

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

IN RE: MINUTES OF MEETING HELD
THURSDAY, OCTOBER 17, 2013

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

At 9:00 A.M., the County Commission of Wood County met in regular session. They signed purchase orders, invoices, orders and other correspondence.

Tracy Higgins, Lloyd Roberts and Marty Seufer were sworn in as a member of the Wood County Alternative Transportation System Council. (Lloyd Roberts was done on October 15, 2013)

Brenda Ball was sworn in as a Receptionist/Clerk for the Wood County Home Confinement.

The County Commission, upon a motion duly made, seconded and passed, approved an Erroneous Assessment Application for Real Property for Ronald G. Drennen.

The County Commission, upon a motion duly made, seconded and passed, approved minutes from September 30, 2013 and October 3, 2013.

AGENDA AND DISCUSSION ITEMS

At 9:05 A.M., Linda Leach and Judith Robinson were sworn in as a Reserve Deputies for the Wood County Sheriff's Department.

At 9:12 A.M., the County Commission met with Toni Tiano, Grant Consultant, who presented a Port Security Grant Contract for \$273,000.00. (Order M/2553)

The County Commission appointed Tim Roberts to the Wood County Alternative Transportation System Council. (Order A/1190) The Commission then placed Will Crichton and Martha Lamp in nomination for said Council. (Order A/1189)

The County Commission approved the Requests to Hire for Brenda Ball –Receptionist for Home Confinement; Jennifer Powell and Willow Wright – Interns for the Day Report Center and Ricky Devore – Wood County – Part Time Court Security for the Sheriff’s Department.

The County Commission did not approve the Request to Hire for Jodi Greathouse-Scott – WVU Extension Office.

At 9:36 A.M., the County Commission held a hearing in regard to the Charles Bell estate. Tonda Dooley, heir, asked that Robert Miller, Administrator, file a supplemental appraisal. The County Commission after review of the estate and hearing testimony of the heirs, instructed Robert Miller to review the list of assets that was presented and file and record a supplemental appraisal. The County Commission continued this hearing until November 21, 2013 at 10:00 A.M. (Probate Order)

At 10:00 A.M., the hearing for the estate of Consuelo H. Pickens was not held as no one appeared for said hearing.

At 10:02 A.M., the County Commission discussed the property located at 1008 Altman Avenue, Parkersburg, WV. The Commission received a letter from the bank today stating the property will be demolished within one week of October 28, 2013. The Commission asked Wood County Prosecuting Attorney, Jason Wharton, to send a certified letter to Premier Bank notifying them that demolition must be completed by November 4, 2013.

At 10:32 A.M., the County Commission went into Executive Session under WV Code, Chapter 6, Article 9A-4, section 2a. Also in attendance with the Commissioners were Marty Seufer, County Administrator and Jason Wharton, Prosecuting Attorney. They adjourned said session at 10:35 A.M. (Order M/2543)

At 10:37 A.M., the County Commission approved the Agreement for the Auditing of County Funds for fiscal year 2012/2013. (M/2542)

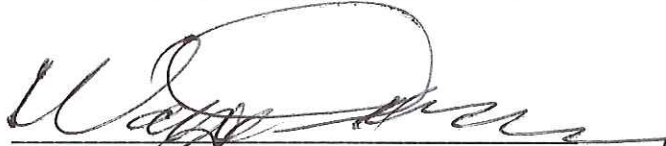
ORDERS APPROVED AND ATTACHED TO THESE MINUTES

M/2542, M/2543, M/2544, M/2545, M/2545, M/2546, M/2547, M/2548, M/2549, M/2550, M/2551,
M/2552, A/1189 and A/1190

Having no further scheduled appointments or business to attend to, the County Commission
officially adjourned after their tour.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



Wayne Dunn, President



Stephen Gainer, Commissioner



David Blair Couch, Commissioner

To listen to this meeting, please refer to DVD labeled October 7, 2013.

Wood County Commission Meeting
Held October 17, 2013

Please Print

1.	Chat Deputy Graham
2.	Sue PATRIANO WCSO Project 2-Sasoon
3.	Judy Robinson
4.	LINDA LEACH
5.	Anne McFee MOVRC RSVP
6.	T.R. SMITH
7.	Toni Tiano
8.	Rahut Miller
9.	Lila D. Miller
10.	Bill Miller
11.	Jonda Deady
12.	Willie Miller
13.	Margie Lynch
14.	JEFF MEYER
15.	Candy Miller
16.	Janda Miller
17.	
18.	
19.	
20.	



Wood County Commission Agenda

10/17/2013
1 Court Square, Suite 203
Parkersburg, WV 26101

9:00 AM	Administrator's Report	Marty Seufer, County Administrator
	Discuss Port Security Grant	Toni Tiano
	Appoint Tim Roberts to Wood County Alternative Transportation System Council & put names in nomination	
	Discuss property at 1008 Altman Avenue, Parkersburg, WV (per JW)	
	Consider executing Auditor's agreement	
	Consider Request to Hire from WVU Extension Office: Jodi Greathouse-Scott, \$12.00/hour	
	Consider Request to Hire from Home Confinement: Brenda Ball, \$10.00/hour	
	Consider Requests to Hire from Day Report Center: Jennifer Powell & Willow Wright, Interns	
	Consider Request to Hire from Wood County Sheriff's Office: Ricky Devore, \$10.00/hour	
9:30 AM	Estate of Charles Bell – Request to compel Administrator to file supplemental appraisal	Tonda Dooley, Heir
10:00 AM	Estate of Consuelo H. Pickens – Request to disallow claims	George Pickens
10:30 AM	Discuss Bright Ideas & Energy Expo (per WD)	<i>CANCELLED</i>
	County Commissioners' Reports	

Discussion, Review and Approval of expenditures and disbursements identified on Exhibit 1, hereto attached

Correspondence for this meeting will be available for public review during regular office hours in Room 205 of the Wood County Courthouse two (2) days prior to the meeting

Exhibit 1

Discussion, Review and Approval of the following items may be included during this meeting and are available for public inspection in the Office of the County Administrator two days prior to this meeting.

Budget revisions

Purchase orders and requisitions

Revisions, reimbursement requests, resolutions and correspondence for grants

Grant disbursements to other entities

Invoices for expenditures to be paid

Reimbursements for travel expenses

Bid specifications and procedures for bids previously authorized by the Commission

Monthly Hotel Occupancy Tax Collection disbursements

Disbursements for previously approved Innovative Programming Grants

Tax refunds, exonerations, improprieties and consolidations

Probate items, including settlements, petitions and Fiduciary Commissioner reports

General Fund disbursements to entities

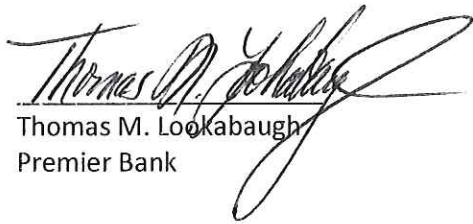
Funding requests from local organizations by written form

Payroll modification as submitted by elected officials



October 16, 2013

I agree to remove the current structure at 1008 Altman Ave., Parkersburg, WV property and clean up the property to a presentable condition for sale for Premier Bank. Work will begin on the project October 28, 2013 and will be completed within a week.


