

Morgan County Commission
Meeting Minutes
August 2, 2012

Members present: Stacy Dugan, Bradley Close, Brenda Hutchinson

The meeting was opened by Cathy Payne, Chief Deputy County Clerk, at 9:30 a.m.

Also present: Jody McClintock, County Administrator, Alma Gorse, County Planner, David McDonald, IT Department, Joshua Clark, Morgan Messenger, Kevin Sites, Bob Ford, Joe Mogus, Steve Hutchinson, Janice Clingerman, Ron Clingerman, Glorious Sagle, Phil Spriggs, Jean Aarons, Tricia Strader, The Journal, Megan Scott, Kristen Willard, Barb Wolfe, Jean Mozier, Vince Shambaugh, Sheriff

ADMINISTRATION ITEMS:

Meeting Minutes

July 19, 2012 Meeting Minutes

Commissioner Hutchinson stated that she had made a few grammatical changes to the minutes.

On a Brad Close/Brenda Hutchinson motion, the Morgan County Commission unanimously approved the July 19, 2012 meeting minutes as amended.

Carol, York, Grants Administrator:

Ms. York approached the Commission to discuss and seek approval for various grant applications. She stated that the Community Participation Grant Program application for the Morgan County Deputy Reserve Program for \$2,000 went towards the purchase of Alert Beacon Kits and Raincoats for the Reserve Deputies. An additional grant, the Governor's Community Participation Grant Program, \$2,000 dollars in funding went towards the Morgan County Sheriff's Office Reserve Deputy Program for equipment, and an additional \$2,500 went towards marketing activities for county businesses, the Berkeley Springs and Paw Paw Business Parks and other projects as funds permit.

WV Brownfields FOCUS Plus Grant Application & MOU:

Ms. York stated that the Brownfield grant is for site design, planning and engineering purposes only. The grant amount is for \$12,000.00.

On a Brad Close/Brenda Hutchinson motion, the Morgan County Commission signed a Resolution authorizing its President, Stacy Dugan, as the official representative for the Commission in the administration of the 2013 FOCUS WV Brownfields FOCUS Plus Grant Program. Motion carried.

Purdue Pharma Asset Forfeiture Funds Incident Based Reporting Grant:

Ms. York, along with Tim Harthun, Chief of Paw Paw Police Department., discussed the revised budgets for the Purdue Pharma Asset Forfeiture Funds Incident Based Reporting grant for \$20,000 and the Purdue Pharma Asset Forfeiture Funds

Prescription Drug Investigations/Interventions grant for \$40,000. The budgets for these grants have been scaled back significantly therefore lowering the required county match amount. The Commission previously agreed to a \$5,200.00 match for the IBR grant and a \$10,623 match for the PDI grant. The grant funding initially was for the purchase of mobile laptops. Mr. Harthun stated that they could still use the funding for this purpose, just reduce the number of laptops to be purchased.

Commissioner Close stated that he understood that the purchasing of vehicle cameras was a priority for the Sheriff and would like to discuss that further prior to committing to what the funds will be used for. The Commission did agree to move forward with the resolution.

On a Brad Close/Brenda Hutchinson motion, the Morgan County Commission signed a Resolution authorizing its President, Stacy Dugan, to act on its behalf pursuant to the provisions of the Purdue Pharma Asset Forfeiture Funds Incident Based Reporting Grant Program for \$40,000. Motion carried.

The Commission will speak with Sheriff Shambaugh regarding what the funds are to be used for.

DJCS Enforcing Underage Drinking Laws Program Grant and Memorandum of Understanding:

Ms. York along with Kris Willard and Megan Scott, both representing the Morgan County Partnership, requested support from the Commission for the DJCS Enforcing Underage Drinking Laws Program Grants and the Memorandum of Understanding between the County Commission and the Morgan County Partnership, utilizing the County Commission as the fiscal agent.

On a Brenda Hutchinson/Brad Close motion, the County Commission authorized its President, Stacy Dugan to sign a Resolution to act on its behalf to enter into a contractual agreement to administer funds pursuant to the provisions of the DJCS Enforcing Underage Drinking Laws Program Grant for \$8,650; the DJCS Enforcing Underage Drinking Laws Program Grant for \$1,325, and to sign the contractual agreement between the Morgan County Partnership and the Morgan County Commission authorizing the County Commission to act as the fiscal agent for the Partnership. Motion carried.

Juvenile Accountability Block Grant for the Teen Court Program and Memorandum of Understanding:

Megan Scott, representing the Morgan County Partnership stated that the Teen Court Program has been working very well and that they have had 48 cases thus far. Ms. York recommended that the Partnership provide the Commission with an update on the progression of all their programs. Commissioner Hutchinson stated that she has watched it grow and agreed that it's a great program.

