

STATE OF WEST VIRGINIA
RANDOLPH COUNTY COMMISSION SS:

At a regular session of the County Commission in and for the aforesaid County and State, at the James F. Cain Court House Annex, on the 7th day of June, 2018 at 1:30 P.M.

Present: Michael Taylor, President of the Randolph County Commission and Chris See and Mark Scott, Commissioners therein.

Meeting called to order by President Taylor

PUBLIC COMMENT: None

MINUTES:

Commissioner See moved to approve the minutes of the May 14, 2018 special meeting to canvass the results of the primary election, as submitted.

All yes – Motion passed unanimously

Commissioner See moved to approve the minutes of the May 17, 2018 regular meeting, as submitted.

All yes – Motion passed unanimously

Commissioner See moved to approve the minutes of the May 24, 2018 special meeting to certify the election results, as submitted.

All yes – Motion passed unanimously

REPORTS:

911/OEM Director, Cindy Hart reported that she has been going up to the new 911 building two or three times a week to check on the progress. She said there have been some small problems but they are fixing them as they go.

North Central Community Corrections Director, Erin Golden reported to the Commission that there are currently 115 participants on the program. The program has saved the County \$1,811,594.50 in regional jail bills so far this fiscal year.

CORRESPONDENCE: None

ANNOUNCEMENTS:

Commissioner Taylor announced that the next meeting will be held on June 21, 2018 at 1:30 p.m.

ITEMS FOR DISCUSSION/ACTION:

CONSIDER LETTER OF REQUEST FROM ADMINISTRATIVE ASSISTANT DONNA HADDIX TO BE PLACED ON PAID ADMINISTRATIVE LEAVE OF ABSENCE

Commissioner See moved to go into executive session due to a personnel matter.
All yes – Motion passed unanimously

Commissioner Taylor said it is 1:55 pm and let the record reflect that no action was taken during executive session.

Commissioner See moved to come out of executive session, no action was taken and to table the request from administrative assistant Donna Haddix to be placed on administrative leave of absence until the next meeting.
All yes – Motion passed unanimously

CONSIDER FUNDING REQUEST FROM MAYOR JIM ROSSI FOR COALTON DAYS CELEBRATION (See letter attached)

Mayor Jim Rossi from the Town of Coalton appeared before the Commission. He said the Coalton Days Celebration is an annual event that has been going on since 1995. He said it started out as an old fashioned get together and has grown tremendously over the years. He said this year the event will be held June 12th thru June 16th and he went over some of the activities that they will be having. He said it does bring in revenue to the County because people stay at the hotels and eat at the restaurants while they are here. Commissioner Scott moved to approve the funding request for Coalton Days in the amount of \$5,000.00 and that is to be taken out of Hotel/Motel Tax funds.
All yes – Motion passed unanimously

CONSIDER FUNDING REQUEST FROM ELKINS-RANDOLPH COUNTY CHAMBER OF COMMERCE FOR ANNUAL 4TH OF JULY CELEBRATION (See attached letter)

Wendy Hill from the Elkins-Randolph County Chamber of Commerce appeared before the Commission. She said they will be having fireworks on June 30th at 10:00 p.m. at Davis and Elkins College and they are requesting funding for that. She said the Davisson Brothers band will perform first at 8:00 pm followed by the fireworks. Commissioner See moved to approve the funding request from the Elkins-Randolph County Chamber of Commerce in the amount of \$5,000.00 and that is to be taken out of Hotel/Motel Tax funds.
All yes – Motion passed unanimously

LETTER OF SUPPORT FOR HISTORIC BEVERLY PRESERVATION FOR A GRANT APPLICATION

Commissioner Scott said Historic Beverly Preservation has asked the Commission to do a letter of support for a grant application that they have to have in by the end of this month. He said they have to have a letter from the Commission showing what the Commission has budgeted for them for the upcoming year. Commissioner Scott moved to approve a letter of support to the Historic Beverly Preservation for a grant application.
All yes – Motion passed unanimously

CONSIDER EXTENDING CONSULTING CONTRACT WITH LISA DANIELS SMITH FOR ACCOUNTING SERVICES FOR THREE ADDITIONAL MONTHS
 Commissioner Scott moved to approve the extension of the contract with Lisa Daniels Smith, pending no changes in the contract, for an additional three months.
 All yes – Motion passed unanimously