Thomas M. Lookabaugh
Premier Bank


Danial Williams

Request to Hire County Employee

Elected Official SHERIFF K. D. MERITT Date 10/8/13

New Employee Name RICKY L. DEVORE
COURT

Position to be filled PART-TIME SECURITY Weekly hours to be worked 20

Starting Salary 10.00 PER HR. Insurance Benefits Yes No

Do you have funding for this salary in your budget? Yes No

Background Check Completed: Yes No

Special Abilities for this job WORKED FOR THE SHERIFF'S OFFICE
PREVIOUSLY

References Checked: Yes No Person to be replaced N/A

Years Service of Person being replaced N/A Previous salary paid for this position N/A

Related to any current Wood County employee: Yes No Name: MARTH DEVORE

K D Meritt
Elected Official's Signature TRP

All requests must be submitted to the Wood County Commission seven (7) days in advance.

Date Received in Commission Office OCT - 9 '13 Date Reviewed by Commission 10-17-13

Accepted Denied COUNTY ADMINISTRATION

Additional Information Required _____

Request to Hire County Employee

Elected Official JENNIE HUGGINS Date 10-4-13

New Employee Name JENNIFER POWELL

Position to be filled INTERN Weekly hours to be worked 12 M-W-F

Starting Salary 0 Insurance Benefits Yes No X

Do you have funding for this salary in your budget? Yes No N/A

Background Check Completed: Yes X No

Special Abilities for this job COLLEGE STUDENT - MANAGEMENT

References Checked: Yes X No Person to be replaced N/A

Years Service of Person being replaced Previous salary paid for this position

Related to any current Wood County employee: Yes No X Name:

Jennie Huggins
Elected Official's Signature

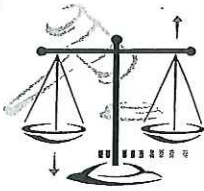
All requests must be submitted to the Wood County Commission seven (7) days in advance.

Date Received in Commission Office Date Reviewed by Commission 10-17-13

Accepted X Denied

Additional Information Required

[Signature]
[Signature]



MID-OHIO VALLEY DAY REPORT CENTER

Wood County Office: 916 Market Street, Parkersburg, WV 26101

304-422-8570 * Fax: 304-422-8579

To: Wood County Commission
From: Dennie Huggins, DRC Executive Director *DH*
Date: 10/7/13
Re: Wood County DRC Internship Request

10/17/13
70/368

Please regard this notice as my request to permit Jennifer Powell to function as an unpaid intern at our Wood County site. Ms. Powell is currently enrolled in the Criminal Justice Program at Ohio Valley University and is required to complete an internship which consists of a minimum of 90 hours. In this capacity, her duties would consist of observing Urine Drug Screens, filing clinical documentation, observing clinical functions, and providing other forms of assistance to the support staff.

If approved, her starting date would be 10/7/13; she has advised us that her internship must be completed on or before 12/15/13. Because she would function as an unpaid intern, there are no anticipated costs to the agency if this request is approved. She has already reviewed and signed the DRC's standard visitor conduct agreement form.

I will be happy to provide any other information which you deem necessary in order to act on this request as quickly as possible.

[Handwritten signature] *[Handwritten initials]*

Request to Hire County Employee

Elected Official DENNIE HUGGINS Date 10-4-13

New Employee Name Willow Wright

Position to be filled INTERN Weekly hours to be worked 8 T-T

Starting Salary 0 Insurance Benefits Yes No X

Do you have funding for this salary in your budget? Yes No N/A

Background Check Completed: Yes X No

Special Abilities for this job COLLEGE Student CRIMINAL Justice

References Checked: Yes X No Person to be replaced N/A

Years Service of Person being replaced Previous salary paid for this position

Related to any current Wood County employee: Yes No X Name:

Dennie Huggins
Elected Official's Signature

All requests must be submitted to the Wood County Commission seven (7) days in advance.

Date Received in Commission Office Date Reviewed by Commission 10-17-13

Accepted X Denied

Additional Information Required

[Signature]
DM



MID-OHIO VALLEY DAY REPORT CENTER

Wood County Office: 916 Market Street, Parkersburg, WV 26101

304-422-8570 * Fax: 304-422-8579

10/17/13

70/368

To: Wood County Commission
From: Dennie Huggins, DRC Executive Director *DH*
Date: 10/7/13
Re: Wood County DRC Internship Request

Please regard this notice as my request to permit Willow Wright to function as an unpaid intern at our Wood County site. Ms. Wright is currently enrolled in the Criminal Justice Program at Ohio Valley University and is required to complete an internship which consists of a minimum of 105 hours. In this capacity, her duties would consist of observing Urine Drug Screens, filing clinical documentation, observing clinical functions, and providing other forms of assistance to the support staff.

If approved, her starting date would be 10/8/13; she has advised us that her internship must be completed on or before 12/15/13. Because she would function as an unpaid intern, there are no anticipated costs to the agency if this request is approved. She has already reviewed and signed the DRC's standard visitor conduct agreement form.

I will be happy to provide any other information which you deem necessary in order to act on this request as quickly as possible.

Request to Hire County Employee

START
10/16/13

Elected Official SHERIFF K.D. MERCITT Date 10/4/13

New Employee Name BRENDA LEE BALL
HOME CONFINEMENT

Position to be filled RECEPTIONIST Weekly hours to be worked 40

Starting Salary \$10 hourly Insurance Benefits Yes No

Do you have funding for this salary in your budget? Yes No

Background Check Completed: Yes No

Special Abilities for this job MANAGERIAL EXPERIENCE

References Checked: Yes No Person to be replaced PAULA OLIPHANT

Years Service of Person being replaced 2 wks Previous salary paid for this position \$7.50 hourly

Related to any current Wood County employee: Yes No Name: _____

[Signature]
Elected Official's Signature

[Signature]
[Signature]

All requests must be submitted to the Wood County Commission seven (7) days in advance.

Date Received in Commission Office 10/4/13 Date Reviewed by Commission 10-17-13

Accepted Denied

Additional Information Required _____

Wood County Sheriff's Office

Administrative Operations
401 Second Street, Suite 11, Parkersburg, WV 26101

Date: October 8, 2013
To: Wood County Commission
From: Sheriff K.D. Merritt
Re: New Hire



RECEIVED

OCT - 9 '13

COUNTY
ADMINISTRATOR

10/17/13

70/368

Brenda Lee Ball will be starting as our Receptionist for Home Confinement starting 10/16/13. Her annual salary will be \$20,800.00 or \$10.00 per our. \$15, 600.00 will be coded to line item 705-10-187 and \$5,200.00 will be coded to line item 702-10-187.

