

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA
#1 COURT SQUARE, SUITE 203
PARKERSBURG WV 26101

IN RE: MINUTES OF MEETING HELD
THURSDAY, JANUARY 26, 2012

PRESENT: DAVID BLAIR COUCH, PRESIDENT
WAYNE DUNN, COMMISSIONER
STEPHEN GAINER, COMMISSIONER

At 9:30 A.M., the County Commission of Wood County met in regular session. They signed purchase orders, invoices, orders and other correspondence.

The County Commission, upon a motion duly made, seconded and passed, approved minutes of January 12 and 19, 2012.

AGENDA AND DISCUSSION ITEMS

At 9:30 A.M., several residents from Mineral Wells were in attendance to complain about pit bulls in their neighborhood that have been terrorizing the neighborhood. They believe the dogs have killed at least two cats in the area. The Commission stated they will talk to the Prosecuting Attorney as well as the Sheriff to address this issue. Commissioner Dunn stated that since he lives in the area of the complaint, he will take the lead on this issue.

At 10:30 A.M., the County Commission met with Jamie Six, County Clerk to discuss the possibility of setting up satellite precincts for the upcoming primary election. Mr. Six provided the Commission with details of how the process would work. Several political representatives were in attendance who spoke in favor of the proposal. Angie Summers express concern for the security and cost of the program. After discussion, the County Commission authorized four early Community Voting locations in Wood County. (Order M/1812)

They also discussed the County of Wood Electronic Voting Systems Security Policy for 2012.

(Order M/1811)

The 11:00 A.M. tour of Happy Valley Properties was cancelled.

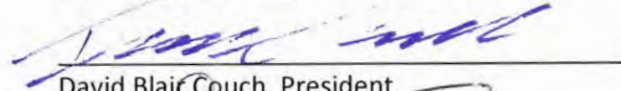
ORDERS APPROVED AND ATTACHED TO THESE MINUTES

M/1807, M/1808, M/1809 M/1810, M/1811, M/1812 and A/907.

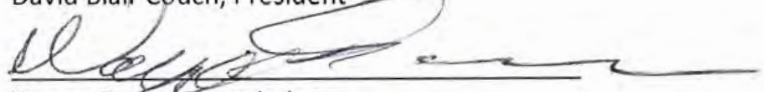
Having no further scheduled appointments or business to attend to, the County Commission adjourned.

APPROVED:

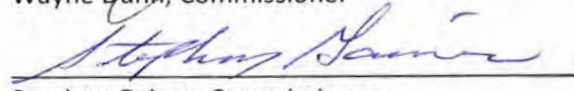
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Stephen Gainer, Commissioner

To listen to this meeting, please refer to DVD labeled January 26, 2012.

Wood County Commission Meeting
Held January 26, 2012

Please Print

1.	Angela Summers	
2.	Shirley McWhorter	489-9171
3.	KAREN BARBER	304-489-9251
4.	Hermon Hall	304-489-9263
5.	Amey LOTT	304-916-8268
6.	GREG SMITH	
7.	KATHY STOLIZ	304-295-7880
8.	LEWIS REXROAD	304-861-5160
9.	Jamie Six	
10.	Melody Ross	
11.	Barbara Johnston	
12.	Karen Campbell	
13.	Rich Shaffer	
14.		
15.		
16.		
17.		
18.		
19.		
20.		



Wood County Commission

1/26/2012
 1 Court Square, Suite 203
 Parkersburg, WV 26101

9:30 AM	APPROVE AND SIGN MINUTES, ORDERS, PURCHASE ORDERS, INVOICES, NEW ROAD NAMES AND ANY OTHER ADMINISTRATIVE DUTIES	MARTY SEUFER, COUNTY ADMINISTRATOR
10:30 AM	DISCUSS SATELLITE PRECINCTS	JAMIE SIX, COUNTY CLERK
11:00 AM	TOUR HAPPY VALLEY PROPERTIES	<i>CANCELLED DUE</i>
		<i>TO WEATHER</i>
Special notes:	<ol style="list-style-type: none"> 1. Vacancies on Boards and Commissions 2. Building Enforcement Properties 3. Contribution Requests 4. County Facilities 5. Discuss Change Orders for Justice Center 6. Discuss change orders for the Energy Program 7. Discuss Sheriff's vehicles for Tom Smith 8. Discuss Wood County Housing Program 9. Discuss Suddenlink Franchise Renewal 10. Mineral Wells Volunteer Fire Department – Community Partnership Grant 	

