

**Minutes**  
**Jefferson County Commission**  
**Thursday, January 30, 2012**

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An emergency meeting of the Jefferson County Commission was held on Monday, January 30, 2012 in the County Commission meeting room at the Old Charles Town Library located at 200 E. Washington Street, Charles Town, WV 25414 for the purpose of discussion and possible action regarding internal control as it applies to access to the County financial records on the AS/400. Present were Commissioners Patricia Noland, Lyn Widmyer, Frances Morgan and Walt Pellish. Mr. Manuel was absent with notice. Also present were Sandy McDonald, Interim County Administrator and Debbie Stellato, Administrative Assistant. (An audio tape of the January 30, 2012 emergency meeting is available through the Jefferson County Commission Office.)

Commissioner Noland called the meeting to order at 2:03 p.m. Ms. Noland explained the reason for scheduling the emergency meeting to discuss and possibly take action on the issue of internal control of access to County financial records on the AS/400.

Stephanie Grove, attorney for the Jefferson County Commission, stated that legally the County Commission owns all of the records contained in the County Clerk's Office and on the AS/400.

Commissioners Morgan, Pellish, Widmyer and Noland discussed the situation and suggested possible ways to resolve the issue. Paul Shroyer, Director of Financial Management, commented on the operation of the AS/400 system and the issue at hand.

Jennifer Maghan, County Clerk spoke and gave her reasons why the County Clerk should be the only one to have internal control over the AS/400 and why she should be solely responsible for allowing access to certain parts of the system after she is satisfied that security controls are in place.

Teresa Hendricks, Sheriff's Tax Office, spoke of a problem her office encountered when a technician from Software Systems was blocked from the AS/400.

Ms. Noland commented that authorization to allow access to the AS/400 should lie with the County Administrator until a written policy is in place. She suggested putting things back as they were last Thursday, beginning at 3:30 p.m. this date and to give read and print access only to employees who had access as of last Thursday.

Mr. Pellish suggested forming an ad hoc committee to research and prepare a draft policy which would specify who would have internal control over authorizing access to the AS/400. He stated that the committee should consist of the County Clerk, Jennifer Maghan, Interim County Administrator, Sandy McDonald and Paul Shroyer, Director of Financial Management.

Bill Polk, Maintenance Director, commented on the problem his employee had in collecting data for a report he was directed by the Commission to produce.

Ms. Morgan made a motion to order the Finance Officer restored to full read and print access to the County's financial records. Mr. Pellish seconded the motion.

A vote was taken on Ms. Morgan's original motion to order the Finance Officer restored to full read and print access to the County's financial records and unanimously approved.

Ms. Widmyer made a second motion to authorize the ad hoc committee to meet together and develop an internal control policy that would go into greater detail as to who has access to the AS/400. Ms. Morgan seconded the motion.

Ms. Morgan offered a friendly amendment to the original motion adding that “the ad hoc committee to meet together and develop an internal control policy that would go into greater detail as to who has access to the AS/400 and upon completion of the draft to send the draft to legal counsel for review and possible options.”

Mr. Pellish offered a second friendly amendment adding that “the committee should meet with the appropriate State officials when drafting the policy.”

Ms. Widmyer restated the motion for clarification. The motion, incorporating the friendly amendments, was to have Mr. Shroyer, Ms. McDonald and Ms. Maghan work together with the appropriate State officials to develop a policy with input and review by the Commission’s legal counsel to develop internal AS/400 control. Ms. Morgan seconded the motion and it was unanimously approved.

Motion by Mr. Pellish to adjourn the meeting. Motion seconded by Ms. Widmyer and unanimously approved. The meeting was adjourned at 3:20 p.m.

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PATRICIA A. NOLAND, PRESIDENT