

STATE OF WEST VIRGINIA

RANDOLPH COUNTY COMMISSION SS:

At a special session of the County Commission in and for the aforesaid County and State, at the James F. Cain Court House Annex, on the 24th day of June, 2024 at 1:30 p.m.

Present: Randolph County Commission President Chris Siler and Commissioner David Kesling.
Commissioner Chris See was absent

Meeting called to order by Commissioner Siler

PUBLIC COMMENT: None

ITEMS FOR DISCUSSION/ACTION:

CONSIDER APPROVAL OF HIRING EMPLOYEE FOR RANDOLPH COUNTY ASSESSOR'S OFFICE (See copy attached)

Anita Barrick from the Randolph County Assessor's Office appeared before the Commission on behalf of Assessor Phyllis Yokum. She presented a letter to the Commission from Assessor Yokum. She read the letter out loud. Assessor Yokum would like to hire Tiffany Helmick in her office to begin working on June 26, 2024 with a starting pay of \$13.50 per hour with full county benefits and this position is already budgeted for in the Assessor's regular budget. Commissioner Kesling moved to approve the hiring of Tiffany Helmick effective June 26, 2024 with a starting pay of \$13.50 per hour, as presented. All yes – Motion passed unanimously

ADJOURN THE MEETING:

Commissioner Kesling moved to adjourn the meeting. All yes – Motion passed unanimously

Attest: _____



Office of
Randolph County Assessor
Phyllis K. Yokum

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4 Randolph Ave. Room 101
Elkins, WV 26241-4098

Phone: 304.636.2114
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June 24, 2024

To: Randolph County Commission

RE: Full time clerk – Tiffany Helmick

I am asking for approval to hire Tiffany Helmick to fill a full-time benefited clerk position in my office. Ms. Helmick will start in my office on Wednesday, June 26, 2024, so that her training can start right away. Her hourly wage will be \$13.50/hour and she will receive all benefits. She will be paid from my regular county budget. I already have the money in my budget for Ms. Helmick's salary, because this is not a new position. Ms. Helmick will be filling an open position in my office.

Thank you,

Phyllis K. Yokum
Assessor