

Jefferson County Commission

Thursday, June 7, 2012

A meeting of the Jefferson County Commission was held on Thursday, June 7, 2012 in the County Commission meeting room at the Old Charles Town Library located at 200 E. Washington Street, Charles Town, West Virginia. Present were Commissioners Patricia Noland, Dale Manuel, Frances Morgan and Lyn Widmyer. (Walt Pellish was absent with notice.) Debbie Keyser, Interim County Administrator, Debbie Stellato, Administrative Assistant, Jimmy Eddie, Bailiff. (An audio tape of this June 7, 2012 meeting is available through the Jefferson County Commission Office.)

The meeting was called to order at 9:30 a.m. by Commissioner Noland.

PLEDGE OF ALLEGIANCE

Commissioner Manuel led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Mr. Manuel to approve the Minutes of the May 31, 2012 regular meeting as amended. Motion seconded by Ms. Morgan and unanimously approved.

Motion by Ms. Morgan to approve the May 31, 2012 Special Session Minutes as presented. Motion seconded by Mr. Manuel and unanimously approved.

APPROVAL OF PURCHASE ORDERS

Motion by Mr. Manuel to approve Purchase Orders of June 7, 2012 in the amount of \$37,151.62, being purchase order numbers: 50847, 50848, 50849, 49687, 49688, 49689, 49691, 49692, 49117, 50998, 53194, 49740, 49741, 49742, 49743, 50708, 50707, 49618, 49619, and 50793. Motion seconded by Ms. Morgan and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

Motion by Ms. Morgan to approve the accounts payable for June 7, 2012 in the amount of \$224,125.58. Motion seconded by Mr. Manuel and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
067409	425	ABH SERVICES, INC.	49739	\$ 90.00	\$ -	\$ 90.00
067409	425	ABH SERVICES, INC.		\$ -	\$ 14,175.00	\$ 14,175.00
067410	PAYROLL	AMERICAN GENERAL FINANCE		\$ -	\$ 108.95	\$ 108.95
067411	425	BATTERY MART	49729	\$ 107.70	\$ -	\$ 107.70
067411	700	BATTERY MART	50910	\$ 161.47	\$ -	\$ 161.47
067412	424	B-K OFFICE SUPPLY INC	49736	\$ 508.50	\$ -	\$ 508.50
067412	433	B-K OFFICE SUPPLY INC	50846	\$ 198.48	\$ -	\$ 198.48
067413	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85