JANUARY 26, 2012

1/26/12
70/7

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION WAS IN RECEIPT OF A CHECK FROM THE STATE OF WV IN THE AMOUNT OF \$5,099.57 OF WHICH \$3,200.75 REPRESENTS REIMBURSEMENT IN REGARD TO THE DIVISION OF CRIMINAL JUSTICE ASSISTANCE GRANT NUMBER 10-VA-040.

ORDER

On this date, the County Commission of Wood County was in receipt of a check from the State of West Virginia in the amount of five thousand ninety-nine dollars and fifty-seven cents (\$5,099.57) of which three thousand two hundred dollars and seventy-five cents (\$3,200.75) which represents reimbursement to Wood County for expenses incurred during the month of October, 2011, in regard to the Strategic Prevention Framework State Incentive Grant Number 10-VA-040. Receipt of the aforementioned check is pursuant to an Order appearing in Order Book 69, at Page 588 and bearing the date of December 15, 2011 at which time David Blair Couch, in his official capacity as President, and on behalf of the County Commission, was AUTHORIZED to EXECUTE the Request for Reimbursement.

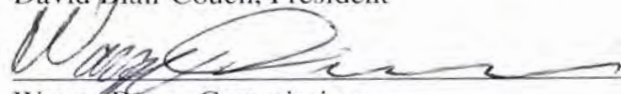
Documentation pertaining to the WVDCJS Victims of Crime Advocate Grant is on file in the Office of the County Administrator.

APPROVED:

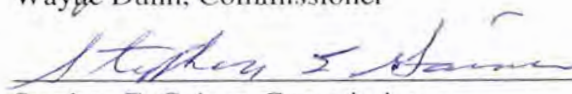
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Waype Dunn, Commissioner



Stephen E. Gainer, Commissioner

M/1807

JANUARY 26, 2012

1/26/12
70/7

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION WAS IN RECEIPT OF A CHECK FROM THE STATE OF WV IN THE AMOUNT OF \$5,099.57 OF WHICH \$1,898.82 REPRESENTS REIMBURSEMENT IN REGARD TO THE DIVISION OF CRIMINAL JUSTICE ASSISTANCE GRANT NUMBER 09-VAWR-11.

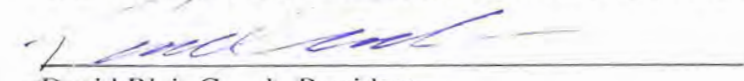
ORDER

On this date, the County Commission of Wood County was in receipt of a check from the State of West Virginia in the amount of five thousand ninety-nine dollars and fifty-seven cents (\$5,099.57) of which one thousand eight hundred ninety-eight dollars and eighty-two cents (\$1,898.82) which represents reimbursement to Wood County for expenses incurred during the month of November, 2011, in regard to the Strategic Prevention Framework State Incentive Grant Number 09-VAWR-11. Receipt of the aforementioned check is pursuant to an Order appearing in Order Book 69, at Page 593 and bearing the date of December 22, 2011 at which time David Blair Couch, in his official capacity as President, and on behalf of the County Commission, was AUTHORIZED to EXECUTE the Request for Reimbursement.

Documentation pertaining to the WVDCJS Victims of Crime Advocate Grant is on file in the Office of the County Administrator.