Any questions please call Joanne Smith at 304-424-1924.



OCTOBER 17, 2013

10/17/13
70/369

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE
WAYNE DUNN, AS PRESIDENT, TO EXECUTE AN
AGREEMENT FOR THE ANNUAL FISCAL YEAR AUDIT.

ORDER


On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by Stephen Gainer, and made unanimous by Wayne Dunn, did hereby AUTHORIZE Wayne Dunn, in his official capacity as President and on behalf of the County Commission, to EXECUTE an Agreement for the Auditing of County Funds for fiscal year 2012/2013. Said Agreement is with the West Virginia State Auditor at a rate of forty-three thousand six hundred thirty dollars and zero cents (\$43,630.00).


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

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


Wayne Dunn, President


Stephen Gainer, Commissioner


David Blair Couch, Commissioner

M/2542



10/17/13
70/369

State of West Virginia

Glen B. Gainer III

**State Auditor and
Chief Inspector**

Office of the State Auditor
Chief Inspector Division
1900 Kanawha Boulevard, East
State Capitol, Building 1, Suite W-100
Charleston, West Virginia 25305

Toll Free: (877) 982-9148
Telephone: (304) 558-2540
Fax: (304) 205-6033
www.wvsao.gov

October 3, 2013

Mr. Wayne Dunn, President
Wood County Commission
#1 Court Square
Parkersburg, WV 26101

We are pleased to confirm our understanding of the services we are to provide the Wood County Commission for the fiscal year ended June 30, 2013. We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, which collectively comprise the Wood County Commission's basic financial statements, as of and for the year ended June 30, 2013. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Wood County Commission's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Wood County Commission's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's discussion and analysis (if applicable).
2. GASB required supplementary pension information (if applicable).
3. Schedule of funding progress - OPEB (if applicable).

We have also been engaged to report on supplementary information other than RSI that accompanies Wood County Commission's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole

1. Schedule of expenditures of federal awards.
2. Rate covenant compliance (if applicable).
3. Combining statements and supporting schedules (if applicable).

Audit Objectives

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements taken as a whole. The objective also includes reporting on:

- Internal control related to the financial statements and compliance with laws, regulations, and the provisions of contracts or grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.

The reports on internal control and compliance will each include a statement that the report is intended solely for the information and use of management, the body or individuals charged with governance, others within the entity, specific legislative or regulatory bodies, federal awarding agencies, and if applicable, pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of OMB Circular A-133, and will include tests of accounting records, a determination of major program(s) in accordance with OMB Circular A-133, and other procedures we consider necessary to enable us to express such opinions and to render the required reports. If our opinions on the financial statements or the Single Audit compliance opinions are other than unqualified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

Management Responsibilities

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. Management is also responsible for identifying government award programs and understanding and complying with the compliance requirements, and for preparation of the schedule of expenditures of federal awards in accordance with the requirements of OMB Circular A-133. You are responsible for making all management decisions and performing all management functions relating to the financial statements, schedule of expenditures of federal awards, and related notes and for accepting full responsibility for such decisions.

Management is responsible for establishing and maintaining effective internal controls, including internal controls over compliance, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met and that there is reasonable assurance that government programs are administered in compliance with compliance requirements. You are also responsible for the selection and application of accounting principles; for the fair presentation in the financial statements of the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the Wood County Commission and the respective changes in financial position and, where applicable, cash flows in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for ensuring that management and financial information is reliable and properly recorded. Your responsibilities also include identifying significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the government involving: (a) management, (b) employees who have significant roles in internal control and, (c) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements and grants. Additionally, as required by OMB Circular A-133, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. The summary schedule of prior audit findings should be available for our review on October 7, 2013. You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

Audit Procedures – General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from errors, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because an audit is designed to provide reasonable, but not absolute assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about the financial statements and related matters.

Audit Procedures – Internal Controls

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by OMB Circular A-133, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to OMB Circular A-133.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and OMB Circular A-133.

Audit Procedures – Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Wood County Commission's compliance with applicable laws and regulations and the provisions of contracts and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

OMB Circular A-133 requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Circular A-133 Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the Wood County Commission's major programs. The purpose of those procedures will be to express an opinion on the Wood County Commission's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to OMB Circular A-133.

Audit Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. We will provide copies of an original report to the Wood County Commission; however, it is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and a corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits.

The audit documentation for this engagement is the property of the West Virginia State Auditor's Office and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to a federal oversight agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of the West Virginia State Auditor's Office personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies. *Government Auditing Standards* require we provide our most recent external peer review report and any letter of comment and any subsequent peer review reports and letters of comment received during the period of contract. A copy of our most recent external peer review report is available at our website (<http://www.wvsao.gov/ChiefInspector/AdvisoryMemos.aspx>) or can be obtained by contacting our office.

The audit documentation for this engagement will be retained for a minimum of five years after the report release. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Our auditor, Tiffany Hess, has been assigned to conduct your audit and expects to begin the engagement on approximately October 7, 2013. To enable the auditor to work more efficiently, we would appreciate it if you would provide her with suitable office space that is quiet and has access to a telephone. Our fee for these services will be \$43,630 for the audit. There will be an additional charge if any reconstruction work is required. Our invoices for these fees will be rendered periodically as work progresses and are payable on presentation. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during your audit. If significant additional time is necessary, we will discuss it with you and arrive at a new contract price before we incur the additional costs.

We appreciate the opportunity to be of service to the Wood County Commission and believe this letter accurately summarized the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and provide it to the auditor. If the auditor is not available, please return it to us to the attention of Cathy Newhouse.

Very truly yours,




Stuart T. Stickel, CPA
Deputy State Auditor
Chief Inspector's Division
West Virginia State Auditor's Office

RESPONSE:

This letter correctly sets forth the understanding of the Wood County Commission.

By: 

Title: 

Date: October 17, 2013

No.101

10/17/13
70/372

OCTOBER 17, 2013

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE THE
SHERIFF'S DEPARTMENT TO ENTER INTO A CONTRACT FOR
A PORT SECURITY GRANT.


ORDER

On this date, the County Commission of Wood County, upon a motion made by Stephen Gainer, seconded by David Blair Couch, and made unanimous by Wayne Dunn, did hereby AUTHORIZE the Wood County Sheriff's Office to enter into a contract for a Port Security Grant. Said grant is in the amount of two hundred seventy-three thousand dollars and zero cents (\$273,000.00).

