESTATE SETTLEMENTS, ORDERS AND PAYMENT OF EXPENDITURES:

- 12. 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, June 7, 2018. *(action required)*
- 13. Approval of Estates:** County Clerk Cynthia S. Rowan presents the estates ready for settlement to the Lewis County Commission for approval. Draft copies will be available for review upon request Thursday, June 7, 2018. *(action required)*
- 14. Presentation by the County Clerk of the Orders of Prior Meeting(s):** The Lewis County Clerk presents the Orders (minutes) of previous Lewis County Commission meeting(s) for approval. Draft copies will be available for review upon request Thursday, June 7, 2018. *(action required)*
- 15. Expenses for the Current Period Presented for Consideration of Payment:** Draft copies will be available for review upon request Thursday, June 7, 2018. *(action required)*

ADJOURNMENT:

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

WIS 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.**

Upshur County Commission Agenda

Agenda packets are available electronically at http://www.upshurcounty.org/agenda_and_minutes/index.php or by request to the Upshur County Commission Office at 304-472-0535

Location of Meeting: Upshur County Courthouse Annex

Date of Meeting: June 7, 2018

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance

Approval of Minutes:

- May 24, 2018

9:05 a.m. Discuss property owned by Thomas Moates located in Warren Tax District – Tax Map 6C – Parcel Number 41 (*last extension was approved during April 5th meeting*)

9:15 a.m. Discuss property owned by Todd Spencer Walter Gould located in Washington Tax District – Tax Map 7J – Parcel Number 11 (*last extension was approved during April 5th meeting*)

9:30 a.m. Discuss property owned by Frank Kelley located in Washington Tax District – Tax Map 7J – Parcel Number 11.1 (*last extension was approved during April 5th meeting*)

9:45 a.m. Kristy Stewart, Incoming Literacy Volunteers Director and Rachel Strawder, AmeriCorps VISTA– Review of services offered and request for assistance in locating office space

10:00 a.m. Mountain Lakes Preservation Alliance – Discuss pipeline construction concerns/issues in our area and presentation of photographs of construction and trucks taken in Upshur County recently

3:00 p.m. Court Security Meeting

Items for Discussion / Action / Approval:

1. Correspondence from Isaiah Wooten, Upshur County FFA Vice-President, requesting a financial contribution to help facilitate the feeder calf and school farm project.*
2. Correspondence from Patricia L. Adams, Chairman of the Upshur County Republican Executive Committee, requesting use of the Courthouse Plaza on Wednesday, June 20, 2018 to celebrate West Virginia's Birthday with cake and drinks. Ms. Adams is also requesting that the Committee be provided the use of two tables and ten chairs. A certificate of liability insurance naming the Commission as a certificate holder has been provided.*
3. Approval and signature of Letter of Support for the City of Buckhannon's Abandoned Mine Lands (AML) Pilot Program Grant Application for the purpose of extending the Elizabeth J. "Binky" Poundstone River Walk.*
4. Approval and signature of "Schedule for ServiceElite Acquired from an IBM Business Partner" in the amount of \$11,995.03. This hardware and software maintenance contract period with IBM begins May 8, 2018 and ends on May 7, 2021.*