067414	PAYROLL	BUREAU F/CHILD SPRT ENF		\$ -	\$ 212.31	\$ 212.31
067415	716	BLUE RIDGE VETERINARY	51156	\$ 100.00	\$ -	\$ 100.00
067416	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
067417	413	CASTO & HARRIS INC	49685	\$ 150.10	\$ -	\$ 150.10
067418	425	CITY OF CHARLES TOWN	49745	\$ 40.00	\$ -	\$ 40.00
067419	424	CHARLES TOWN UTILITY BRD		\$ -	\$ 82.55	\$ 82.55
067419	425	CHARLES TOWN UTILITY BRD		\$ -	\$ 783.58	\$ 783.58
067420	413	CHARLES TOWN COPYING SRV	49683	\$ 438.90	\$ -	\$ 438.90
067421	PAYROLL	CHILD SUPPORT ENFORCE AG		\$ -	\$ 27.69	\$ 27.69
067422	440	CHOICE STAFFING, INC.		\$ -	\$ 263.25	\$ 263.25
067423	402	COTT SYSTEMS	49686	\$ 348.49	\$ -	\$ 348.49
067424	405	KONICA MINOLTA		\$ -	\$ 173.11	\$ 173.11
067425	PAYROLL	DIVERSIFIED COLLECTION		\$ -	\$ 154.83	\$ 154.83
067426	PAYROLL	HIGHMARK INC		\$ -	\$ 597.60	\$ 597.60
067427	424	FRONTIER COMMUNICATIONS		\$ -	\$ 356.45	\$ 356.45
067428	700	GALLS,AN ARAMARK CO	50914	\$ 2,072.00	\$ -	\$ 2,072.00
067428	700	GALLS,AN ARAMARK CO	50914	\$ 82.45	\$ -	\$ 82.45
067428	700	GALLS,AN ARAMARK CO	50915	\$ 1,280.54	\$ -	\$ 1,280.54
067428	701	GALLS,AN ARAMARK CO	50914	\$ 146.00	\$ -	\$ 146.00
067429	425	GRAINGER, INC	49737	\$ 463.98	\$ -	\$ 463.98
067430	412	MICHAEL HARMAN		\$ -	\$ 214.95	\$ 214.95
067431	401	HIRERIGHT		\$ -	\$ 150.00	\$ 150.00
067432	700	INTERNATIONAL POLYGRAPH	50905	\$ 600.00	\$ -	\$ 600.00
067433	PAYROLL	ING NATIONAL TRUST		\$ -	\$ 1,110.00	\$ 1,110.00
067434	ALLOC	JEFF CO COUNCIL ON AGING		\$ -	\$ 5,990.00	\$ 5,990.00
067435	406	JEFFERSON PUBLISH CO INC	53301	\$ 78.00	\$ -	\$ 78.00
067435	413	JEFFERSON PUBLISH CO INC	49684	\$ 1,565.50	\$ -	\$ 1,565.50
067435	401	JEFFERSON PUBLISH CO INC		\$ -	\$ 70.76	\$ 70.76
067436	700	JSC-JERRY'S SPORT CENTER	50912	\$ 18,778.00	\$ -	\$ 18,778.00
067437	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 40.00	\$ 40.00
067437	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 4,295.48	\$ 4,295.48
067438	424	JERRY'S FORD/LINCOLN/MER	49734	\$ 137.29	\$ -	\$ 137.29
067439	700	LAW ENFORCEMENT SYS INC	50902	\$ 167.00	\$ -	\$ 167.00
067440	405	STRAFFORD PUBLICATIONS	49617	\$ 531.50	\$ -	\$ 531.50
067441	439	MANPOWER	50706	\$ 553.90	\$ -	\$ 553.90
067442	439	MANPOWER	50705	\$ 308.61	\$ -	\$ 308.61
067443	PAYROLL	MD CHILD SUPPORT ACCOUNT		\$ -	\$ 18.46	\$ 18.46
067444	424	MILLER'S CHRYSLER JEEP	49733	\$ 148.60	\$ -	\$ 148.60
067445	412	SHAY MCNEIL		\$ -	\$ 488.72	\$ 488.72
067446	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
067447	406	MARSHALL & SWIFT	53300	\$ 513.20	\$ -	\$ 513.20

