

**SPECIAL SESSION:**

**State of West Virginia, County of Jefferson, to-wit:**

**At a Special Session of the County Commission of said County and State continued and held at the Old Charles Town Library Meeting Room on Tuesday, September 29, 2009, beginning at 1:00 o'clock p.m.**

**PRESENT: Dale Manuel, President  
James Surkamp; Patsy Noland;  
Frances Morgan; Lyn Widmyer; Commissioners**

**In re: SPECIAL SESSION - APPOINTMENT OF TEMPORARY ACTING COUNTY ADMINISTRATOR**

**The County Commission held a special session to appoint a temporary Acting County Administrator.**

**Stephanie Grove, Assistant Prosecuting Attorney appeared before the Commission and gave a report regarding appointment of Sandy Slusher McDonald as temporary Acting County Administrator and that it would not be a conflict and that she could serve as Acting County Administrator.**

**Ralph Lorenzetti, Prosecuting Attorney was present and made comments.**

**Jennifer Maghan, County Clerk was present and made comments.**

**After discussion, motion by Manuel, second by Noland to appoint Sandy Slusher McDonald as Acting County Administrator until a County Administrator is selected.**

**After further discussion, amended motion by Widmyer, second by Noland to expand the duties of Sandy Slusher McDonald to the following: Motion carried.**

**- Supervision of office staff**

**- Regular meetings with Department Heads to discuss the agenda to scheduling of items**

**- Perform duties and jobs related to the operations of County Government in the absence of the County Administrator**

**- Salary increase from grade IV to Grade V \$50,000 - \$65,000 range**

**- Continue in this role at the end of 6 months or when the County Administrator is selected**

**Amended motion by Manuel, second by Noland to appoint Sandy Slusher McDonald as Acting County Administrator until a County Administrator is selected and to expand the duties to include supervision of office staff, schedule regular meetings with Department Heads to discuss the agenda and scheduling of items for the agenda, perform duties and jobs related to the operations of County Government in the absence of the County Administrator, increase in salary from grade IV to grade V - \$50,000 - \$65,000 range and to continue this role at the end of 6 months or when the County Administrator is selected. Motion passed by a 3-2 vote. Commissioners Morgan and Widmyer voted no.**

For the record, Sandy Slusher McDonald was present and made comments.

Upon rising, the Commission recessed until Thursday morning next beginning at 9:30 o'clock a.m.

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DALE MANUEL, PRESIDENT