5. Approval and signature of 2018 Application and Schedule for Excess Loss Insurance with Gerber Life Insurance Company, Plan Sponsor Disclosure Statement and Contract Addenda, effective July 1, 2018 through June 30, 2019.*
6. Approval and signature of Service Agreement between EBSO, Inc. and the Upshur County Commission, effective July 1, 2018. *
7. Approval and signature of Service Agreement between MedTrak Services, LLC. and the Upshur County Commission, effective July 1, 2018. *
8. Approval and signature of Valley Business Systems Service Contract renewal for a machine located at the Upshur County Youth Camp. Annual charges would be \$180 and the terms of service would be effective June 1, 2018 through May 31, 2019. Coverage includes parts, labor, mileage, inspections and consumable supplies not excluded.*
9. Review and approval of James W. Curry Public Library and Park Operational Budget for period July 1, 2018 through June 30, 2019.*
10. Review and approval of request for the reinstatement of employment of James Lough, Jr. as a part-time case aide for the 26th Judicial Circuit Community Corrections Day Report Center Lewis County office, effective June 11, 2018. Upon approval, his rate of pay will be \$10.00 per hour and he will work up to 19.5 hours per week.*
11. Memorandum from Tabatha R. Perry, Assistant Administrator, announcing the resignation of Amanda Marteney, Buckhannon-Upshur Recreational Facility concession stand worker, effective immediately and further requesting the seasonal employment of Chloe Moran to work the concession stand. Upon approval, Ms. Moran will begin work effective June 8, 2018, at the pay wage rate of \$8.75 an hour, after completing all required documentation and submitting her food handler's card.*
12. Approve Invoices for Payment, Purchase Card Invoices for Payment, Budget Revisions / Financial Reports or Information, Correction of Erroneous Assessments, Exonerations/Refunds, Grant Updates / Requests for Reimbursements, Final Settlements, Vacation Orders, Consolidation of Land Tracts, Facility Maintenance Concerns or Updates, Road Name Requests, Project Reports / Updates, Request to Attend Meetings, Request for Day(s) Off.

For Your Information:

(Certain Items May Require Discussion, Action and/or Approval by the Commission)

1. Correspondence from Fred Hess, CPA, Quality Control Manager, Chief Inspector Division of the Office of the State Auditor, enclosing the report on applying agreed-upon procedures of the Upshur County Magistrate Court for the period ending December 31, 2017. Report is available for public review in the Upshur County Commission Office.
2. Correspondence from Sarah A. Perkinson, on behalf of Robert Orndorff for the Atlantic Coast Pipeline, making a contribution in the amount of \$5,000 to support the Upshur County Communications Center upgrades project.
3. Correspondence from William R. Valentino, General Counsel for the WV Regional Jail and Correctional Facility Authority regarding changes to county and municipal eligibility to receive funds from the Jail Operations Partial Reimbursement Fund.

4. Upshur County Building Permits – May 2018

5. Appointments Needed or Upcoming:

Agenda packets are available electronically at http://www.upshurcounty.org/agenda_and_minutes/index.php or by request to the Upshur County Commission Office at 304-472-0535

Tabled Items

(Certain Items May Require Discussion, Action and/or Approval by the Commission)

Next Regular Meeting of the Upshur County Commission
June 21, 2018 --- 9:00 a.m.
Upshur County Courthouse Annex

****The Commission meeting on Thursday, June 14, 2018 has been cancelled ****

****The Commission meeting on Thursday, July 5, 2018 has been cancelled ****

MAY 2018 MILEAGE REQUEST

UNIT LIC.

150 Gissy 6LB698 / 14 CHARGER 26,138

151 Hyre Temp / 14 EXPLORER 53,868

152 Moneypenny 3170 / 13 POLICE INTERCEPTOR 68,743

153 Carpenter 3169 / 13 POLICE INTERCEPTOR 82,330

154 Lopez 1910 / 13 POLICE INTERCEPTOR 72,750

155 Tonkin 1234 / 13 POLICE INTERCEPTOR 48,124

156 Clark 2824 / 11 TAHOE 99,019

157 Hendershot 2829 / 11 TAHOE 88,190

158 Hummel 2966 / 12 CAPRICE 85,671

159 VanMeter 1643 / 11 TAHOE 77,941

160 Turner 1232 / 07 CROWN VIC 109,466

161 Newbrough 2868 / 09 TAHOE 65,929

170 Cayton 3184 / 09 RAM TRK 132,250

171 Kirkpatrick 2726 / 11 DODGE NITRO 37,891

174 Bush 1233 / 10 DODGE NITRO 44,714

175 Carey 2727 / 10 TAHOE 104,558

1500 Deputy Reserves 2511 / 07 CROWN VIC 116,086

1500 Deputy Reserves 1696 / 03 DURANGO 122,964

2007 Chevy Sub. 79,834

There have been a number of vehicle reassignments. Need actual mileage from each unit.