067448	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 774.00	\$ 774.00
067449	700	ENHANCED PRINTING & PROM	50906	\$ 101.82	\$ -	\$ 101.82
067450	403	PIFER OFFICE SUPPLY, INC	50887	\$ 17.56	\$ -	\$ 17.56
067450	404	PIFER OFFICE SUPPLY, INC	50792	\$ 159.45	\$ -	\$ 159.45
067450	406	PIFER OFFICE SUPPLY, INC	49842	\$ 26.95	\$ -	\$ 26.95
067451	402	POSTMASTER CHARLES TOWN	49693	\$ 86.00	\$ -	\$ 86.00
067451	401	POSTMASTER CHARLES TOWN		\$ -	\$ 136.00	\$ 136.00
067452	700	PUBLIC AGENCY TRNG COUNCI	50907	\$ 425.00	\$ -	\$ 425.00
067453	700	PVP COMMUNICATIONS	50904	\$ 7,029.57	\$ -	\$ 7,029.57
067454	425	RCS SECURITY		\$ -	\$ 174.00	\$ 174.00
067455	402	RECORD MANAGEMENT SOLUTN	49695	\$ 35.00	\$ -	\$ 35.00
067456	401	RETIREE HLTH BENEFIT TRS		\$ -	\$ 6,438.00	\$ 6,438.00
067457	700	RICOH USA, INC.	50911	\$ 409.42	\$ -	\$ 409.42
067458	413	SHEPHERDSTOWN CHRONICLE	49682	\$ 1,880.07	\$ -	\$ 1,880.07
067459	402	SHERIFF OF JEFFERSON CO	49697	\$ 64.61	\$ -	\$ 64.61
067460	700	SPECIALTY BUS SUPPLIES	50903	\$ 246.30	\$ -	\$ 246.30
067461	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 34,514.66	\$ 34,514.66
067461	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 85.26	\$ 85.26
067461	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 23.78	\$ 23.78
067461	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 9,624.20	\$ 9,624.20
067462	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 118.84	\$ 118.84
067462	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 38,927.15	\$ 38,927.15
067463	401	STAPLES CREDIT PLAN		\$ -	\$ 181.42	\$ 181.42
067463	412	STAPLES CREDIT PLAN		\$ -	\$ 217.23	\$ 217.23
067463	428	STAPLES CREDIT PLAN		\$ -	\$ 29.99	\$ 29.99
067463	700	STAPLES CREDIT PLAN		\$ -	\$ 1,652.29	\$ 1,652.29
067463	712	STAPLES CREDIT PLAN		\$ -	\$ 1,197.16	\$ 1,197.16
067464	700	SOUTHERN POLICE EQUIP.CO	50913	\$ 2,629.99	\$ -	\$ 2,629.99
067465	711	SOFTWARE COMPUTER GROUP	48391	\$ 150.00	\$ -	\$ 150.00
067466	401	SHERIFF OF JEFFERSON CO		\$ -	\$ 12,192.25	\$ 12,192.25
067467	424	SOFTWARE SYSTEMS, INC.		\$ -	\$ 19,527.74	\$ 19,527.74
067468	716	TOMAHAWK LIVE TRAP, LLC	51153	\$ 1,583.26	\$ -	\$ 1,583.26
067469	403	UNITED SYSTEMS & SOFTWAR		\$ -	\$ 297.00	\$ 297.00
067470	424	US POSTAL SERVICE		\$ -	\$ 20,000.00	\$ 20,000.00
067471	716	VALLEY PET CEMETERY	51154	\$ 210.62	\$ -	\$ 210.62
067472	405	WEST PAYMENT CENTER	50419	\$ 342.00	\$ -	\$ 342.00
067473	425	WM OF WEST VIRGINIA, INC		\$ -	\$ 670.85	\$ 670.85
067473	716	WM OF WEST VIRGINIA, INC		\$ -	\$ 95.66	\$ 95.66
067474	700	WEST VIRGINIA UNIFORM-52	50909	\$ 302.98	\$ -	\$ 302.98
067475	402	XEROX CORPORATION	49676	\$ 1,428.42	\$ -	\$ 1,428.42
067475	439	XEROX CORPORATION	52941	\$ 573.79	\$ -	\$ 573.79

TOTAL						\$ 224,125.58
TOTAL				\$ 47,273.02	\$176,852.56	\$ 224,125.58

PUBLIC COMMENT

Jennifer Syron was concerned that allowing the tolling of developers’ properties would leave lots and streets unfinished and would bring down the value of adjacent homes.

Eleanor Finn commented on the public hearing held on May 31, 2012 regarding amendments to the subdivision ordinances proposing extensions of time to finalize plans until 2015.

David Tabb submitted for the record his undated letter with attachments to the Commission requesting that the Commission assist him in getting his “day in Court” to address assessment issues that he has had over the last five years.

Debbie Royalty presented her view on the proposed amendments to the subdivision ordinance. She also commented that she was pleased with the way the Commission has been seeking more public input when making decisions and the increased transparency in county government.

Nichelle Hosby, Executive Secretary, Jefferson County Commission introduced Corby and Michael, two new interns from the Job Corps. Corby will be working with the Commission staff and Michael will be assisting Debbie Keyser, Human Resources Director, in the Human Resources office.

Barbara Miller, Director of Emergency Management and Homeland Security, was not on the Agenda but who wanted to report an emergency situation stated that one or more of Frontier’s fiber optic lines had been cut and the 911 Emergency Communications Center was down, internet was down, some cell phones and most telephones were down in Jefferson County and that it would take at least three hours for Frontier to get the 911 Emergency Communications Center up and running again. Then they would begin to bring up the affected businesses and residences.