CONSIDER PAY STIPENDS FOR 7 EMPLOYEES (1 FROM ASSESSOR'S OFFICE, 5 FROM SHERIFF'S OFFICE AND 1 FROM COUNTY COMMISSION OFFICE) FOR PERFORMING OVER AND ABOVE REGULAR DUTIES RELATIVE TO THE ADMINISTRATION OF THE FIRE FEE

Commissioner Taylor said back in January the County Commission implemented the Randolph County Fire Fee which took a great deal of work and effort on the parts of several individuals. He said these people performed their duties over and above their normal regular duties and those people work in the Assessor's Office, Sheriff's Office and County Commission Office. He said they were just simply inundated with people coming in with questions, concerns and comments for about a two and half month period. He said this is a suggestion of the Randolph County Commission that those people that dealt directly with the folks be compensated in the amount of \$2,000.00 as a pay stipend. The Sheriff broke that down between 5 individuals in his office, the Assessor broke that down for 1 person in her office and the County Commission broke that down for 1 person in their office. The total amount would be \$2,000.00 to the Assessor, \$2,000.00 to the County Commission and \$4,000.00 to the Sheriff. He said there will be letters of request from each office that will be presented to the bookkeeping department and the money will be taken from the county Fire Fee under the administration costs of it.

Commissioner See said this was discussed back when the fire fee was set up, instead of hiring an administrative assistant to do the work, stipends would be given to the offices involved. Commissioner Mark Scott said that was a significant savings and he publicly thanked everyone involved in the process.

Commissioner See moved to approve the stipends, as submitted.
 All yes – Motion passed unanimously

FINAL SETTLEMENTS:

Commissioner Scott moved to approve the twelve final settlements/annual accountings as submitted on the following estates:

Johanna Allender
 Glennadine Auvil
 Robert Edward Beahm
 Joann Bosley
 John Morgan Campbell
 Thomas Lee Jones
 Betty Jane Mallow
 Eric David Nelson
 Michael Doyle Poling
 Wanda Jean Schoonover
 Barbara Jean Steele
 Delmas Harley Wegman

All yes – Motion passed unanimously

BUDGET REVISIONS: (See attached copies)

Commissioner Taylor said this year we are looking at these a little closer, as we come down to the end of the fiscal year sometimes there is money left over in their budgets and rather than just roll it over sometimes they will buy stuff and the Commission just wants to make sure that it is necessary stuff that is needed for their day to day operations.

In-House Budget Revision – County Clerk’s Office

\$5,000.00 from supplies to equipment

Commissioner See moved to approve the in house budget revision, as submitted.

All yes – Motion passed unanimously

In-House Budget Revision – Assessor’s Office

\$1,800 from Auto supplies and equipment repair to supplies

Commissioner See moved to approve the in house budget revision, as submitted.

All yes – Motion passed unanimously

State Budget Revision – Sheriff’s Office

\$1,916.73 from Commissioners budget line to LE uniforms

Commissioner Scott moved to approve the state budget revision, as submitted.

Commissioner Scott voted yes

Commissioner See voted yes

Commissioner Taylor voted yes

Motion passed

State Budget Revision – Sheriff’s Office

\$40,000.00 from Sheriff Insurance and LE Insurance to Capital Outlay-Equipment

Commissioner Scott moved to approve the state budget revision, as submitted.

Commissioner Scott voted yes

Commissioner See voted yes

Commissioner Taylor voted yes

Motion passed

In-House Budget Revision – Sheriff’s Office

\$50.00 from LE Overtime to LE Group Insurance ADM Cost

Commissioner Scott moved to approve the in house budget revision, as submitted.

All yes – Motion passed unanimously

In-House Budget Revision – Sheriff’s Office

\$1,000.00 from Jail Maintenance to Jail Uniforms

Commissioner Scott moved to approve the in house budget revision, as submitted.

All yes – Motion passed unanimously

In-House Budget Revision – Sheriff’s Office
\$750.00 from LE Travel to LE Supplies
Commissioner Scott moved to approve the in house budget revision, as submitted.
All yes – Motion passed unanimously

In-House Budget Revision – Sheriff’s Office
\$9,000.00 from LE Auto Fuel to LE Training, LE Auto Maintenance and LE
Equipment
Commissioner Scott moved to approve the in house budget revision, as submitted.
All yes – Motion passed unanimously

In-House Budget Revision – Community Corrections Office
\$11,280.00 from Contractual Services, Travel and Equipment into Supplies
Commissioner Scott moved to approve the in house budget revision, as submitted.
All yes – Motion passed unanimously

