

COUNTY COMMISSION OF LEWIS COUNTY

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COMMISSIONERS:
Rod Wyman, President
Patrick Boyle, Commissioner
Agnes Queen, Commissioner

LEWIS COUNTY COMMISSION

110 Center Avenue, 2nd Floor

Weston, WV 26452

Meeting Amended Agenda

Tuesday, October 20, 2020

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 on Friday, October 16, 2020
(*action required*)

APPOINTMENTS

3. 10:10 AM Shannon Cunningham-Snead
Executive Director Central WV Community Action
RE: Community Action Services and CDBG-CVI Partnership
Ms. Cunningham-Snead will update the Commission on the services provided by Central WV Community Action to the citizens of Lewis County. The Commission will be asked to partner with Central WV Community Action to apply for a CDBG-CVI grant to assist with utility payment and food bank needs. (*action required*)

CORRESPONDENCE

4. **Sheriff's Monthly Financial Statement:** Sheriff Dayton Whitt submits the September 2020 Amended Sheriff's Monthly Financial Statement (reconciliation) of Lewis County financial accounts. (*information only*)
5. **Lewis-Gilmer E-911 Advisory Council Meeting Minutes:** Minutes of the September 15, 2020 Lewis-Gilmer E911 Advisory Council are presented for review. (*information only*)
6. **Fiscal Years 2017, 2018 and 2019 Lewis County Fire Board Audits:** The Lewis County Fire Board's Fiscal Years 2017,2018 and 2019 audits have been completed. There were no audit findings in all years. (*information only*)

BUSINESS

7. **Board(s) and Committee(s):** The Lewis County Commission will give reports on any board (s) or committee(s) meeting attended including: City of Weston Water Trail Meeting; Lewis County Fire Board;

COVID 19 Conference Calls; County Commissioner's Association of WV Legislative Roundtable Planning; Testing if the Express Vote voting machines; Lewis County Firefighters Association; West Virginia American Water Tabletop Exercise. *(information only)*

8. **Lewis County Commission Fiscal Year 2019 Audit:** The West Virginia State Auditor's Office has completed the Lewis County Commission Fiscal Year 2019 Audit. The auditor has recommended several adjustments to the county financial statement for this fiscal year. These are funds that have been incorrectly classified on the financial statement (there is no change in dollars). Additionally, the following audit findings were noted: 1) Segregation of Duties; 2) Failure to Publish the Annual Financial Statement by October 15; 3) A budget revision was not done for the Coal Severance fund resulting in a variance in funds expended vs. budgeted. The Lewis County Commission will be asked to approved the adjustments to the county financial statement for Fiscal Year 2019 and approve responses to the audit findings. *(action required)*
9. **Retirement Notification of County Clerk's Office Employee:** Stella Poling has tendered her notification of retirement effective November 25, 2020. The Lewis County Commission will consider approving this retirement resignation. *(information only)*
10. **Lewis County Clerk Advice and Consent to Hire for a Vacant Position:** Lewis County Clerk Cynthia S. Rowan requests advice and consent per West Virginia Code §7-7-7 to hire an employee to fill the vacancy created by the retirement of an employee. If approved the employee's first day of employment will be November 1, 2020. *(action required)*

ACTIONS, ESTATE SETTLEMENTS, ORDERS AND PAYMENT OF EXPENDITURES:

11. **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 Friday, October 16, 2020 *(action required)*
12. **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 Friday, October 16, 2020. *(action required)*
13. **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 Friday, October 16, 2020*(action required)*
14. **Expenses for the Current Period Presented for Consideration of Payment:** Draft copies will be available for review upon request Friday, October 16, 2020 *(action required)*

ADJOURNMENT:

15. **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.
- Agenda Items may require an executive session.
- 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.
- Commissioners may participate and vote via conference call if two(2) commissioners are in attendance.