PRESENTATIONS

1. Paul Shroyer, Director of Financial Management

- **Budget Analysis – Discussion**

Mr. Shroyer submitted a graphic presentation of County expenditures for the month ending April 30, 2012, as well as explaining the different budget categories. He presented a spreadsheet of budget financial data and a listing of Fund Balances as of January 31, 2012.

- **Request for approval of Internal Budget Revisions Nos. 13, 14, 15, 16 and 17.**

IBR #1013 from the County Commission is for the estimated cost of upgrading the Jefferson County Development Authority offices. This is a county level budget revision requesting a redistribution of current budget funding; no additional funding is required.

Motion by Mr. Manuel to approve Internal Budget Revision No. 1013 as presented by Mr. Shroyer. Motion seconded by Ms. Noland and unanimously approved.

IBR #1014 from the County Clerk's Office is to re-allocate \$10,000 of current budget funding for elections, building and equipment rent to elections, equipment and repair. The revision is necessary to eliminate expenditures in excess of the allocation in the Elections, Maintenance and Repair of Equipment Budget Line.

Motion by Ms. Widmyer to approve Internal Budget Revision No. 1014 as presented by Mr. Shroyer. Motion seconded by Mr. Manuel and unanimously approved.

IBR #1015 from the Engineering Department is to increase part time help to \$15,000, which was not previously funded, and reduce Contractual Services by \$12,000 and reduce Engineering Overtime by 3,000. These changes are a re-allocation of current budget funding within the department's budget/

Motion by Ms. Morgan to approve Internal Budget Revision No. 1015 as presented by Mr. Shroyer. Motion seconded by Mr. Manuel and unanimously approved

IBR #1016 from the County Commission is required to correct expenditures in excess of budget allocations of April 30, 2012 and anticipated expenditures for the remainder of the current fiscal year.

Motion by Ms. Morgan to approve Internal Budget Revision No. 1016 as presented by Mr. Shroyer. Motion seconded by Mr. Manuel and unanimously approved

IBR #1017 from the GIS Department is a county level budget revision requesting a redistribution of current budget funding. No additional funding is required. Transfer is being made to replace one desktop computer and one laptop computer. The \$4,000 budgeted to GIS -Auto Supplies was overlooked when Auto Supplies from other departments were transferred to Department 424, Courthouse.

Motion by Mr. Manuel to approve Internal Budget Revision No. 1017 as presented by Mr. Shroyer. Motion seconded by Ms. Morgan and unanimously approved

2. Roger Goodwin, Chief County Engineer

- **Proposed Amendments to the Bonding Policy – Tolling of Bonding Provisions – Discussion/Action**

Mr. Goodwin presented two proposed amendments to the Bonding Policy, as directed by the County Commission, due to the recent special requests of two developers regarding tolling of bonding related requests that are not specifically covered under the Bonding Policy. Mr. Goodwin requested that the Commission approve the amendments in Section 10.B and Section 10.C of the Tolling of the Bonding Policy as presented.

Ms. Widmyer recommended that a public hearing be scheduled to receive the public's input on this matter.

Motion by Mr. Manuel that this matter be scheduled for a public hearing at 7:00 p.m. on a date to be determined by Debbie Keyser, Interim County Administrator. Motion seconded by Ms. Widmyer and unanimously approved.

- 3. The Commission took a short break at 10:45 a.m.
The Commission reconvened the meeting at 11:00 a.m.**

UNFINISHED BUSINESS

- 4. County Commission Projects and Priorities – Discussion/Action**

Mr. Manuel commented that the County Commission should have its own attorney. Ms. Morgan stated that the easiest way to accomplish that would be to direct the Prosecutor to release his civil attorneys from representing the Commission and begin the process of obtaining an outside attorney to represent the Commission. Ms. Keyser was appointed Team Leader for this project. The Commission directed her to include a monthly status update in the Agenda Packet.

By general consensus, the Commissioners directed Ms. Keyser to make the suggested changes to the list of Commission Projects and Priorities and resubmit it for review on next week's Agenda.

- 5. Meeting Room Policy – Discussion/Action**

Motion by Mr. Manuel to approve the proposed Meeting Room Policy as presented by Ms. Keyser. Motion seconded by Ms. Morgan and unanimously approved.