Information relating to the Port Security Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


Wayne Dunn, President


Stephen Gainer, Commissioner


David Blair Couch, Commissioner

M/2553

10/17/13
70/369

OCTOBER 17, 2013

EXECUTIVE SESSION OF THE WOOD COUNTY COMMISSION

This 17th day of October, 2013, at 10:32 o'clock A.M., in Room 203, of the Wood County Courthouse, Parkersburg, West Virginia, upon motion of David Blair Couch, seconded by Wayne Dunn and made unanimous by Stephen Gainer, County Commissioners, upon prior adjournment of the regular session, convened in EXECUTIVE SESSION upon authority granted by the West Virginia Code, Chapter 6, Article 9A, Sections 4, as amended:

WHEREUPON, the said Stephen Gainer, one of the Commissioners, Wayne Dunn, President of said Commission, and David Blair Couch, Commissioner met with Marty Seufer, County Administrator, and Prosecuting Attorney, Jason Wharton,

All those present proceeded to discuss the matter for which the said EXECUTIVE SESSION was had, being covered by the West Virginia Code Chapter 6, Article 9A-4 of 1931, section (2a).


The Commission having concluded said discussion, the said EXECUTIVE SESSION adjourned at 10:35 o'clock A.M.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


Wayne Dunn, President


Stephen Gainer, Commissioner


David Blair Couch, Commissioner

M/2543

OCTOBER 17, 2013

10/17/13
72/369

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE WAYNE DUNN, AS PRESIDENT, TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F13-HS-03-410. SAID REQUEST IS IN THE AMOUNT OF \$5,809.34

ORDER


On this date, the County Commission of Wood County, upon a motion made by Stephen Gainer, seconded by David Blair Couch and made unanimous by Wayne Dunn, did hereby AUTHORIZE Wayne Dunn, in his official capacity as President and on behalf of the County Commission, to sign the Request for Reimbursement in regard to the Governor's Highway Safety Program Grant Number F13-HS-03-410. The Request for Reimbursement is in the amount of five thousand eight hundred nine dollars and thirty-four cents (\$5,809.34) for the month of September, 2013. The Request for Reimbursement form, the Project Financial Report, time sheets for the Wood County Sheriff's Department, the Ravenswood Police Department, the Jackson County Sheriff's Department, the Spencer Police Department, the Pleasants County Sheriff's Department, the West Union Police Department, the Ripley Police Department, the Ritchie County Sheriff's Department, the Parkersburg Police Department, the Doddridge County Sheriff's Department, and the Monthly Progress Report have been submitted.

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

Documentation pertaining to the Governor's Highway Safety Program Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


Wayne Dunn, President


Stephen Gainer, Commissioner


David Blair Couch, Commissioner

GOVERNOR'S HIGHWAY SAFETY PROGRAM

5707 MacCorkle Avenue SE

P. O. Box 17600

Charleston, West Virginia 25317-0010

Telephone: (304) 926-2509

Fax: (304) 926-3880

10/17/13
72/369

REQUEST FOR REIMBURSEMENT


(For GHSP Use Only)	Sub-Grantee:	Wood County Commission
	Address:	One Court Square, Suite 203 Parkersburg, WV 26101
	P. O. Number	MV1203
	Grant Number:	F13-HS-03-410
	FEIN Number:	556 000 417
	Funds are hereby requested to cover expenditures For the period of: 9/1/13 - 9/30/13	

PROJECT CASH EXPENDITURES

Account Number	Amount
9007-2012-0802-099-128	\$5,809.34
TOTAL	\$5,809.34

CERTIFICATION:

I certify that this report represents 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 for inspection at the request of the Governor's Highway Safety Program.

BY: Wayne Dunn, President  10/17/2013
(Typed Name And Title) (Signature) (Date)
(Authorized Official or Grant Financial Officer Only)

GOVERNOR'S HIGHWAY SAFETY PROGRAM USE ONLY

ADMINISTRATIVE APPROVAL

This request is approved for the amount of:

	(Approved)	(Date)

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

(Date)

(Director)

Purchasing/Accounts Payable Use Only

OCTOBER 17, 2013

10/17/13
70/369

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE WAYNE DUNN, AS PRESIDENT, TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F13-HS-03-402. SAID REQUEST IS IN THE AMOUNT OF \$6,937.88

ORDER


On this date, the County Commission of Wood County, upon a motion made by Stephen Gainer, seconded by David Blair Couch and made unanimous by Wayne Dunn, did hereby AUTHORIZE Wayne Dunn, in his official capacity as President and on behalf of the County Commission, to sign the Request for Reimbursement in regard to the Governor's Highway Safety Program Grant Number F13-HS-03-402. The Request for Reimbursement is in the amount of six thousand nine hundred thirty-seven dollars and eighty-eight cents (\$6,937.88) for the month of September, 2013. The Request for Reimbursement form, the Project Financial Report, time sheets for the Pleasants County Sheriff's Department, the Wood County Sheriff's Department, the Doddridge County Sheriff's Department, the Williamstown Police Department, the Ritchie County Sheriff's Department, the Parkersburg Police Department, and the Monthly Progress Report have been submitted.

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

Documentation pertaining to the Governor's Highway Safety Program Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


Wayne Dunn, President


Stephen Gainer, Commissioner


David Blair Couch, Commissioner

GOVERNOR'S HIGHWAY SAFETY PROGRAM

5707 MacCorkle Avenue SE

P. O. Box 17600

Charleston, West Virginia 25317-0010

Telephone: (304) 926-2509

Fax: (304) 926-3880

10/17/13

70/369

REQUEST FOR REIMBURSEMENT	
(For GHSP Use Only)	Sub-Grantee: Wood County Commission
	Address: One Court Square, Suite 203 Parkersburg, WV 26101
	P. O. Number MV1203
	Grant Number: F13-HS-03-402
	FEIN Number: 556 000 417
	Funds are hereby requested to cover expenditures
	For the period of: 9/1/13 - 9/30/13

PROJECT CASH EXPENDITURES

Account Number	Amount
9007-2012-0802-099-128	\$6,937.88
TOTAL	\$6,937.88

CERTIFICATION:

I certify that this report represents 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 for inspection at the request of the Governor's Highway Safety Program.

BY: Wayne Dunn, President 10/17/2013
(Typed Name And Title) (Signature) (Date)
(Authorized Official or Grant Financial Officer Only)

GOVERNOR'S HIGHWAY SAFETY PROGRAM USE ONLY		
ADMINISTRATIVE APPROVAL		
This request is approved for the amount of:		
	(Approved)	(Date)
Pursuant to the authority vested in me, I certify that this request is correct and proper for payment.		
(Date)	(Director)	
Purchasing/Accounts Payable Use Only		

OCTOBER 17, 2013

10/17/13
70/370

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE WAYNE DUNN, AS PRESIDENT, TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F13-HS-03-406. SAID REQUEST IS IN THE AMOUNT OF \$1,507.03

ORDER


On this date, the County Commission of Wood County, upon a motion made by Stephen Gainer, seconded by David Blair Couch and made unanimous by Wayne Dunn, did hereby AUTHORIZE Wayne Dunn, in his official capacity as President and on behalf of the County Commission, to sign the Request for Reimbursement in regard to the Governor's Highway Safety Program Grant Number F13-HS-03-406. The Request for Reimbursement is in the amount of one thousand five hundred seven dollars and three cents (\$1,507.03) for the month of September, 2013. The Request for Reimbursement form, the Project Financial Report, time sheets for the Jackson County Sheriff's Department, the Parkersburg Police Department, the Harrisville Police Department, and the Monthly Progress Report have been submitted.