Thank You



June 5, 2018 Agenda

1. Call to Order- establish quorum
2. Minutes
3. Financial Report
4. Executive Directors Report
5. Old Business:
 - a. None.
6. New Business:
 - a. 2018 Spiker Bull Ride partnership request.
 - b. Reschedule August 7th meeting due to conflict.
 - c. Chris's comment spot.
7. Adjournment.

The next CVB Board of Directors meeting will be on Tuesday
July 3, 2018 @ 5:30 p.m. at the CVB office.

Lewis County Convention & Visitors Bureau Minutes

May 1, 2018 @ 5:30 p.m. at LC CVB Office

In Attendance: Rebecca Jordan Gleason, Dean Hardman, Glenn Haan, Chip Turner, Sharon Pickens, Ron McVaney, Julia Spelsberg, Jim Lambert, Barb McVaney, Kim Geer, and Chris Richards.

Absent: Pat Boyle.

Meeting:

- I. **Meeting called to order** by Rebecca. A quorum was present.
- II. **Minutes:** April. minutes were approved as written. (Chip/Dean)
- III. **Financial Report:** Reports were written given to members for review. (Chip/Dean)
- IV. **Executive Directors Report:** Report was approved. (Chip/Jim)

Old Business:

- I. Dean gave an update to the board about Barnwood Builders coming to the Mill to do a team building project on the farmstead resulting in the creation of an artisan cabin. This will be an available kit from the show to do more there on the farmstead or on other sites. Dean stated it was a great experience and closer to the air date he will let us all know the date and time.

New Business:

- I. The Board heard a partnership request from the 2018 Almost Heaven BBQ Bash. The request was for 1500.00 in social media ads and it was approved. (Dean/Jim)
- II. The board heard a request from the Lewis County Chamber of Commerce to partner on advertising for the 2018 Triathlon. After discussion and Dean abstaining from any voting due to being on their board, the request was granted for this year and next as the board felt the event should be advertised in a much broader way over the course of the year. (Chip/Ron)
- III. The board heard a partnership request from the Weston Fair and Festival Committee for \$950.00 in social media advertising. After some discussion and finding out some of the events were open to locals only the board denied the request but said they would approve if the committee would open the events to anyone not just locals. (Dean/Sharon)
- IV. The Board heard a request from the Weston Fire Department for July 4th (this year the 7th) events and after discussion they approved \$900.00 to promote all the July fourth activities in the county not just the Weston Fire Dept. events. This will include a live band at Lambert's Pizza Night on the 4th and the fireworks and events at the Resort. (Dean/Chip)
- V. Chris's comment spot - See you next month!

Meeting adjourned at approximately 6:15 p.m.

The next meeting will be on June 5, 2018 at 5:30 at the CVB Office

Lewis County CVB/Stonewallcountry
A Certified West Virginia CVB
499 US Highway 33 East Weston, WV 26452
304-269-7328 304-269-3271 fax 1-800-296-7329
lewiscountycvb.com or www.stonewallcountry.com

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: 2017/2018

Fund: 1

Rev. No. 9

Pg. of No. 1 of 2

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

Lewis County Commission
 GOVERNMENT ENTITY

Person To Contact Regarding Request: 110 Center Avenue
 Name: Crystal Haught STREET OR PO BOX
 Phone: (304) 269-8215
 Fax: (304) 269-8202 Weston CITY 26452 ZIP CODE

COUNTY
 Government Type

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
308	Wine & Liquor Tax	7,500	3,000		10,500
331	County Clerk's Earnings	60,000	30,000		90,000
340	Rents & Concessions	5,000	8,500		13,500
350	IRP Fees	35,000	8,300		43,300
361	Fines, Fees & Court Costs	45,000	10,300		55,300
362	Regional Jail Operations Partial Reim.	50,000	21,000		71,000

NET INCREASE/(DECREASE) Revenues (ALL PAGES) 78,265

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	373,258	6,728		379,986
403	Circuit Clerk	295,377	289		295,666
406	Assessor	305,733	11,947		317,680
412	Agricultural Agent	34,988	2,685		37,673
699	Contingencies	824,105	56,616		880,721
	#N/A				

NET INCREASE/(DECREASE) Expenditures 78,265

APPROVED BY THE STATE AUDITOR
 BY: _____ Date _____
 Deputy State Auditor, Local Government Services Div.