On a Brenda Hutchinson/Brad Close motion, the Commission authorized its President, Stacy Dugan to sign a Resolution to act on its behalf to enter into a contractual agreement to administer funds pursuant to the provisions of the Juvenile Accountability Block Grant for the Teen Court Program in the amount of \$20,000 and to sign the contractual agreement between the Morgan County Partnership and the Morgan County Commission authorizing the County Commission to act as the fiscal agent for the Partnership; and authorized the Partnership to utilize these funds now. Motion carried.

Carol York stated that all the WV Division of Justice grants now have new guidelines that require additional reporting and training requirements. Time sheets and reports must be submitted by the 20th of each month. She requested the cooperation from the Partnership to meet these guidelines in an effort to not jeopardize future funding opportunities. The DJCS is also requiring training for each of the project directors of the various grants and that they have until October 31, 2012 to meet these requirements.

Juvenile Justice and Delinquency Prevention Grant Program to provide a Prevention Resource Officer (PRO) at Berkeley Springs High School and Memorandum of Understanding

Ms. York stated that the \$20,000 in grant funds goes primarily towards the PRO's salary. The total salary and expense amount for the PRO officer is \$53,970.00. The Morgan County Board of Education funds \$33,970.00 and approximately \$5000 comes out of the Sheriff's budget for gas and miscellaneous expenditures. The Memorandum of Understanding is between the Morgan County Commission, Morgan County Sheriff Department and the Morgan County Board of Education to administer the program.

On a Brad Close/Brenda Hutchinson motion, the Commission authorized its President, Stacy Dugan to sign a Resolution to act on its behalf to enter into a contractual agreement to administer funds pursuant to the provisions of the Juvenile Justice and Delinquency Prevention Grant program to provide a Prevention Resource Officer (PRO) at Berkeley Springs High School and to sign the Memorandum of Understanding between the Morgan County Commission, Morgan County Sheriff's Department and the Morgan County Board of Education to administer the program, based on the Morgan County Board of Education approval. Motion carried.

Purdue Pharma Asset Forfeiture Funds Prescription Drug Investigations/Interventions Grant Program:

Ms. York requested that the County Commission move forward with endorsing the contractual agreement, and she will meet with the Morgan County Sheriff at a later time to resolve what equipment will be purchased.

On a Brad Close/Brenda Hutchinson motion, the Morgan County Commission authorized its President, Stacy Dugan, to sign a Resolution to act on its behalf to

enter into a contractual agreement to administer funds pursuant to the provisions of the Purdue Pharma Asset Forfeiture Funds Prescription Drug Investigations/Interventions Grant Program for \$20,000, minus matching funding approval. Motion carried.

AGENDA ITEMS:

Dave McDonald, Morgan County Information Technology – Demonstration of Maintenance Ticket database

Dave McDonald approached the Commission to demonstrate a new maintenance ticket database program that he created that will aide in monitoring maintenance work performed on county buildings. This program includes staff information, facility information, maintenance performed on the buildings and at what cost. The County Administrator will be utilizing the program initially, but the ultimate goal is to have the tenants from each of the buildings entering in their own tickets. Then once the County Administrator approves the work to be performed, the maintenance personnel can perform the task and enter the remaining information. The program also tracks the status of the tickets.

Commissioner Dugan stated that a county policy will need to be established to clarify usage of the program.

In closing, Mr. McDonald stated that this is an effort to streamline the maintenance operation and will assist in monitoring expenditures on all of the county owned buildings.

Vince Shambaugh, Morgan County Sheriff
Continued Discussion Regarding Grant Clarification with Carol York, Grants Administrator

Mr. Shambaugh, along with Carol York and Kris Willard discussed the portion of the county match for the Incident Based Reporting Grant and the Prescription Drug Investigations/Interventions Grant. Due to the reduction of funding that was awarded for each of these grants, the original funding match the County Commission agreed to is significantly higher than what is now required by the grant.

Incident Based Reporting – original match \$5,200; required match \$1,273

Prescription Drug Investigations – original match \$10,623; required match \$1,627

Because of the reduction in budget amounts, Ms. York stated that she will need clarification as to what the county wants to fund as a match and determine what the best use of these funds would be.

Commissioner Close again stated that it was his understanding that vehicle cameras were a priority for the Sheriff.

After some continued discussion, it was agreed upon that the majority of the funds would be used towards vehicle cameras and a small portion of the funds would go

towards the Too Good for Drugs Program that the Morgan County Partnership oversees.

On a Brenda Hutchinson/Brad Close motion, the Morgan County Commission agreed to move forward with the Purdue Pharma Incident Based Reporting Grant and Purdue Pharma Prescription Drug Investigations/Interventions Grant and utilize the matching funds as originally agreed to. Motion carried.

\$30,623 to go towards cameras

\$5,000 towards the Too Good for Drugs Program

Kris Willard will provide Ms. York with a revised budget for the Too Good for Drugs Program.