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


Documentation pertaining to the Governor's Highway Safety Program Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


Wayne Dunn, President


Stephen Gainer, Commissioner


David Blair Couch, Commissioner

GOVERNOR'S HIGHWAY SAFETY PROGRAM

5707 MacCorkle Avenue SE

P. O. Box 17600

Charleston, West Virginia 25317-0010

Telephone: (304) 926-2509

Fax: (304) 926-3880

10/17/13
28/370

REQUEST FOR REIMBURSEMENT

(For GHSP Use Only)	Sub-Grantee:	Wood County Commission
	Address:	One Court Square, Suite 203 Parkersburg, WV 26101
	P. O. Number	MV1203
	Grant Number:	F13-HS-03-406
	FEIN Number:	556 000 417
	Funds are hereby requested to cover expenditures	
	For the period of:	9/1/13 - 9/30/13

PROJECT CASH EXPENDITURES

Account Number	Amount
9007-2012-0802-099-128	\$1,507.03
TOTAL	\$1,507.03

CERTIFICATION:

I certify that this report represents 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 for inspection at the request of the Governor's Highway Safety Program.

BY: Wayne Dunn, President, Wood Cty. Comm. 10/17/2013
(Typed Name And Title) (Signature) (Date)
(Authorized Official or Grant Financial Officer Only)

GOVERNOR'S HIGHWAY SAFETY PROGRAM USE ONLY

ADMINISTRATIVE APPROVAL

This request is approved for the amount of:

	(Approved)	(Date)

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

(Date)

(Director)

Purchasing/Accounts Payable Use Only

OCTOBER 17, 2013

10/17/13
70/378

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE WAYNE DUNN, AS PRESIDENT, TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F13-HS-03-2011. SAID REQUEST IS IN THE AMOUNT OF \$2,183.00.

ORDER

On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by Stephen Gainer and made unanimous by Wayne Dunn, did hereby AUTHORIZE Wayne Dunn, in his official capacity as President and on behalf of the County Commission, to sign the Request for Reimbursement in regard to the Governor's Highway Safety Program Grant Number F13-HS-03-2011. The Request for Reimbursement is in the amount of two thousand one hundred eighty-three dollars and zero cents (\$2,183.00) for the month of September, 2013. The Request for Reimbursement Form, the Project Financial Report, and the Monthly Progress Report have been submitted.

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

Documentation pertaining to the Governor's Highway Safety Program Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


Wayne Dunn, President


Stephen Gainer, Commissioner


David Blair Couch, Commissioner

GOVERNOR'S HIGHWAY SAFETY PROGRAM

5707 MacCorkle Avenue SE

P. O. Box 17600

Charleston, West Virginia 25317-0010

COPY

Telephone: (304) 926-2509

Fax: (304) 926-3880

10/17/13
72/378

REQUEST FOR REIMBURSEMENT

(For GHSP Use Only)	Sub-Grantee: Wood County Commission Address: One Court Square, Suite 203 Parkersburg, WV 26101 P. O. Number: MV1203 Grant Number: F13-HS-2011 FEIN Number: 556 000 417 Funds are hereby requested to cover expenditures For the period of: 9/1/13 - 9/30/13
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PROJECT CASH EXPENDITURES

Account Number	Amount
9007-2012-0802-099-128	\$2,183.00
TOTAL	\$2,183.00

CERTIFICATION:

I certify that this report represents 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 for inspection at the request of the Governor's Highway Safety Program.

BY: Wayne Dunn, President, Wood Cty. Comm. 10/17/2013
(Typed Name And Title) (Signature) (Date)
(Authorized Official or Grant Financial Officer Only)

GOVERNOR'S HIGHWAY SAFETY PROGRAM USE ONLY

ADMINISTRATIVE APPROVAL

This request is approved for the amount of:
(Approved) (Date)

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

(Date)

(Director)

Purchasing/Accounts Payable Use Only

OCTOBER 17, 2013

10/17/13
72/370

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE WAYNE DUNN TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE VICTIMS OF CRIME ASSISTANCE GRANT NUMBER 13-VA-036. SAID REQUEST IS IN THE AMOUNT OF \$2,414.30

ORDER

On this date, the County Commission of Wood County, upon a motion made by Stephen Gainer, seconded by David Blair Couch and made unanimous by Wayne Dunn, did hereby AUTHORIZE Wayne Dunn, on behalf of the County Commission, to sign the Request for Reimbursement in regard to the Victims of Crime Assistance Grant Number 13-VA-036. The Request for Reimbursement is in the amount of two thousand four hundred fourteen dollars and thirty cents (\$2,414.30) for the month of September, 2013. Along with the Request for Reimbursement Form; a Financial Recap Page; Project Financial Report; Daily Time Sheets for the Victims Advocates, Tiffany Kiger; Time Sheets for the Assistant Victim Advocate, Monthly Progress Reports and the Monthly Statistical Report have been submitted.

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

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

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


Wayne Dunn, President


Stephen Gainer, Commissioner


David Blair Couch, Commissioner

WEST VIRGINIA Division of Criminal Justice Services	Request for Reimbursement	10/17/13 70370
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RECEIVED (For DCJS Use Only)	Subgrantee: Wood County Commission
	Address: One Court Square, Suite 203 Parkersburg, WV 26101
	Project #: 13-VA-036
	FEIN#: 556 000 417
	Funds are hereby requested to cover expenditures FROM: 9/1/13 TO: 9/30/13

PROJECT CASH EXPENDITURES

CATEGORY	AMOUNT
Personnel/Contractual	\$2,414.30
Travel/Training	
Space	
Other	
TOTAL	\$2,414.30

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: Wayne Dunn, President, Wood County Commission
TYPED NAME & TITLE

 10/17/13
SIGNATURE DATE

(Authorized Official or Grant Financial Officer ONLY)

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

10/17/13
70/370

OCTOBER 17, 2013

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION AUTHORIZED WAYNE DUNN, AS PRESIDENT, TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE COMMUNITY CORRECTIONS GRANT NUMBER 14-CC-09. SAID REQUEST IS IN THE AMOUNT OF \$37,463.13