AUTHORIZED SIGNATURE OF ENTITY _____ APPROVAL DATE _____

State Budget Revision #9

Expenses

001-402-103.0	County Clerk Salaries/Additional Expenses	+ \$4,549
001-402-105.0	County Clerk Insurance/Additional Expenses	+ \$2,179
001-403-101.0	Circuit Clerk Salaries/Additional Expenses	+ \$289
001-406-105.0	Assessor Insurance/Additional Expenses	+ \$10,230
001-406-106.0	Assessor Retirement/Additional Expenses	+ \$1,717
001-412-103.0	Ag. Agent Salary/Additional Expenses	+ 2685

Revenues

001-308-000.0	Wine & Liquor Tax/Additional Revenue	+ \$3,000
001-331-000.0	County Clerk Earnings/Additional Revenue	+ \$30,000
001-340-001.0	Magistrate Court Rent/Additional Revenue	+ \$8,500
001-350-000.0	IRP Fee-DMV/Additional Revenue	+ \$8,300
001-361-000.0	Fines, Fees, Court Costs/Additional Revenue	+ \$10,300
001-362-000.0	Regional Jail Op Pt Reimb/Additional Revenue	+ \$21,000
001-369-001.0	Assessor Dog Tax Comm/Additional Revenue	+ \$3,700
001-372-000.0	Candidacy Filing Fees/Additional Revenue	+ \$780
001-332-000.0	Circuit Clerk Earnings/Reduced Revenue	- \$10,000
001-382-002.0	Reimbursements	+ \$2685
001-699-000.0	Contingencies/Balance Revision	+\$56,616



Lewis County Sheriff's Department



Deputy J. S. Carey

117 Court Ave
Weston, WV 26452
Phone: (304) 269-8251

Email: jcarey@lewiscountywv.org

Fax: (304)269-2644

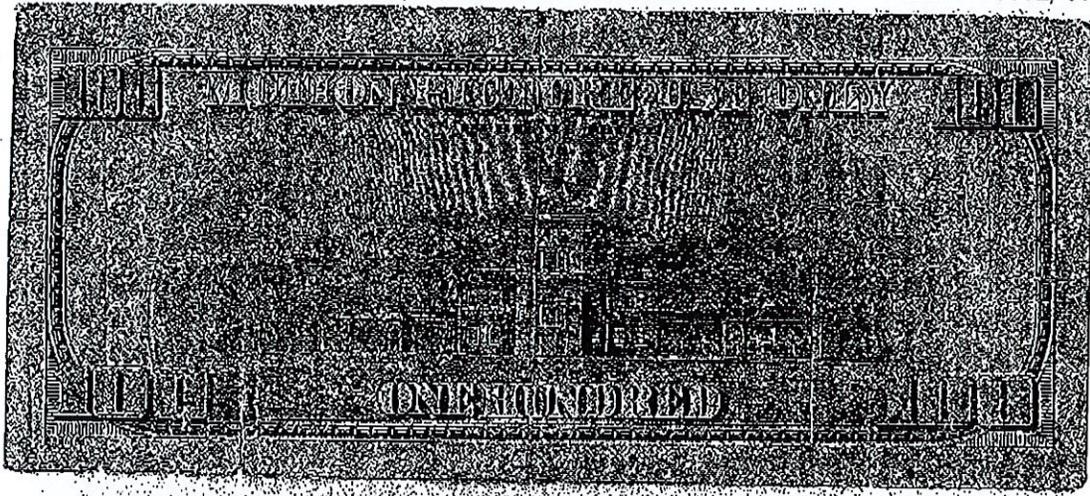
To whom it may concern,

On Monday, August 28 2017 this deputy received a complaint from the Lewis County Tax Office in reference to counterfeit money. A \$100 bill was used to pay taxes at the tax office and was counterfeit. This deputy investigated the crime and acquired information from two (2) subjects regarding the counterfeit bill. The two (2) subjects proved to be innocent and the investigation was done.