APPROVED:

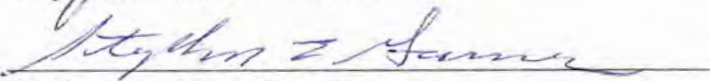
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Stephen E. Gainer, Commissioner

M/1808

January 26, 2012

1/26/12
70/8

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION WAS IN RECEIPT OF A CHECK FROM THE STATE OF WV IN THE AMOUNT OF \$35,544.78 WHICH REPRESENTS REIMBURSEMENT IN REGARD TO THE STRATEGIC PREVENTION FRAMEWORK STATE INCENTIVE GRANT NUMBER 12-CC-09.

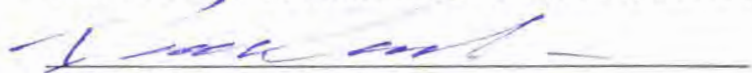
ORDER

On this date, the County Commission of Wood County was in receipt of a check from the State of West Virginia in the amount of thirty-five thousand five hundred forty-four dollars and seventy-eight cents (\$35,544.78) which represents reimbursement to Wood County for expenses incurred during the month of November, 2011, in regard to the Strategic Prevention Framework Grant Number 12-CC-09. Receipt of the aforementioned check is pursuant to an ORDER appearing in Order Book 69, at Page 596 and bearing the date of December 29, 2011 at which time David Blair Couch, in his official capacity as President and on behalf of the County Commission, was AUTHORIZED to EXECUTE the Request for Reimbursement.

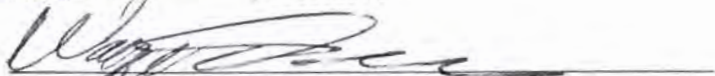
Documentation pertaining to the Prevention Framework State Incentive Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Stephen Gainer, Commissioner

M/1809

1/26/12
70/8

JANUARY 26, 2012

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY EXECUTE A RESOLUTION THAT AUTHORIZED DAVID BLAIR COUCH, AS PRESIDENT, TO EXECUTE ALL DOCUMENTS IN REGARD TO THE COMMUNITY PARTICIPATION PROGRAM FOR IMPROVEMENTS AT THE MID-OHIO VALLEY REGIONAL AIRPORT.

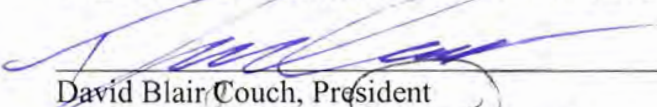
ORDER

On this date, the County Commission of Wood County, upon a motion made by Wayne Dunn, seconded by Stephen Gainer and made unanimous by David Blair Couch, did hereby EXECUTE a RESOLUTION that hereby AUTHORIZES David Blair Couch, in his official capacity as President and on behalf of the County Commission, to EXECUTE all necessary documents in regard to the Governor's Community Partnership Grant Program application for Improvements at the Mid-Ohio Valley Regional Airport (12LEDA0246) in the amount of twelve thousand dollars and zero cents (\$12,000.00).

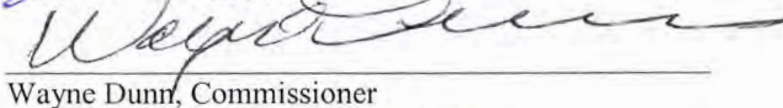
Pertinent documentation pertaining to the aforementioned Governor's Community Partnership Program Grant is on file in the Office of the County Administrator.

APPROVED:

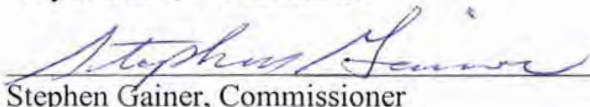
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Stephen Gainer, Commissioner

M/1810

1/26/12
70/8

1/26/12

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

RESOLUTION

WHEREAS, The State of West Virginia is sponsoring the Governor's Community Partnership Grant Program; and

WHEREAS, the Governor's Community Partnership Grant Program is designed to provide assistance to Counties and Municipalities in West Virginia to address economic development projects; and