ORDER


On this date, the County Commission of Wood County, upon a motion made by Stephen Gainer, seconded by David Blair Couch and made unanimous by Wayne Dunn, did hereby AUTHORIZE Wayne Dunn, 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 14-CC-09. Reimbursement is in the amount of thirty-seven thousand four hundred sixty-three dollars and thirteen cents (\$37,463.13) for the month of September, 2013. 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


Wayne Dunn, President


Stephen Gainer, Commissioner


David Blair Couch, Commissioner

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

10/17/13
70/370

RECEIVED (For DCJS Use Only)	Subgrantee: Wood County Commission
	Address: One Court Square, Suite 203 Parkersburg, WV 26101
	Project #: 14-CC-09
	FEIN#: 556 000 417
	Funds are hereby requested to cover expenditures
	FROM: 9/1/13 TO: 9/30/13

PROJECT CASH EXPENDITURES


CATEGORY	AMOUNT
Personnel/Contractual	\$37,463.13
Travel/Training	-0-
Space	-0-
Other	-0-
Equipment	-0-
TOTAL	\$37,463.13

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: Wayne Dunn, President, Wood County Commission
 TYPED NAME & TITLE


 SIGNATURE

10/17/13
DATE

(Authorized Official or Grant Financial Officer ONLY)

DCJS USE ONLY	
<p>ADMINISTRATIVE APPROVAL:</p> <p>This request is approved in the amount of \$ _____ Initials Date</p> <p>Pursuant to the authority vested in me, I certify that this request is correct and proper for payment.</p> <p>_____ Date Program Accountant</p>	

10/17/13
70/371

OCTOBER 17, 2013

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE WAYNE DUNN, AS PRESIDENT, TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO JUSTICE ASSISTANCE GRANT NUMBER 13-JAG-28. SAID REQUEST IS IN THE AMOUNT OF \$2,222.22

ORDER

On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by Stephen Gainer and made unanimous by Wayne Dunn, did hereby AUTHORIZE Wayne Dunn, in his official capacity as President and on behalf of the County Commission, to sign the Request for Reimbursement in regard to the Justice Assistance Grant Number 13-JAG-28. The Request for Reimbursement is in the amount of two thousand two hundred twenty-two dollars and twenty-two cents (\$2,222.22) for the month of September, 2013. The Request for Reimbursement form, the Financial Recap Report, the Project Financial Report, the time sheets for Deputy Leland Jefferson, the Grant Progress Report and PRO Monthly Reporting Form have been submitted.

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

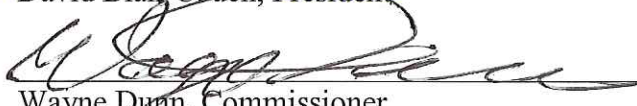
Documentation pertaining to the Justice Assistance Grant is on file in the Office of the County Administrator

APPROVED:

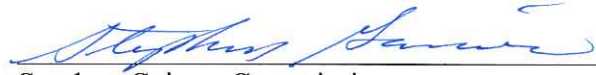
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Stephen Gainer, Commissioner

M/2550

WEST VIRGINIA Division of Justice and Community Services	Request for Reimbursement
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10/17/13
70/37/

RECEIVED (For DJCS Use Only)	Subgrantee: Wood County Commission
	Address: One Court Square, Suite 203 Parkersburg, WV 26101
	Project #: 13-JAG-28
	FEIN#: 556 000 417
	Funds are hereby requested to cover expenditures FROM: 9/1/13 TO: 9/30/13

PROJECT CASH EXPENDITURES

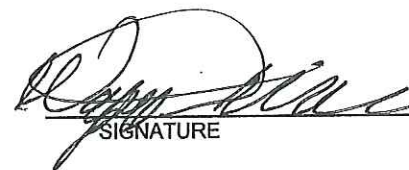
Account #	Amount
13-JAG-28	\$2,222.22
TOTAL	\$2,222.22

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: Wayne Dunn, President _____
TYPED NAME & TITLE


SIGNATURE

10/17/13
DATE

(Authorized Official or Grant Financial Officer ONLY)

DJCS USE ONLY	
<p>ADMINISTRATIVE APPROVAL:</p> <p>This request is approved in the amount of \$ _____ <div style="display: flex; justify-content: space-around; width: 100%;"> Initials Date </div> </p> <p>Pursuant to the authority vested in me, I certify that this request is correct and proper for payment.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; border-top: 1px solid black; text-align: center;">Date</div> <div style="width: 45%; border-top: 1px solid black; text-align: center;">Program Accountant</div> </div>	

OCTOBER 17, 2013

10/17/13
70/37/

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE WAYNE DUNN, AS PRESIDENT, TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F13-HS-03-154. SAID REQUEST IS IN THE AMOUNT OF \$69,385.22

ORDER

On this date, the County Commission of Wood County, upon a motion made by Stephen Gainer, seconded by David Blair Couch and made unanimous by Wayne Dunn, did hereby AUTHORIZE Wayne Dunn, in his official capacity as President and on behalf of the County Commission, to sign the Request for Reimbursement in regard to the Governor's Highway Safety Program Grant Number F13-HS-03-154. The Request for Reimbursement is in the amount of sixty-nine thousand three hundred eighty-five dollars and twenty-two cents (\$69,385.22) for the month of September, 2013. The Request for Reimbursement form, the Project Financial Report, time sheets for the Wood County Sheriff's Department, the Parkersburg Police Department, the Williamstown Police Department, and the Monthly Progress Report have been submitted.

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

Documentation pertaining to the Governor's Highway Safety Program Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



Wayne Dunn, President



Stephen Gainer, Commissioner



David Blair Couch, Commissioner

GOVERNOR'S HIGHWAY SAFETY PROGRAM

5707 MacCorkle Avenue SE

P. O. Box 17600

Charleston, West Virginia 25317-0010

Telephone: (304) 926-2509

Fax: (304) 926-3880

10/17/13

70/371

REQUEST FOR REIMBURSEMENT

(For GHSP Use Only)	Sub-Grantee:	Wood County Commission
	Address:	One Court Square, Suite 203 Parkersburg, WV 26101
	P. O. Number	MV1203
	Grant Number:	F13-HS-03-154
	FEIN Number:	556 000 417
	Funds are hereby requested to cover expenditures	
	For the period of: 9/1/13 - 9/30/13	

PROJECT CASH EXPENDITURES

Account Number	Amount
9007-2012-0802-099-128	\$69,385.22
TOTAL	\$ 69,385.22

CERTIFICATION:

I certify that this report represents 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 for inspection at the request of the Governor's Highway Safety Program.

BY:

Wayne Dunn, President

10/17/2013

(Typed Name And Title)

(Signature)

(Date)

(Authorized Official or Grant Financial Officer Only)

GOVERNOR'S HIGHWAY SAFETY PROGRAM USE ONLY

ADMINISTRATIVE APPROVAL

This request is approved for the amount of:

	(Approved)	(Date)

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

(Date)

(Director)

Purchasing/Accounts Payable Use Only

OCTOBER 17, 2013

10/17/13
70/371

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE WAYNE DUNN, AS PRESIDENT, TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F13-HS-03-408. SAID REQUEST IS IN THE AMOUNT OF \$18,998.75.