The above did occur in Lewis County, West Virginia.

Deputy J. S. Carey

02/06/2018





STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH AND HUMAN RESOURCES

Jim Justice
Governor

Bureau for Children and Families
Region III
Lewis/Upshur District
P.O. Box 460
34 Auction Lane
Buckhannon, West Virginia 26201
Telephone: (304) 473-4230 Fax: (304) 473-4207

Bill J. Crouch
Cabinet Secretary

MEMORANDUM

To Whom It May Concern,

It is that time of year for the DHHR to renew all CWEP & JOIN Contracts.

Attached to this memo you will find the following forms for CWEP sites:
*DFA-CWEP-3A Renewal Form, DFA-JD-1 Job Experience Description (*need these updated*), CWEP contract (*please review & keep for your records*)

*Forms for JOIN sites:

*DFA-JOIN-3A Renewal Form, DFA-JD-1 Job Experience Description (*need these updated*), JOIN contract (*please review & keep for your records*)

Only these forms need returned:

*Renewal Forms (DFA-CWEP-3A &/or DFA-JOIN-3A) &

*Job Experience Description Form (DFA-JD-1)

If your company wishes to remain as an active CWEP &/or JOIN site, complete the required forms listed above & returned them to: **Lewis Co DHHR, Attn: Devona Butler, PO BOX 1268, Weston WV 26452.** (*A copy of completed forms will be mailed back to you*)

If your business no longer wishes to continue to be a placement site for our WV Works recipients, please return forms with a note attached saying not interested.

If you have any questions please feel free to contact the one of the following DHHR Family Support Service Workers: Barbara Zickefoose, Supervisor, or Devona Butler.

****Please try to return all completed forms by 6/30/2018.**

Thank You for Your Continued Support

CWEP Contract No. CWEP- 19-21-02

FEIN No.: 55-6000338

Workers Comp. No.: 10001131-07

**COMMUNITY WORK EXPERIENCE PROGRAM (CWEP) CONTRACT
BETWEEN
WEST VIRGINIA DEPARTMENT OF HEALTH AND HUMAN RESOURCES
AND**

LEWIS COUNTY COMMISSION

Addendum/Renewal

The CWEP Contract between the West Virginia Department of Health and Human Resources, Division of Family Assistance and/or LEWIS County Office, referred to as the "Department" and LEWIS COUNTY COMMISSION referred to as "Contractor" is hereby revised effective as of JULY 1, 2018 to continue through June 30, 2019.

The revisions are as follows: (Indicate revisions and/or renewal of Contract in the space provided.)

RENEWAL CONTRACT

Please indicate your acceptance by signing in the space provided below.

Department of Health and Human Resources
LEWIS County Office

Contractor

By: _____

By: _____

Signature President

Signature _____

Community Service Manager

Title

Title _____

06-04-2018

Date

Date _____

This addendum shall be incorporated as part of the original Contract. All other aspects of the original Contract shall remain in effect.

WEST VIRGINIA DEPARTMENT OF HEALTH AND HUMAN RESOURCES
JOB EXPERIENCE DESCRIPTION

Contract Number: JOIN- _____ CWEP - 19-21-02 EIP- _____

Contractor/Sponsor's Name: Lewis Co Commission Phone: (304) 269-8200

Address: 110 Center Avenue, Weston, WV 26452

Name Of Contractor/Sponsor's Designated Representative: Cindy Whetsell, Administrator

Job Title (New Page For Each Job Title): Maintenance

Description Of Duties And Responsibilities (List each one. If more space is needed attach additional sheets.) Mowing, weed eating, trash collection, debris removal, digging, painting, cleaning exterior of bldgs/grounds

Special Training, License, Equipment Or Clothing Required (Provided By Contractor/Sponsor): Long pants & suitable shoes (boots) for maintenance work

Contractor/Sponsor: Lewis County Commission

Minimum Experience Required: n/a

Minimum Educational Requirements: n/a

Physical Or Other Special Requirements: Must be able to do general maintenance work that requires standing, climbing, operating machinery, lifting and use of power equipment and tools

