



**2020 BASIC TRAINING AGENDA**  
**Best Western, Bridgeport, Harrison County**  
**Day One**

**Thursday, November 19, 2020 – Imperial Room**

- 7:30 AM                    **Continental Breakfast** – Imperial Room
- 8:15-8:45 AM            **Registration in Lobby**
- 9:00 AM                    **Welcome to CCAWV Basic Training &  
CCAWV Partnership with NACo**  
*Jack David Woodrum, Summers County Commissioner,  
CCAWV President*
- 9:15 AM                    **Who is CCAWV?**  
*Agnes Queen, Lewis County Commissioner,  
CCAWV Vice President*
- 9:30 AM                    **What Exactly Does a Commissioner Do Again?**  
*Nancy Cartmill, Cabell County Commissioner,  
CCAWV Legislative Committee Chair*
- 9:45 AM                    **County Finances: An Overview**  
*Ora Ash, WV State Auditor’s Office*
- 10:45 AM                  **Break** – Imperial Room
- 11:00 AM                  **The Uniform Budget Process As A Practical Matter**  
*Ora Ash, Deputy State Auditor*  
*Shellie Humphrey, Budget – Finance Specialist,  
WV State Auditor’s Office*
- 12:00 PM                  **Lunch** – Imperial Room
- 1:00 PM                    **Self Introductions – Meet Your Fellow  
Commissioners**



- 1:15 PM            **Board of Review and Equalization/BOAA**  
*Leroy Barker, Director, Property Tax Division,  
WV State Tax Department*
- 1:45 PM            **Key County Services – Our 911 Partners**  
*Laura Pysz, Director, Harrison County OEM  
Paul Bump, Director, Harrison County 911*
- 2:15 PM            **Break – Imperial Room**
- 2:30 PM            **Hiring, Firing & Other Personnel Issues**  
*Wendy Greve, Esquire,  
Pullin Fowler, Flanagan, Brown & Poe, PLLC*
- 3:15 PM            **Operational Risk and Exposures in West Virginia  
Counties**  
*Mike Rezac, Risk Control Consultant, WVCoRP*
- 4:00 PM            **Overview of Other Elected Officials – Your Neighbors in  
the Courthouse**  
*Jonathan Adler, Executive Director, WVACo*
- 6:00 PM            **Dinner – Imperial Room**



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**Friday, November 20, 2020 – Imperial Room**

- 7:30 AM            **Continental Breakfast** – Imperial Room
- 9:00 AM            **Ethics and Open Meeting Laws**  
*Theresa Kirk, Counsel, WV Ethics Commission*
- 9:45 AM            **Roberts Rules of Order/How to Run a Commission Meeting**  
*Wendy Greve, Esquire,*  
*Pullin Fowler, Flanagan, Brown & Poe, PLLC*
- 10:15 AM           **Break** – Imperial Room
- 10:30 AM           **The Role of the WV Secretary of State's Office: Elections - Business - Administrative Law**  
*Mac Warner, WV Secretary of State*
- 11:30 AM           **Opioid Prevention: Resources for Your County**  
*Elizabeth Shahan, Executive Director,*  
*West Virginia Prevention Solutions*  
*Greg Puckett, Mercer County Commissioner,*  
*CCAWV Board of Directors*
- 12:00 PM           **Lunch** – Imperial Room
- 1:00 PM            **Overview of West Virginia Courthouse Facilities Improvement Authority Programs**  
*Melissa Smith, Executive Director, WVCFIA*
- 1:45 PM            **NACo Partnership: Working With the Media: Be Prepared!**  
*Brian Namey, Director of Public Affairs, NACo*



2:15 PM            **Break** – Imperial Room

2:30 PM            **WWCD? What Would A Commissioner Do?**  
*CCAWV Staff*

3:30 PM            **Wrap Up, Follow Up**

4:00 PM            **Adjourn**

*Don't forget to turn in your evaluations. Safe travels home!*