ORDER

On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by Stephen Gainer and made unanimous by Wayne Dunn, did hereby AUTHORIZE Wayne Dunn, in his official capacity as President and on behalf of the County Commission, to sign the Request for Reimbursement in regard to the Governor's Highway Safety Program Grant Number F13-HS-03-408. The Request for Reimbursement is in the amount of eighteen thousand nine hundred ninety-eight dollars and seventy-five cents (\$18,998.75) for the month of August, 2013. The Request for Reimbursement Form, the Project Financial Report, and the Monthly Progress Report have been submitted.

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

Documentation pertaining to the Governor's Highway Safety Program Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


Wayne Dunn, President


Stephen Gainer, Commissioner


David Blair Couch, Commissioner

GOVERNOR'S HIGHWAY SAFETY PROGRAM

5707 MacCorkle Avenue SE

P. O. Box 17600

Charleston, West Virginia 25317-0010

Telephone: (304) 926-2509

Fax: (304) 926-3880

10/17/13

70/371

REQUEST FOR REIMBURSEMENT

(For GHSP Use Only)	Sub-Grantee: Wood County Commission Address: One Court Square, Suite 203 Parkersburg, WV 26101 P. O. Number: MV1203 Grant Number: F13HS-03-408 FEIN Number: 556 000 417 Funds are hereby requested to cover expenditures For the period of: 8/1/13 - 8/31/13
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PROJECT CASH EXPENDITURES

Account Number	Amount
9007-2012-0802-099-128	\$18,998.75
TOTAL	\$18,998.75

CERTIFICATION:

I certify that this report represents 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 for inspection at the request of the Governor's Highway Safety Program.

BY: Wayne Dunn, President, Wood Cty, Comm. 10/17/2013
(Typed Name And Title) (Signature) (Date)
(Authorized Official or Grant Financial Officer Only)

GOVERNOR'S HIGHWAY SAFETY PROGRAM USE ONLY

ADMINISTRATIVE APPROVAL

This request is approved for the amount of:
(Approved) (Date)

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

(Date)

(Director)

Purchasing/Accounts Payable Use Only

10/17/13
70/307

OCTOBER 17, 2013

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION PLACED WILL CRICHTON AND
MARTHA LAMP IN NOMINATION TO THE WOOD COUNTY
ALTERNATIVE TRANSPORTATION SYSTEM COUNCIL.

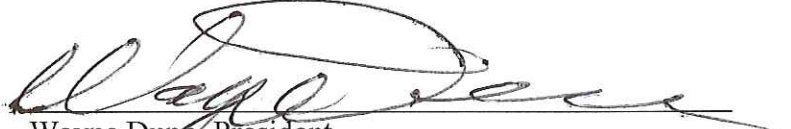
ORDER

The County Commission of Wood County, upon a motion made by Wayne Dunn, seconded by David Blair Couch, and made unanimous by Stephen Gainer, placed Will Crichton and Martha Lamp in nomination to the Wood County Alternative Transportation System Council. Mr. Crichton and Ms. Lamp would be representing the business community. Said nominations are pursuant to an Order appearing in Order Book 51, at Page 433 and bearing the date of April 1, 1991, dealing with the procedure policy for appointments to Boards and Authorities.

The terms will be for two (2) years and will expire July 15, 2015.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


Wayne Dunn, President


Stephen Gainer, Commissioner


David Blair Couch, Commissioner

A/1189

OCTOBER 17, 2013

10/17/13
70/367

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION APPOINTED TIM ROBERTS TO
THE NEWLY CREATED WOOD COUNTY ALTERNATIVE
TRANSPORTATION SYSTEM COUNCIL.

ORDER

The County Commission of Wood County, upon a motion made by Wayne Dunn, seconded by David Blair Couch and made unanimous by Stephen Gainer, did hereby appoint Tim Roberts, representing the City of Vienna, to the newly created Wood County Alternative Transportation System Council. Said appointment is pursuant to an Order appearing in Order Book 51, at Page 433 and bearing the date of April 1, 1991, dealing with the procedure policy for appointments to Boards and Authorities.

Mr. Roberts' term will expire July 15, 2015.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



Wayne Dunn, President



Stephen Gainer, Commissioner



David Blair Couch, Commissioner

A/1190

CASSTO & HF

qualification JAMES HOMER CONLEY, who was named to qualify as EXECUTOR, without bond, of said Will.

It appearing to this Commission that JAMES HOMER CONLEY, be and he is hereby qualified as such EXECUTOR, and entered upon the discharge of said trust, without bond, as provided by said Will.

Letters testamentary are hereby granted the said JAMES HOMER CONLEY, upon the Estate of THELMA L. WHARTON, deceased, in due form.

In accordance with Chapter 44, Article 1, Section 14 of the West Virginia Code, of 1931, as amended, effective July 9, 1993, the Personal Representative, after first being duly sworn, shall make a true and accurate appraisalment of the Estate of THELMA L. WHARTON, deceased, both real and personal, and will make their return thereof as required by law.

No reference is made to a Fiduciary Commissioner, for settlement, in this Estate.

There appearing no further business to claim the attention of this Commission, it is hereby ordered that this Commission, do now adjourn to meet in Regular Session, Thursday, October 17, 2013, at 9:00 o'clock A. M.

President

THURSDAY, OCTOBER 17, 2013
THIRD DAY

OCTOBER TERM

OCTOBER 2013

At a Regular Session of the County Commission, continued and held for the County of Wood, at the Courthouse thereof, Thursday, October 17, 2013, Present, Wayne Dunn, President of said Commission, and Stephen Gainer and David Blair Couch, Commissioners.

The orders and proceedings of the previous session of this Commission, held on Monday, October 7, 2013, were read before the County Commission, approved and ordered signed.

IN RE: ESTATE OF CHARLES EDWARD BELL, DECEASED. (HEARING CONTINUED UNTIL NOVEMBER 21, 2013-ADMINISTRATOR IS TO FILE AND RECORD SUPPLEMENTAL APPRAISEMENT BY NOVEMBER 20, 2013)

This day came TONDA DOOLEY, heir to the estate of CHARLE EDWARD BELL, deceased, in regard to a hearing held Thursday, October 17, 2013, at 9:30 o'clock A. M., before the County Commission, to compel ROBERT L. MILLER, ADMINISTRATOR of the Estate of CHARLES EDWARD BELL, deceased, to file a supplemental appraisalment. The County Commission, after reviewing the appraisalment and inventory that had been recorded, and hearing the testimony of the heirs and reviewing the list of assets that had not been listed, the County Commission instructed ROBERT L. MILLER, ADMINISTRATOR to review the list that was presented and file and record a supplemental appraisalment.