Safety Concerns Of Hazardous Conditions: Use of small powered equipment & ladder use

Position/Individual Responsible For Supervision, Evaluation And Time Sheet: Rick Stout

Other Comments, Etc.: _____

Date Of Job Experience Description Review: _____

Signature/Title of Staff: _____

WEST VIRGINIA DEPARTMENT OF HEALTH AND HUMAN RESOURCES
JOB EXPERIENCE DESCRIPTION

Contract Number: JOIN- _____ CWEP - 19-21-02 EIP- _____

Contractor/Sponsor's Name: Lewis Co Commission Phone: (304) 269-8200

Address: 110 Center Avenue Weston WV 26452

Name Of Contractor/Sponsor's Designated Representative: Cindy Whetsell, Administrator

Job Title (New Page For Each Job Title): Custodian

Description Of Duties And Responsibilities (List each one. If more space is needed attach additional sheets.) Cleaning of County buildings including but not limited to: dusting, vacuuming, mopping, cleaning restrooms, cleaning window screens etc, cleaning trash cans and gathering trash.

Special Training, License, Equipment Or Clothing Required (Provided By Contractor/Sponsor): Appropriate clothing to work as a custodian in a public setting in government building including courts.

Contractor/Sponsor: Lewis County Commission

Minimum Experience Required: n/a

Minimum Educational Requirements: n/a

Physical Or Other Special Requirements: lifting, standing, walking, bending, reaching small appliance use

Safety Concerns Of Hazardous Conditions: Use of cleaning supplies and small ladder

Position/Individual Responsible For Supervision, Evaluation And Time Sheet: David Reed

Other Comments, Etc.: _____

Date Of Job Experience Description Review: _____

Signature/Title of Staff: _____

WEST VIRGINIA DEPARTMENT OF HEALTH AND HUMAN RESOURCES
JOB EXPERIENCE DESCRIPTION

Contract Number: JOIN- _____ CWEP - 19-21-02 EIP- _____

Contractor/Sponsor's Name: Lewis Co Commission Phone: (304) 269-8200

Address: 110 Center Avenue, Weston WY 26452

Name Of Contractor/Sponsor's Designated Representative: Cindy Whetsell, Administrator

Job Title (New Page For Each Job Title): Clerical

Description Of Duties And Responsibilities (List each one. If more space is needed attach additional sheets.) Basic office functions: typing; filing; answer phone; copy; scan; fax; other tasks as assigned.

Special Training, License, Equipment Or Clothing Required (Provided By Contractor/Sponsor): General knowledge of office equipment; Microsoft Word/Excel ^{plus} filing; good verbal skills and ability to follow direction. Dress must be office appropriate.

Contractor/Sponsor: Lewis County Commission - Cindy Whetsell, Administrator

Minimum Experience Required: n/a

Minimum Educational Requirements: n/a

Physical Or Other Special Requirements: n/a

Safety Concerns Of Hazardous Conditions: n/a

Position/Individual Responsible For Supervision, Evaluation And Time Sheet: Cindy Whetsell, Administrator to assign office and designate responsible person.

Other Comments, Etc.: _____

Date Of Job Experience Description Review: _____

Signature/Title of Staff: _____

CWEP Contract No. CWEP- 19-21-02

FEIN No.: 55-6000338

Workers Comp. No.: 10001131-07

**COMMUNITY WORK EXPERIENCE PROGRAM (CWEP) CONTRACT
BETWEEN
WEST VIRGINIA DEPARTMENT OF HEALTH AND HUMAN RESOURCES
AND**

LEWIS COUNTY COMMISSION

Addendum/Renewal

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The revisions are as follows: (Indicate revisions and/or renewal of Contract in the space provided.)

RENEWAL CONTRACT

Please indicate your acceptance by signing in the space provided below.

Department of Health and Human Resources
LEWIS County Office

Contractor

By: _____
Signature President
Community Service Manager
Title
06-04-2018
Date

By: _____
Signature

Title

Date

This addendum shall be incorporated as part of the original Contract. All other aspects of the original Contract shall remain in effect.