- 6. Request by Anne Conlan of Change Mastery to use the County Commission Meeting Room to hold a free Community Workshop on Creating a Life You Love.**

Because Change Mastery is not a non-profit charitable organization and is not connected to county, state or federal government, the Commissioners, by general consensus, could not allow Ms. Conlan to use the room. Staff will telephone Ms. Conlan with their decision.

- 7. Sandy Slusher, Deputy County Administrator, requested approval of the Community Participation Grant Resolution for Citizens Fire Company in the amount of \$10,000.00.**

Motion by Mr. Manuel to approve the Community Participation Grant Resolution for Citizens Fire Company in the amount of \$10,000.00. Motion seconded by Ms. Widmyer and unanimously approved.

JEFFERSON COUNTY COMMISSION CHARLES TOWN, WV

RESOLUTION

The Jefferson County Commission met on the 7th day of June, 2012 with a quorum present and passed the following Resolution:

Be It Resolved that the County Commission of Jefferson County, West Virginia, hereby authorizes Patricia A. Noland, President of the Jefferson County Commission, to act on its behalf to enter into a contractual agreement with the West Virginia Development Office to receive and administer grant funds

pursuant to provisions of the Community Participation Grant Program in the amount of \$10,000. The funds from this project is for the purchase of technology equipment for the Citizens Fire Company.

Dated: _____

PATRICIA A. NOLAND
PRESIDENT
JEFFERSON COUNTY COMMISSION

ATTESTED:

County Clerk

8. Requested approval of the Community Participation Grant Resolution for the Animal Welfare Society in the amount of \$10,000.00.

Motion by Ms. Morgan to approve the Community Participation Grant Resolution for the Animal Welfare Society in the amount of \$10,000.00. Motion seconded by Mr. Manuel and unanimously approved.

**JEFFERSON COUNTY COMMISSION
CHARLES TOWN, WV
RESOLUTION**

The Jefferson County Commission met on the 5th day of May, 2011 with a quorum present and passed the following Resolution:

Be It Resolved that the County Commission of Jefferson County, West Virginia, hereby authorizes Patricia A. Noland, President of the Jefferson County Commission, to act on its behalf to enter into a contractual agreement with the West Virginia Development Office to receive and administer grant funds pursuant to provision of the Community Participation Grant Program in the amount of \$10,000. The funds from this project will be used to construct an animal isolation room and will also be used for the storm water management requirements for the Animal Welfare Society.

Dated: _____

PATRICIA A. NOLAND
PRESIDENT
JEFFERSON COUNTY COMMISSION

ATTESTED:

County Clerk

9. Requested approval of the Community Participation Grant Resolution for the Animal Welfare Society in the amount of \$20,000.00.

Motion by Mr. Manuel to approve the Community Participation Grant Resolution for the Animal Welfare Society in the amount of \$20,000.00. Motion seconded by Ms. Widmyer and unanimously approved.

**JEFFERSON COUNTY COMMISSION
CHARLES TOWN, WV**

RESOLUTION

The Jefferson County Commission met on the 7th day of June, 2012 with a quorum present and passed the following Resolution:

Be It Resolved that the County Commission of Jefferson County, West Virginia, hereby authorizes Patricia A. Noland, President of the Jefferson County Commission, to act on its behalf to enter into a contractual agreement with the West Virginia Development Office to receive and administer grant funds pursuant to provisions of the Community Participation Grant Program in the amount of \$20,000. The funds from this project is for new construction space for dog and cat isolation and newborns spaces as well as storage and new dog run space for the Jefferson County Animal Welfare Society.

Dated: _____

PATRICIA A. NOLAND
PRESIDENT
JEFFERSON COUNTY COMMISSION

ATTESTED:

County Clerk

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- 10.** Requested approval of the Community Participation Grant Resolution for the Jefferson Memorial Hospital in the amount of \$15,000.00.

Motion by Ms. Morgan to approve the Community Participation Grant Resolution for the Jefferson Memorial Hospital in the amount of \$15,000.00. Motion seconded by Ms. Widmyer and unanimously approved.