Upon the motion of the County Commission said hearing was adjourned to be continued until Thursday, November 21, 2013, at 10:00 o'clock A. M.

There appearing no further business to claim the attention of this Commission, it is hereby ordered that this Commission, do now adjourn to meet in Regular Session, Monday, October 21, 2013, at 9:00 o'clock A. M.

President

Wood County Commission

10/17/13
70/368

Erroneous Assessment Application

Tax Type: **Real Estate**

Description

SPRING ST 50X128 LOT

Tax Ticket: **17065**

Tax Year: **2012**

Upon the application of **DRENNEN RONALD G** whose address is **502 1/2 KANAWHA ST PARKERSBURG, WV 26101**- aggrieved by an erroneous assessment in **PARKERSBURG District (05) Map 69 Parcel 01510000**, in the County of Wood, for the **2012** tax year.

The County Commission therefore, orders that the said applicant be and hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed in and for the **2012** tax year.


If the taxes have been paid the Sheriff shall refund the same to them; or if more than a year from the time the property books were delivered to the Sheriff for the the affected tax year, the Sheriff shall allow a credit on future taxes payable.

Property was owned by Urban Renewal of the City of Parkersburg and should be tax exempt for 2012 tax year. Property was purchased by Jeffrey & Jeanne Feathers and will be taxable for 2013 year. See attachment.

All of which is ordered to be certified to the Auditor of the State of West Virginia and the Sheriff of WOOD County

Date	Transaction Type	Class	Amount	Tax Rate	Tax Class	Net Value
07/01/2012	BILLING	2	200.08	1.456160	2	13,740
10/15/2013	PENDING EXONERATION	2	-200.08	1.456160	2	0
			Adjusted Net Taxes			Adjusted Net Value
			0.00			13,740

Map 69 Parcel 01510000


Taxpayer


Prosecutor


Assessor


Commissioner


County Commission President


Commissioner

At a regular session of the County Commission of Wood County, West Virginia, held at the Courthouse of said County, The County Commission did approve this exoneration on **OCTOBER 17, 2013.**

Check Register

Company Name Wood County Commission

Page 8 of 8

Run Date 10/10/2013 2:36:06PM

Yes

Check No. Type Check Date

Employee Id

Employee Name

Total Net Pay

Amount
205,247.77

10/10/2013

<u>State</u>	<u>State Gross</u>	<u>State W/H</u>
OH	<u>11,975.05</u>	<u>267.12</u>
WV	<u>285,037.40</u>	<u>12,262.36</u>
Grand Total:	<u>297,012.45</u>	<u>12,529.48</u>

Check Register

Company Name Wood County Commission

Page 2 of 2

Run Date 09/27/2013 9:22:32AM

Yes

<u>No</u>	<u>Type</u>	<u>Check Date</u>	<u>Employee Id</u>	<u>Employee Name</u>	<u>Total Net Pay</u>	<u>Amount</u>
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-381.12

09/27/2013

<u>State</u>	<u>State Gross</u>	<u>State W/H</u>
WV	-521.00	-20.84
Grand Total:	-521.00	-20.84

Check Register

Company Name Wood County Commission

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Run Date 10/10/2013 2:36:42PM

Yes

Check No Type Check Date Employee Id Employee Name Amount
Total Net Pay 205,247.77

10/10/2013

<u>State</u>	<u>State Gross</u>	<u>State W/H</u>
OH	<u>11,975.05</u>	<u>267.12</u>
WV	<u>285,037.40</u>	<u>12,262.36</u>
Grand Total:	<u>297,012.45</u>	<u>12,529.48</u>

10/17/13
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STATE OF WEST VIRGINIA
COUNTY OF WOOD

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TO -WIT:

I, Brenda Ball, do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of West Virginia, and that I will faithfully and impartially discharge the duties of the office of Receptionist/Clerk for Wood County Home Confinement in and for Wood County, West Virginia, to the best of my skill and judgment, during my continuance in the same; SO HELP ME GOD.

Brenda Ball

Subscribed and sworn to, before County Commission of Wood County, West Virginia, this 17th day of October, 2013.

[Signature]
County Commission of Wood County

10/17/13
70368

STATE OF WEST VIRGINIA
COUNTY OF WOOD } TO -WIT:

I, Linda Leach, do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of West Virginia, and that I will faithfully and impartially discharge the duties of the office of Reserve Deputy for the Wood County Sheriff's Department in and for Wood County, West Virginia, to the best of my skill and judgment, during my continuance in the same; SO HELP ME GOD.

Linda Leach

Subscribed and sworn to, before County Commission of Wood County, West Virginia, this 17th day of October, 2013.

[Signature]
County Commission of Wood County

10/17/13
70368

STATE OF WEST VIRGINIA
COUNTY OF WOOD } TO -WIT:

I, Judith Robinson, do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of West Virginia, and that I will faithfully and impartially discharge the duties of the office of Reserve Deputy for the Wood County Sheriff's Department in and for Wood County, West Virginia, to the best of my skill and judgment, during my continuance in the same; SO HELP ME GOD.

Judith Ann Robinson

Subscribed and sworn to, before County Commission of Wood County, West Virginia, this 17th day of October, 2013.

Wayne
County Commission of Wood County

10/17/13

70/368

STATE OF WEST VIRGINIA
COUNTY OF WOOD


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TO -WIT:

I, Tracy Higgins, do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of West Virginia, and that I will faithfully and impartially discharge the duties of the office of the Wood County Alternative Transportation System Council in and for Wood County, West Virginia, to the best of my skill and judgment, during my continuance in the same; SO HELP ME GOD.



17th Subscribed and sworn to, before County Commission of Wood County, West Virginia, this October day of October, 2013.



County Commission of Wood County

STATE OF WEST VIRGINIA
COUNTY OF WOOD


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TO -WIT:

I, Marty Seufer, do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of West Virginia, and that I will faithfully and impartially discharge the duties of the office of the Wood County Alternative Transportation System Council in and for Wood County, West Virginia, to the best of my skill and judgment, during my continuance in the same; SO HELP ME GOD.



Subscribed and sworn to, before County Commission of Wood County, West Virginia, this 17th day of OCT, 2013.



County Commission of Wood County

10/17/13
70368

STATE OF WEST VIRGINIA
COUNTY OF WOOD

} TO -WIT:

I, Lloyd Roberts, do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of West Virginia, and that I will faithfully and impartially discharge the duties of the office of the Wood County Alternative Transportation System Council in and for Wood County, West Virginia, to the best of my skill and judgment, during my continuance in the same; SO HELP ME GOD.

Lloyd Roberts

Subscribed and sworn to, before County Commission of Wood County, West Virginia, this 15th day of October, 2013.

[Signature]
County Commission of Wood County