WEST VIRGINIA DEPARTMENT OF HEALTH AND HUMAN RESOURCES
JOB EXPERIENCE DESCRIPTION

Contract Number: JOIN- _____ CWEP - 19-21-02 EIP- _____

Contractor/Sponsor's Name: Lewis Co Commission Phone: (304) 269-8200

Address: 110 Center Avenue, Weston, WV 26452

Name Of Contractor/Sponsor's Designated Representative: Cindy Whetsell, Administrator

Job Title (New Page For Each Job Title): Maintenance

Description Of Duties And Responsibilities (List each one. If more space is needed attach additional sheets.) Mowing, weed eating, trash collection, debris removal, digging, painting, cleaning exterior of bldgs/grounds

Special Training, License, Equipment Or Clothing Required (Provided By Contractor/Sponsor): Long pants & suitable shoes (boots) for maintenance work

Contractor/Sponsor: Lewis County Commission

Minimum Experience Required: n/a

Minimum Educational Requirements: n/a

Physical Or Other Special Requirements: Must be able to do general maintenance work that requires standing, climbing, operating machinery, lifting and use of power equipment and tools

Safety Concerns Of Hazardous Conditions: Use of small powered equipment & ladder use

Position/Individual Responsible For Supervision, Evaluation And Time Sheet: Rick Stout

Other Comments, Etc.: _____

Date Of Job Experience Description Review: _____

Signature/Title of Staff: _____

WEST VIRGINIA DEPARTMENT OF HEALTH AND HUMAN RESOURCES
JOB EXPERIENCE DESCRIPTION

Contract Number: JOIN- _____ CWEP - 19-21-02 EIP- _____

Contractor/Sponsor's Name: Lewis Co Commission Phone: (304) 269-8200

Address: 110 Center Avenue Weston WV 26452

Name Of Contractor/Sponsor's Designated Representative: Cindy Whetsell Administrator

Job Title (New Page For Each Job Title): Custodian

Description Of Duties And Responsibilities (List each one. If more space is needed attach additional sheets.) Cleaning of County buildings including but not limited to: dusting, vacuuming, mopping, cleaning restrooms, cleaning window screens etc, cleaning trash cans and gathering trash.

Special Training, License, Equipment Or Clothing Required (Provided By Contractor/Sponsor): Appropriate clothing to work as a custodian in a public setting in government building including courts.

Contractor/Sponsor: Lewis County Commission

Minimum Experience Required: n/a

Minimum Educational Requirements: n/a

Physical Or Other Special Requirements: lifting, standing, walking, bending, reaching small appliance use

Safety Concerns Of Hazardous Conditions: Use of cleaning supplies and small ladder

Position/Individual Responsible For Supervision, Evaluation And Time Sheet: David Reed

Other Comments, Etc.:

Date Of Job Experience Description Review: _____

Signature/Title of Staff: _____

WEST VIRGINIA DEPARTMENT OF HEALTH AND HUMAN RESOURCES
JOB EXPERIENCE DESCRIPTION

Contract Number: JOIN- _____ CWEP - 19-21-02 EIP- _____

Contractor/Sponsor's Name: Lewis Co Commission Phone: (304) 269-8200

Address: 110 Center Avenue Weston WY 26452

Name Of Contractor/Sponsor's Designated Representative: Cindy Whetsell, Administrator

Job Title (New Page For Each Job Title): Clerical

Description Of Duties And Responsibilities (List each one. If more space is needed attach additional sheets.) Basic Office functions: typing; filing; answer phone; copy; scan; fax; other tasks as assigned.

Special Training, License, Equipment Or Clothing Required (Provided By Contractor/Sponsor): General knowledge of office equipment; Microsoft Word/Excel ^{plus} filing; good verbal skills and ability to follow direction. Dress must be office

Contractor/Sponsor: Lewis County Commission - Cindy Whetsell ^{Appropriate} Administrator

Minimum Experience Required: n/a

Minimum Educational Requirements: n/a

Physical Or Other Special Requirements: n/a

Safety Concerns Of Hazardous Conditions: n/a

Position/Individual Responsible For Supervision, Evaluation And Time Sheet: Cindy Whetsell, Administrator to assign office and designate responsible person.