JEFFERSON COUNTY COMMISSION CHARLES TOWN, WV

RESOLUTION

The Jefferson County Commission met on the 7th day of June, 2012 with a quorum present and passed the following Resolution:

Be It Resolved that the County Commission of Jefferson County, West Virginia, hereby authorizes Patricia A. Noland, President of the Jefferson County Commission, to act on its behalf to enter into a contractual agreement with the West Virginia Development Office to receive and administer grant funds pursuant to provisions of the Community Participation Grant Program in the amount of \$15,000. The funds from this project is for the purchase of technology equipment and supplies to install closed circuit television for the Jefferson Memorial Hospital.

Dated: _____

PATRICIA A. NOLAND
PRESIDENT
JEFFERSON COUNTY COMMISSION

ATTESTED: _____
County Clerk

11. Requested approval of the Community Participation Grant Resolution for the Jefferson Memorial Hospital in the amount of \$25,000.00.

Motion by Mr. Manuel to approve the Community Participation Grant Resolution for the Jefferson Memorial Hospital in the amount of \$25,000.00. Motion seconded by Ms. Widmyer and unanimously approved.

**JEFFERSON COUNTY COMMISSION
CHARLES TOWN, WV**

RESOLUTION

The Jefferson County Commission met on the 7th day of June, 2012 with a quorum present and passed the following Resolution:

Be It Resolved that the County Commission of Jefferson County, West Virginia, hereby authorizes Patricia A. Noland, President of the Jefferson County Commission, to act on its behalf to enter into a contractual agreement with the West Virginia Development Office to receive and administer grant funds pursuant to provisions of the Community Participation Grant Program in the amount of \$25,000. The funds from this project is for the purchase of technology equipment and supplies to install closed circuit television for the Jefferson Memorial Hospital.

Dated: _____

PATRICIA A. NOLAND
PRESIDENT
JEFFERSON COUNTY COMMISSION

ATTESTED:

County Clerk

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12. Set date for work session with the Jefferson County Fire and Rescue Association.

The Commissioners directed Ms. Keyser to look at some dates in July or August to hold the work session and check with the Commissioners to ascertain if any of the dates will work. Once a mutually agreeable date is found, Ms. Keyser will take steps to schedule the meeting.

COUNTY ADMINISTRATOR REPORTS

Debbie Keyser, Interim County Administrator:

- Nichelle is in the process of obtaining computer software so that the County can print its own employee

discount tickets for Hershey Park and King's Dominion is sending her discount tickets for Jefferson County Employees.

- Stated that she would like to implement a Suggestion Box.
- Update on the Wellness Program. Reported that there are presently nine teams, all with cute names.
- Reported that June 20, 2012 is the last date for Supervisors to submit the new salary requests for the employees in their departments.

COUNTY COMMISSIONER REPORTS

Commissioner Widmyer:

- Attended the Shepherdstown Sesquicentennial celebration.
- Attended the Jefferson County Public Service District meeting.

Commissioner Manuel:

- Attended a Jefferson County Partnership for Affordable Housing meeting.
- Met with constituents regarding future appointments to Boards and Commissions and the proposed amendments to the subdivision ordinances.
- Reminder that the Mountain Heritage Arts & Crafts Festival is this weekend and the Kiwanas will be selling ice cream.
- Will be attending the senior picnic today from 11:00 a.m. to 1:00 p.m.

Commissioner Morgan:

- Reminder that Farm Days is June 16, 2012 and visitors will be allowed to tour local participating farms.
- John Allen will be giving a lecture on History and Architecture in Middleway, WV on Friday, June 15, 2012 at 7:00 p.m. at Grace Church in Middleway.

Commissioner Noland:

- Attended the WVACO Spring Board Meeting at Twin Falls.
- Reported that there is a health initiative/competition all across West Virginia and there is a website livewellwestvirginia.ext.wvu.edu where you can go to track your progress.
- Attended a Jefferson County Partnership for Affordable Housing meeting.

There being no further business, motion by Mr. Manuel to adjourn the meeting. Motion seconded by Ms. Morgan and unanimously approved. Upon rising at 11:35 p.m. the meeting was adjourned until Thursday next, June 14, 2012 at 9:30 a.m.

PATRICIA A. NOLAND, PRESIDENT