State Budget Revision – Community Corrections Office
\$1,220.00 from Contractual Services to Salary for John Conniff
Discussion followed.
Erin said the board had agreed to this increase in Mr. Conniff’s salary and this
money comes from the grant not the County money.
Commissioner Scott moved to approve the state budget revision, as submitted.
Commissioner Scott voted yes
Commissioner See voted yes
Commissioner Taylor voted no
Motion passed

DIVISION OF PROPERTY /ERRONEOUS ASSESSMENTS:
Commissioner Scott moved to approve the Division of Property/ Erroneous Assessments,
as submitted for 2017 year.
All yes - Motion passed unanimously

DIVISION OF PROPERTY/ERRONEOUS ASSESSMENTS:
Commissioner Scott moved to approve the Division of Property/Erroneous Assessments,
as submitted for 2018 year.
All yes – Motion passed unanimously

INCREASE IN ASSESSMENT:
Commissioner Scott moved to approve the two increase in assessments, as submitted.
All yes – Motion passed unanimously

FIRE FEE EXONERATIONS:
Commissioner See moved to approve the fire fee exonerations, as submitted.
All yes – Motion passed unanimously

PAYMENT OF BILLS:

Commissioner See moved to pay the bills, as submitted.
All yes - Motion passed unanimously

ADJOURN THE MEETING:

Commissioner See moved to adjourn the meeting.
All yes - Motion passed unanimously

ATTEST:

Michael M. Ruffalo

Town of Coalton
PO Box 189
Coalton, WV 26257
Jim Rossi, Mayor

\$5000
Hotel
Motel

Randolph County Commissioners
Mr. Mike Taylor, President
Mr. Mark Scott
Mr. Chris See

Dear Commissioners:

The annual Coalton Days Celebration is an old fashioned get-together of friends and families to celebrate our culture and heritage.

This celebration has grown tremendously over the past 23 years and, hopefully, will continue on this, our 24th year. Coalton Days has generated a lot of excitement and revenue for the area, which is evident; unfortunately, the cost of all of this has increased but our budget has not. We appeared before the Commission and asked for supplemental funds from the Commission.

We are very appreciative and grateful that the Commission agreed to fund the Coalton Days Celebration in the amount of 5,029.¹⁰

Thank you for your generosity.

Mayor Jim Rossi
Town of Coalton



**ELKINS-RANDOLPH COUNTY
CHAMBER OF COMMERCE**

*5000
Hotel
Motel*

January 24, 2018

The Honorable Mike Taylor
President
Randolph County Commission
4 Randolph Ave # 102
Elkins, WV 26241

Dear Commissioner Taylor,

The Elkins-Randolph County Chamber of Commerce is grateful for the continued support provided by the Randolph County Commission.

Currently, the Chamber of Commerce receives the following funding from the County Commission:

- \$3,500 – County Contribution
- \$3,000 – Annual Christmas Parade
- \$5,000 – Fireworks

The County Commission's contribution allows our organization to continue working on beneficial projects and events for the betterment of the Elkins- Randolph County business community.

We are pleased to report that the Elkins-Randolph County Chamber of Commerce is continuing to grow in membership. Within the past year, over 25 new members have joined the Chamber, and looking ahead to 2018 we have over 75 events and programs planned. We are confident that 2018 will lead to continued growth!

OFFICE RELOCATON

In order to keep the economic hub for our area under one roof, we have relocated our office to utilize shared office space with the Randolph County Development Authority. This move has permitted us to have better collaboration efforts with the Randolph County Development Authority, and has provided our membership with a more convenient location, use of up-to-date technology equipment, and larger meeting space which allows us to better serve our membership.

EDUCATIONAL & NETWORKING PROGRAMS

After surveying our membership we found our members expressed a huge interest in educational opportunities and networking. This year we will focus on meeting that need by providing those opportunities. Just a few of the seminars that are planned for 2018 will include: Develop the Possibilities with Chamber Monthly Networking, Pathway to Leadership, Strategies for Success, and Women in Leadership. Develop the

Possibilities with Chamber Monthly Networking meetings are designed specifically for the professional who would like to expand their network of business contacts, generate new business leads, learn the most effective strategies for networking, and gain valuable information from a monthly speaker. In October of 2018, the Pathway to Leadership Program will be a dynamic seminar with four modules that will demonstrate to attendees how effective leadership is fundamental to success. Coming in August of 2018, Strategies for Success will be a workshop that offers a wide variety of opportunities to enhance abilities and training for optimum performances in the marketplace. This program provides individualized growth and development opportunities for entry level to executive leadership covering a variety of topics that include technology, human resources, marketing and finance. Scheduled for June 15, 2018, is the Women in Leadership seminar. This seminar is will incorporate a full day of networking, education, and inspiration created to inspire and energize women in the business community. These educational opportunities are designed to address critical topics and to help prepare Chamber members to meet the ever-changing demands of the business world. Our educational opportunities will provide members with valuable tools and information they can take back to their businesses and utilize to help them achieve the success they desire.