WHEREAS, the County Commission of Wood County is an eligible applicant; and

WHEREAS, the Wood County Commission possesses certain economic development needs which would qualify it for participation in the Governor's Community Partnership Grant Program; and,

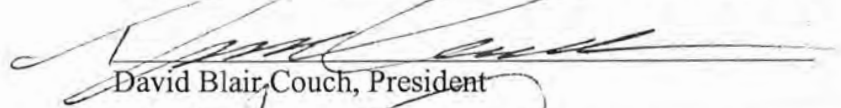
NOW THEREFORE, BE IT RESOLVED, that David Blair Couch, in his official capacity as President, is authorized to execute all necessary documents in regard to the Governor's Community Partnership Program application for the following project:

MID-OHIO VALLEY REGIONAL AIRPORT - IMPROVEMENTS (12LEDA0246) - \$12,000.00

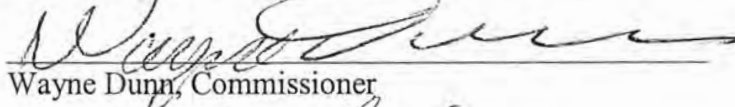
RESOLVED this 26th day of **January, 2012**.

APPROVED:

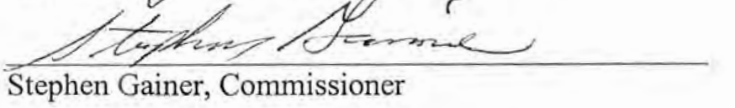
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Stephen Gainer, Commissioner

Certified to be a true copy of a Resolution adopted at a regular meeting of the County Commission of Wood County held on January 26, 2012.

Jamie Six, County Clerk

1/26/12
70/8

JANUARY 26, 2012

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE THE
2012 ELECTRONIC VOTING SYSTEMS SECURITY POLICY.

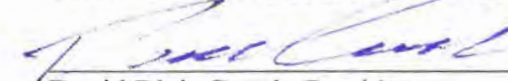
ORDER

On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by Wayne Dunn and made unanimous by Stephen Gainer, did hereby AUTHORIZE the County of Wood Electronic Voting Systems Security Policy for 2012. Said policy is effective February 1, 2012 and expires on January 31, 2014.

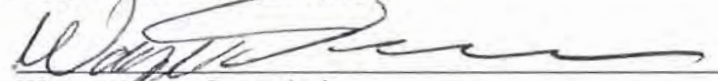
A copy of said policy is attached to this Order and should be made a part thereof.

APPROVED:

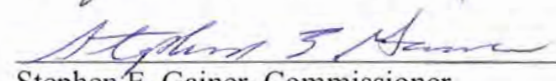
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Stephen E. Gainer, Commissioner

M/1811

1/26/12
70/8

County of Wood

Electronic Voting Systems Security Policy - 2012

According to WV Code §3-4A-1(b), the security policy for electronic voting systems is as follows:

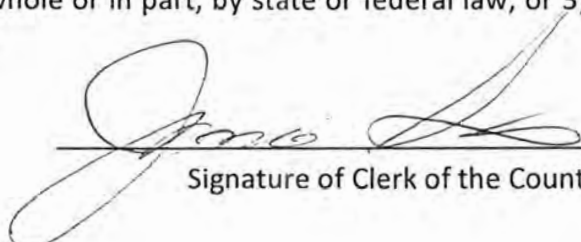
- 1.) The equipment is secured from tampering by the following practices:
iVotronics are stored in a locked room for which there are two keys, both under the control of the County Clerk and his staff. The Clerk controls all access to the iVotronics.
After testing and loading the ballot on iVotronics, the iVotronic is sealed with a numbered seal and placed on a Rack-N-Roll storage unit, locked in the unit, and units are stored in a locked room until signed for by election officials.