Other Comments, Etc.: _____

Date Of Job Experience Description Review: _____

Signature/Title of Staff: _____

CWEP Contract No. CWEP- 19-21-03

FEIN No.: 55-60003388

Workers Comp. No.: 10001131-07

**COMMUNITY WORK EXPERIENCE PROGRAM (CWEP) CONTRACT
BETWEEN
WEST VIRGINIA DEPARTMENT OF HEALTH AND HUMAN RESOURCES
AND**

LEWIS COUNTY PARK

Addendum/Renewal

The CWEP Contract between the West Virginia Department of Health and Human Resources, Division of Family Assistance and/or LEWIS County Office, referred to as the "Department" and Lewis County Park referred to as "Contractor" is hereby revised effective as of July 1, 2018 to continue through June 30, 2019.

The revisions are as follows: (Indicate revisions and/or renewal of Contract in the space provided.)

RENEWAL CONTRACT

Please indicate your acceptance by signing in the space provided below.

Department of Health and Human Resources
LEWIS County Office

Contractor

By: _____

By: _____

Signature
President
Community Service Manager

Signature

Title

Title

06-04-2018
Date

Date

This addendum shall be incorporated as part of the original Contract. All other aspects of the original Contract shall remain in effect.

WEST VIRGINIA DEPARTMENT OF HEALTH AND HUMAN RESOURCES
JOB EXPERIENCE DESCRIPTION

Contract Number: JOIN- _____ CWEP - 19-21-03 EIP- _____

Contractor/Sponsor's Name: Lewis County Park Phone: 304-269-5352

Address: 257 Smith Run Road, Weston, WV 26452

Name Of Contractor/Sponsor's Designated Representative: John Shaffer

Job Title (New Page For Each Job Title): General Maintenance

Description Of Duties And Responsibilities (List each one. If more space is needed attach additional sheets.) Mowing, weed eating, trash collection, debris removal, digging

Special Training, License, Equipment Or Clothing Required (Provided By Contractor/Sponsor): Long pants & suitable shoes (boots) for mowing etc

Contractor/Sponsor: Lewis County Park

Minimum Experience Required: n/a

Minimum Educational Requirements: n/a

Physical Or Other Special Requirements: Must be able to do general yard work that requires standing, operating machinery, lifting, use of power equipment.

Safety Concerns Of Hazardous Conditions: Use of small equipment (powered)

Position/Individual Responsible For Supervision, Evaluation And Time Sheet: John Shaffer

Other Comments, Etc.:

Date Of Job Experience Description Review: _____

Signature/Title of Staff: _____

CWEP Contract No. CWEP- 19-21-03
FEIN No.: 55-60003388
Workers Comp. No.: 10001131-07

**COMMUNITY WORK EXPERIENCE PROGRAM (CWEP) CONTRACT
BETWEEN
WEST VIRGINIA DEPARTMENT OF HEALTH AND HUMAN RESOURCES
AND**

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LEWIS County Office

Contractor

By:

Signature

President
Community Service Manager

Title

06-04-2018
Date

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WEST VIRGINIA DEPARTMENT OF HEALTH AND HUMAN RESOURCES
JOB EXPERIENCE DESCRIPTION

Contract Number: JOIN- _____ CWEP - 19-21-03 EIP- _____

Contractor/Sponsor's Name: Lewis County Park Phone: 304-269-5352

Address: 257 Smith Run Road, Weston, WV 26452

Name Of Contractor/Sponsor's Designated Representative: John Shaffer

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Minimum Educational Requirements: n/a

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Safety Concerns Of Hazardous Conditions: Use of small equipment (power)

Position/Individual Responsible For Supervision, Evaluation And Time Sheet: John Shaffer

Other Comments, Etc.: _____

Date Of Job Experience Description Review: _____

Signature/Title of Staff: _____