Continuing in 2018, will be our After Hours which is a quarterly event designed to provide a relaxed, informal get-together of Chamber business members after regular business hours. In addition to meeting and sharing ideas with prospective clients, members, and customers, this event offers a great opportunity for making new contacts and showcasing our members' products and services. After Hours are held quarterly on the third Thursday of the month from 5:00 – 6:00 PM at various Chamber member businesses and have received a great response from our membership.

ECONOMIC DEVELOPMENT AND WORKFORCE

New for 2018, we have added a Workforce and Economic Development Committee to the Chamber arsenal. The Workforce Committee will work to identify workforce issues that affect the business community. This committee will also provide educational opportunities designed to help employers obtain a skilled workforce as well as to help individuals succeed in the workplace. The Economic Development Committee will evaluate issues that have an economic impact on the community, putting forth efforts that will focus on enhancing existing business conditions and attracting new businesses to Randolph County.

The Chamber, West Virginia Department of Health and Human Resources, Workforce West Virginia, Davis & Elkins College, and Elkins Rotary Club sponsored an Employment and Job Training Fair in November 2017. This event was very well attended with both businesses seeking qualified employees and individuals looking for employment in Randolph County. This year we are excited to join with the Randolph County Development Authority in sponsoring the Randolph County Job Fair to provide another opportunity to assist with the workforce issues in Randolph County.

ADDITIONAL CHAMBER PROGRAMS

The Chamber continues to coordinate the annual Christmas Parade in Elkins and Santa Visits for the community. This is an opportunity for businesses to show their support and for the community to be involved in a long-standing event that brings joy to all ages. The 2017 parade was a great success. Participation in the event was up this year as compared to previous years and the turn-out from spectators was great.

We continue to host the Fourth of July celebration, which is an annual community event. This event always makes for a memorable summer evening to those in our community and surrounding area. The evening consists of music with local musicians and a firework display at dark. This year's event is scheduled for June 30, 2018.



**Office of the
Randolph County Clerk**

#2 Randolph Avenue • Elkins, WV 26241
(304) 636-0543 • Fax: (304) 636-0544

Brenda Wiseman
County Clerk

June 7, 2018

Randolph County Commissioners:

I am requesting this in house budget revision to purchase computers for my front office staff.

We are indexing and scanning documents into the system on a daily basis and these computers will help speed up the process as we can scan the books first and have them on the additional screen as we index.

Thank You,
B. Wiseman
Brenda Wiseman

Randolph County Clerk

AP

Budget Revision
Number:

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	* APPROVED AMOUNT	DEBIT (DECREASE)	CREDIT (INCREASE)	REVISED AMOUNT
001 402 3 41 00	CO CLERK SUPPLIES	20,764.00	5,000.00		
001 402 459 00	CO CLERK EQUIPMENT	7,049.00		5,000.00	

6-7-18
es moved
cs yes
ms yes
MT yes

*Indicates
original budget

Debbie Isner

From: Pyokum@Assessor.State.Wv.Us [*] <pyokum@assessor.state.wv.us>
Sent: Tuesday, June 05, 2018 8:11 AM
To: disner@assessor.state.wv.us
Subject: Budget revision

Commissioners, the budget revision I have requested is just for supplies. I typically don't have enough in the supply line item. We begin our new assessment year on July 1 of each year. During the month of June, we order our supplies for our July mailings. We mail assessment sheets, both individuals and business, plus farm use applications. We have ordered around 20,000 specially printed envelopes, dog tax forms, instruction sheets, etc. This is a yearly task. In June I review my budget to see where I may have extra funding and then do a budget revision to use this money for our June supplies. Please consider my budget revision request for supplies.