- 2.) The circumstances under which county personnel are authorized to have access to the electronic voting equipment are as follows:
The Clerk has designated two employees all access to the iVotronics for maintenance issues such as monthly charging of the batteries and printer repair. All clerk employees are utilized in testing and preparation for election. County maintenance personnel are utilized for moving of Rack-N-Roll units and lifting of iVotronics.
All persons in the vicinity of iVotronics are accompanied by Clerk employees.

I, Jamie Six, hereby certify the above represents the electronic voting system security policy of Wood County to be on file with the Secretary of State by February 1, 2012. This policy shall remain in full force and effect until January 31, 2014 or until: 1) superseded by an amended policy filed with the Secretary of State within 30 days after adoption; 2) overridden, in whole or in part, by state or federal law; or 3) invalidated by the ruling of any court of competent jurisdiction.

1-26-2012

Date



Signature of Clerk of the County Commission

1/26/12
70/8

JANUARY 26, 2012

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE
SATELLITE VOTING PRECINCTS FOR THE 2012 VOTING CYCLE.

ORDER

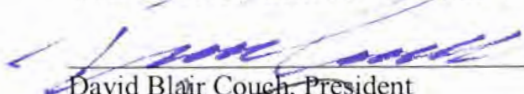
On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by Wayne Dunn and made unanimous by Stephen Gainer, did hereby AUTHORIZE four (4) early Community Voting locations in Wood County to be utilized for the 2012 election cycle which includes the Primary Election in May and the General Election in November.

Said four (4) Community Voting locations will be in the city of Vienna, the city of Williamstown, the community of Mineral Wells and the community of Lubeck. Said locations will be open to the public for the last five (5) days of the codified early voting period. Actual locations of said voting precincts will be determined by the Commission on Thursday, February 2, 2012.

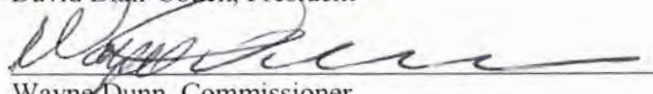
A list of the purpose and procedures are ATTACHED to this Order and should be made a part thereof.

APPROVED:

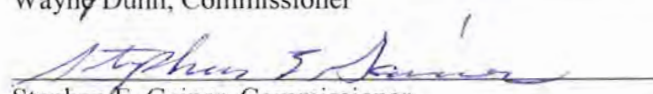
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Stephen E. Gainer, Commissioner

M/1812

1/26/12
70/8

Early Voting Community Sites

Purpose:

The Clerk proposes establishing four community voting sites in four population centers of Wood County in addition to the Early Voting site located in the Judge Black Courthouse Annex located at 315 Market Street. The four sites will be located in the City of Vienna, City of Williamstown, community of Mineral Wells and community of Lubeck. The sites will offer early voting for the last five days of the codified early voting period, starting on Tuesday, one week prior to Election Day, thru Saturday, prior to Election Day. The goal of the community voting sites is to alleviate wait lines on Election Day and increase voter participation. These sites were selected based on previous years discussions with both party representatives.

Procedures:

Community voting sites will be staffed as a normal precinct consisting of two members each of the major political parties chosen from the list of poll workers that were submitted during the prior election cycle, and the fifth person from either a major or minor party.

Sites will have four iVotronics with at least one being ADA compliant.

Each site will open the precinct by removing the number seals and verifying that the public count is zero on each terminal.

During early voting, each community site will be linked to SVRS where the voter will be immediately marked as "early voted", to prevent the voter from going to another early voting location and casting another ballot.

Each site will report to the County Clerk's Office at the close of the polls the public count and daily voter count for each site. The County Clerk's staff will verify the number against the SVRS credited voters.

Each site, after balancing, will secure iVotronics nightly with a numbered seal after recording the public count.

The PEBs and poll slips will be placed in a transport box under two locks. Said locks will require different keys. The supervisor will take the transport box home and will return it the next morning. Two other poll workers of opposing political parties will take a key to the locks home with them.

Each morning the transport box will be unlocked, number seals verified and public count verified prior to permitting voting to begin.