Vince Shambaugh, Morgan County Sheriff

Security Issues

Sheriff Shambaugh approached the County Commission to state that if a person does not possess an access card to enter into the courthouse, then they must enter the building by coming through security at the front door. This way, the Sheriff's Department can monitor who is in the building and where. He also stated that employees should not "piggy-back", this is where one employee is entering the building and they keep the door open for another employee following them. Should it be discovered that an employee is not complying with this policy, it will be recommended that their access card be deactivated. The Sheriff provided the County Commission with a memorandum stating such and will circulate this to all the offices within the courthouse.

Commissioner Close thanked the Sheriff for his attention to this matter and stated that it was his understanding that this policy has always been the protocol.

Commissioner Hutchinson stated that she wanted to be sure that everyone was reminded that this is the policy. She stated that we are all guilty of not always following this policy and is in favor of circulating the memo to all departments. She also posed the question regarding evening meetings and asks if the Sheriff's Department was considering additional staffing to man the security desk in the evenings. At this time, no changes are expected with how evening meetings are being handled. Commissioner Hutchinson stated that currently the door to the Commission hallway is propped open allowing anyone to enter the building. Debbie Weaver, Chief Deputy from the Morgan County Assessor's Office made the statement that a gun, located within a person's briefcase, was allegedly brought into the courthouse through security without being detected. Sheriff Shambaugh questioned as to who the person was possessing the handgun but Ms. Weaver failed to provide their name. Sheriff Shambaugh then stated that if any employee suspects that someone may have a weapon on them, they are to contact the police immediately. The Sheriff also stated that he was not aware of this incident and he will investigate how the handgun got through security without being detected.

Wade Shambaugh, Chief Deputy, stated that we all need to better with complying with the access policy.

Heather Tyler – Taxable Employee Benefits

The County Clerk's Office personnel posed the concern regarding employment tax treatment of fringe benefits. Cathy Payne, Chief Deputy Clerk, stated that she had recently attended a seminar regarding this topic and that the IRS is investigating county governments on how they are handling the taxation of employee fringe benefits.

Commissioner Close stated that there first needs to be a thorough review.

Commissioner Hutchinson stated that there would need to be written policies that could be incorporated into the employee handbook. This should be something that could be handled by the Wage and Review Board.

Commissioner Close stated that there should be a thorough review of each department and then a memorandum sent out.

The Commission agreed that the County Administrator, Jody McClintock, Commissioner Close, Heather Tyler and Cathy Payne, both from the County Clerk's Office, conduct a review of all departments. This matter will then be placed on the next meeting agenda under executive session to discuss the findings and how to proceed.

Other Discussion/Action Items:

Commissioner Dugan met with the Region 9 Planning and Development Director Carol Goolsby regarding the updating to the county's project list. Once this list is updated, she will present it to the Commission for review.

Court Order:

On Brad Close/Brenda Hutchinson motion, the Morgan County Commission re-appointed Mark Miller to the Morgan County Fire Board to serve a three year term. This term will expire June 30, 2015. Motion carried.

Commissioner Hutchinson will be available for the opening services at the Morgan County Fair on Saturday, August 4, 2012 at 11:00 a.m.

Commissioner Hutchinson also stated that the Social Security Office in Martinsburg has relocated. It is now located at 14 Compass Point in Martinsburg. She will contact the Morgan Messenger about posting this information in the paper.

County Administrator, Jody McClintock informed the Commission that the AIO Recovery Agreement is ready to be signed.

On a Brad Close/Brenda Hutchinson motion the Morgan County Commission approved the enactment of the Agreement by the County Administrator, Jody McClintock. Motion carried.

County Administrator Jody McClintock requested that the Commission consider appointments for the Criminal Corrections Board. Three individuals will need to be appointed as citizens and a fourth person is needed from the mental health profession.

Commissioner Dugan requested that this be posted on the website and that an email be sent out informing the public. This is to be scheduled for the next Commission meeting to review Volunteer Applications for these board appointments.

Ms. McClintock informed the Commission that she had received a check for \$2,000 from Magistrate Court as a settlement from a previous animal control case. She requested that the funds be put into the animal control budget and that \$890.00 be utilized for training for the Animal Control Officer, Jason Pearce. An anonymous donation of \$500.00 had been received towards this training as well.

On a Brad Close/Brenda Hutchinson motion, the Morgan County Commission agreed to place the \$2,000 into the Animal Control Budget and approved the training for the Animal Control Officer. Motion carried.

Commissioner's Close and Hutchinson congratulated Commissioner Dugan for being selected as a Woman of Distinction for 2012.

Adjournment:

On a Brad Close/Brenda Hutchinson motion, the Commission meeting adjourned at 11:10 a.m. Motion carried.