Thank you,
Phyllis Yokum

Sent from my ASUS MeMO Pad 7 LTE

old

Randolph County Assessor Budget Revision 2017-2018

Number: (To be assigned by County Commission) **June 1, 2018**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	* APPROVED AMOUNT	DEBIT (DECREASE)	CREDIT (INCREASE)	REVISED AMOUNT
001-406-3-43-00	Auto Supplies	3,000	800		2,200
001-406-2-16-00	Equipment Repair	1,000	1,000		0
001-406-3-41-00	Supplies	5,000		1,800	6,800
original budget					

6-7-18
CS moved
CS yes
MS yes
MT yes

Phyllis K. Yorkum, Assessor

ab

Office of the SHERIFF OF RANDOLPH COUNTY

Law Enforcement
32 Randolph Avenue
Suite 201
Elkins, WV 26241



Tax Office
4 Randolph Avenue
Suite 100
Elkins, WV 26241

Web: RandolphSheriff.wv.gov
Phone: (304) 636-2111
Fax (304) 630-0467

Web: wvpropertytaxes.com
Phone: (304) 636-2100
Fax (304) 636-2093

Mark T. Brady, Sheriff

5/17/2018

Randolph County Commission State Budget Revision Request Memo

The Sheriff's Office respectfully requests the following revisions to the FY2018 budget:

Account	Line item	Description	Current Budget	Increase	Decrease	Revised Budget
700	345	LE Uniforms	\$11,349.99	\$1,916.73		\$13,266.72
		Commission budget line item commission's choice BVP grant funds deposited to GC Fund See attached documents			\$1,916.73	
				\$1,916.73	\$1,916.73	

Respectfully,

Mark T. Brady

Mark T. Brady
Sheriff/Treasurer
Randolph County, WV

6-7-18

MS moved

MS yes

CS yes

MT yes

S - yes
T - no
CS - I.

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Mark T. Brady, Sheriff

5/23/2018

Randolph County Commission State Budget Revision Request Memo

The Sheriff's Office respectfully requests the following revisions to the FY2018 budget:

Account	Line item	Description	Current Budget	Increase	Decrease	Revised Budget
701	459	Capital Outlay-Equipment		\$40,000		
404	105.00	Sheriff Insurance	\$64,800		\$20,000	\$44,800
700	105.00	LE Insurance	\$142,412		\$20,000	\$122,412
				\$40,000	\$40,000	

Respectfully,

Mark T. Brady
Sheriff/Treasurer
Randolph County, WV

6-7-18
ms moved
ms yes
CS yes
MT yes

oks

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Mark T. Brady, Sheriff

5/23/2018

Randolph County Commission In-house Budget Revision Request Memo

The Sheriff's Office respectfully requests the following revisions to the FY2018 budget:

Account	Line item	Description	Current Budget	Increase	Decrease	Revised Budget
700	105.01	LE Group Insurance ADM Cost	\$650.00	\$50.00		\$700.00
700	108.00	LE Overtime	\$40,000.00		\$50.00	\$39,950.00
700				\$50.00	\$50.00	

Respectfully,

Mark T. Brady

Mark T. Brady
Sheriff/Treasurer
Randolph County, WV

6-7-18

ms moved

ms yes

cs yes

MT yes

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Mark T. Brady, Sheriff

5/23/2018

Randolph County Commission In-house Budget Revision Request Memo

The Sheriff's Office respectfully requests the following revisions to the FY2018 budget:

Account	Line item	Description	Current Budget	Increase	Decrease	Revised Budget
703	345	Jail Uniforms	\$2,593.78	\$1,000.00		\$3,593.78
703	215	Jail Maintenance	\$12,543.98		\$1,000.00	\$11,543.98
703				\$1,000.00	\$1,000.00	

Respectfully,

Mark T. Brady
Sheriff/Treasurer
Randolph County, WV

6-7-18

MS moved

MS yes

CS yes

MT yes

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Mark T. Brady, Sheriff

5/23/2018

Randolph County Commission In-house Budget Revision Request Memo

The Sheriff's Office respectfully requests the following revisions to the FY2018 budget:

Account	Line item	Description	Current Budget	Increase	Decrease	Revised Budget
700	341	LE Supplies	\$8,023.61	\$750.00		\$8,773.61
700	214	LE Travel	\$4,000.00		\$750.00	\$3,250.00
700				\$750.00	\$750.00	

Respectfully,

Mark T. Brady
Sheriff/Treasurer
Randolph County, WV

6-7-18
MS moved
MS yes
MT yes
ES yes

ab

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Mark T. Brady, Sheriff

5/23/2018

Randolph County Commission In-house Budget Revision Request Memo

The Sheriff's Office respectfully requests the following revisions to the FY2018 budget:

Account	Line item	Description	Current Budget	Increase	Decrease	Revised Budget
700	221	LE Training	\$13,613.53	\$5,000.00		\$18,613.53
700	217	LE Auto Maintenance	\$19,851.29	\$2,000.00		\$21,851.29
700	459	LE Equipment	\$10,637.80	\$2,000.00		\$12,637.80
700	343	LE Auto Fuel	\$52,518.00		\$9,000.00	\$43,518.00
700				\$9,000.00	\$9,000.00	

Respectfully,

Mark T. Brady

Mark T. Brady
Sheriff/Treasurer
Randolph County, WV

6-7-18
ms moved
ms yes
cs yes
MT yes

North Central Community Corrections

Randolph County Office
5 Randolph Ave. Suite 2
Elkins, WV 26241

Erin N. Golden
Executive Director



Phone: 304-636-5273
Fax: 304-636-7576

John Conniff
DRC Officer

Josiah Laulis
DRC Officer

June 7, 2018

Randolph County Commission
4 Randolph Ave.
Courthouse Annex
Elkins WV, 26241

Dear Commissioners,

North Central Community Corrections has requested a budget adjustment for this 2017-2018 Budget. The request for the budget transfer \$7,780.00 from Contractual Service to Supplies for additional drug screens, office supplies, Cleaning supplies, etc. The request for the budget transfer \$1,500.00 from Travel/Training to Supplies for additional drug screens, office supplies, Cleaning supplies, etc. The request for the budget transfer \$2,000.00 from Equipment to Supplies for additional drug screens, office supplies, Cleaning supplies, etc. North Central Community Corrections is using this funding to stock the office of drug screens that we use an average of 350 to 400 drug screens a month at \$5.50 a screen. We also supply our whole office with all office supplies and as well as cleaning supplies. This is all grant funding that will be used and allow the county to be reimbursed for all transfers.

151-443-2-30-00 Contractual Services	-\$7,780.00
151-443-3-41-00 Supplies	+\$7,780.00
151-443-2-14-00 Travel	-\$1,500.00
151-443-3-41-00 Supplies	+\$1,500.00

North Central Community Corrections

Randolph County Office
5 Randolph Ave. Suite 2
Elkins, WV 26241

Erin N. Golden
Executive Director



Phone: 304-636-5273
Fax: 304-636-7576

John Conniff
DRC Officer

Josiah Laulis
DRC Officer

151-443-4-59-00 Equipment	-\$2,000.00
151-443-3-41-00 Supplies	+\$2,000.00

Please feel free to contact our office with any questions or concerns.

Sincerely,

A handwritten signature in cursive script, appearing to read "Erin N. Golden".

Erin N. Golden
Executive Director
North Central Community Corrections

North Central Community Corrections

Randolph County Office
5 Randolph Ave. Suite 2
Elkins, WV 26241

Erin N. Golden
Executive Director



Phone: 304-636-5279
Fax: 304-636-7576

John Conniff
DRC Officer

Josiah Laulis
DRC Officer

ald

June 7, 2018

Randolph County Commission
4 Randolph Ave.
Courthouse Annex
Elkins WV, 26241

*SCOTT-Y
TAYLOR
See Y.*

Dear Commissioners,

North Central Community Corrections has requested a budget adjustment for this 2017-2018 Budget. The request for the budget transfer \$1,220.00 from Contractual Services to Salary for an increase in John Conniff salary to \$30,000.00 per year plus benefits beginning May 1, 2018. This approval will be used out of Grant Funding that Division of Justice and Community Service has approved as well as the North Central Community Corrections Board. This increase has been approved with the signing of the Grant application that was submitted to the Subcommittee by the Randolph County Commission. With the use of Grant funding the County Commission will be receiving this funding back with the monthly requests of the county. North Central Community Corrections values the hard work of their staff and want to keep them for this reason. This will allow North Central Community Corrections to instill the success in helping the individuals of Randolph County that struggle in being law abiding citizens of Randolph County.

151-443-2-30-00 Contractual Services -\$1,220.00

See Attached for the distribution of the \$1,220.00

North Central Community Corrections

Randolph County Office
5 Randolph Ave. Suite 2
Elkins, WV 26241

Erin N. Golden
Executive Director



Phone: 304-636-5273
Fax: 304-636-7576

John Conniff
DRC Officer

Josiah Laulis
DRC Officer

Please feel free to contact our office with any questions or concerns.

Sincerely,

A handwritten signature in cursive script, appearing to read "Erin N. Golden".

Erin N. Golden
Executive Director
North Central Community Corrections