At the end of the community voting period, the iVotronics will be sealed with a numbered seal. Two poll workers of opposing political parties will take all supplies, including the transport box containing all poll slips and PEB's, and iVotronics, to the Judge Black Annex early voting site. Upon arrival at the Judge Black Annex early voting site, the transport box, all supplies and iVotronics will be given to the early voting poll workers to account for. These community voting iVotronics will be closed on Election night in the same manner early voting iVotronics are handled.

Hours:

Hours for community voting sites will be Tuesday thru Friday, 8:30 am to 4:30 pm and Saturday, 9:00 am to 5:00 pm.

1/26/12
70/9

JANUARY 26, 2012

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION AUTHORIZED DAVID BLAIR COUCH, AS PRESIDENT, TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE COMMUNITY CORRECTIONS GRANT NUMBER 12-CC-09. SAID REQUEST IS IN THE AMOUNT OF \$35,407.28.

ORDER


On this date, the County Commission of Wood County, upon a motion made by Stephen Gainer, seconded by Wayne Dunn and made unanimous by David Blair Couch, did hereby AUTHORIZE David Blair Couch, in his official capacity as President and on behalf of the County Commission, to sign the Request for Reimbursement in regard to the Community Corrections Grant Number 12-CC-09. Reimbursement is in the amount of thirty five thousand four hundred seven dollars and twenty-eight cents (\$35,407.28) for the month of December, 2011. In addition to the Request for Reimbursement, the Time Sheets for employees of the Wood County Day Report Center, the Monthly Project Director's Report, the Financial Recap and the Project Financial Reports are being submitted to the Criminal Justice Services, Charleston, West Virginia.

A copy of the Request for Reimbursement is attached to this ORDER and should be made a part thereof.

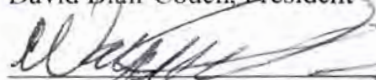
Documentation pertaining to the Community Corrections Grant is on file in the Office of the County Administrator.

APPROVED:

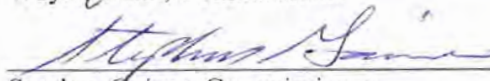
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Stephen Gainer, Commissioner

A/907

1/26/12
70/9

WEST VIRGINIA Division of Criminal Justice Services	Request for Reimbursement
--	------------------------------

RECEIVED (For DCJS Use Only)	Subgrantee: Wood County Commission
	Address: One Court Square, Suite 203 Parkersburg, WV 26101
	Project #: 12-CC-09
	FEIN#: 556 000 417
	Funds are hereby requested to cover expenditures
	FROM: 12/1/11 TO: 12/31/11

PROJECT CASH EXPENDITURES

CATEGORY	AMOUNT
Personnel/Contractual	\$35,407.28
Travel/Training	-0-
Space	-0-
Other	-0-
Equipment	-0-
TOTAL	\$35,407.28

CERTIFICATION:

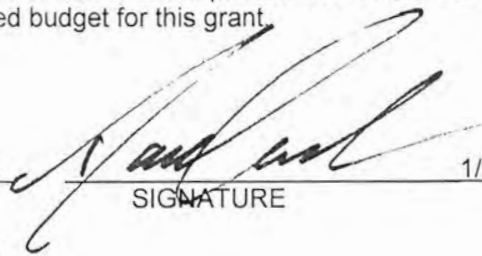
I certify that this report presents actual receipts and expenditures of funds for the period covered and for the total grant budget to date, made in accordance with the approved budget for this grant.

All documentation is available at our office.

BY: David Blair Couch, President, Wood County Commission

TYPED NAME & TITLE

(Authorized Official or Grant Financial Officer ONLY)



SIGNATURE

1/26/12

DATE

DCJS USE ONLY

ADMINISTRATIVE APPROVAL:

This request is approved in the amount of \$ _____

Initials

Date

Pursuant to the authority vested in me, I certify that this request is correct and proper for payment.

Date

Program Accountant