



Mailed to Co. Comm  
on 6-23-14.

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## State of West Virginia

**Glen B. Gainer III**

State Auditor

Office of the State Auditor  
Local Government Services  
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Clarksburg, West Virginia 26301

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June 16, 2014

Dear West Virginia County Commissioners/Councils:

The State Auditor's in-service training program for all County Commissioners/Councils will be held on August 5, 2014 in Huntington, West Virginia. *WV Code §7-7-2* requires that each County Commissioner/Council member and, at his or her option, one or more of his or her employees must participate in the program established by the State Auditor.

Each year, the State Auditor presents the Thelma J. Stone Memorial Achievement Award to a County Commission/Council that has demonstrated excellence and professionalism in county government during the previous year. Enclosed is a copy of the charter for the Thelma J. Stone Memorial Achievement Award. **Nominations must be received by 4 pm on Monday, July 21, 2014.** If you would like to make a nomination for this award, please submit your letter of recommendation to:

Ora L. Ash,  
Deputy State Auditor  
200 West Main Street  
Clarksburg, WV 26301  
email: [ora.ash@wvsao.gov](mailto:ora.ash@wvsao.gov)

Again, I encourage you to attend the State Auditor's in-service training program for County Commissioners/Council members this year and take advantage of the training being offered and the opportunity to exchange ideas with other commissioners/council members with similar interests and problems. If you have any suggestions or questions concerning this training program, please feel free to contact Ora at 304-627-2415, Ext. 5114 or email him.

Sincerely,

Glen B. Gainer III  
State Auditor

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## **CHARTER**

### **STATE AUDITOR'S ANNUAL SPECIAL ACHIEVEMENT AWARD FOR COUNTY COMMISSIONS**

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#### **I. TITLE**

In 1981 the "State Tax Commissioner's annual Achievement Award for County Commissions" was established. The State Tax Commissioner renamed the Award in 1985 "The Thelma J. Stone Memorial Achievement Award", herein called "The Award", in honor of a tenured employee of the Department who had won the admiration and respect of all county officials. As of July 1, 1999, this procedure was transferred with the Chief Inspector Division to the office of State Auditor.

#### **II. GENERAL**

The Award shall be presented annually by the State Auditor to a County Commission of the State of West Virginia. Nominees shall be judged and the recipient chosen by a Selection Board appointed by the State Auditor.

### **III. SELECTION BOARD**

The State Auditor shall appoint five (5) persons, who, when appointed, shall constitute the Selection Board for the Purpose of selecting a recipient for the Award. Those appointed shall include the State Auditor, the President of the West Virginia County Commissioners' Association or his/her designee, the Director of the Chief Inspector Division of the State Auditor's Office or his/her designee, the Director of the Property Tax Division of the State Tax Department or his/her designee, and one (1) other person appointed by the State Auditor.

### **IV. TERMS OF BOARD**

The Selection Board will be appointed on or before June 1 of each year. The members of the Selection Board shall serve until such time as the recipient of the Award for the year designated is chosen and announced.

### **IV. BOARD MEETINGS**

The Selection Board will meet at the call of the State Auditor for the purpose of selecting a recipient at or before the Annual In-Service Training Meeting for the County Commissioners sponsored by the State Auditor each year.

The deliberations of these meetings will be kept confidential by the Selection

## VI. AWARD CONSIDERATIONS

In choosing a recipient for the Achievement Award, the Selection Board shall consider the following criteria:

1. Compliance with laws governing actions and conduct of county commission.
2. Effective collective leadership exhibited by harmonious relations by members of the county commissions.
3. Innovation in office procedures.
4. Administration
5. Responsible fiscal conduct.
6. Cooperation with the various departments of county government.
7. Effective communications with taxpayers in the county.
8. Effective communications with state, federal and city governments.
9. Progressive personnel management policies.
10. Demonstrated achievement in county government through effective means.

## VII. NOMINATIONS

Each county commission shall be considered nominated for the Award as of July 1 of each fiscal year. The time period for which the commissions shall be judged will be specified by the State Auditor.

## **VII. LETTERS OF RECOMMENDATION**

The Selection Board shall accept letters of recommendation for a particular county commission from any county commission, commissioner or individual member of the public. The letters may be from a commission recommending themselves or other commissions.

Letters of special recommendation should address the criteria upon which the Award is based.

Letters of recommendation should be sent to the State Auditor, c/o Local Governments Services, 200 West Main Street, Clarksburg, WV.

## **IX. SELECTION BY BOARD**

The Selection Board shall select the recipient for the Award. Two additional Honorable Mention Awards may be awarded for particular special projects by a county commission worthy of praise by the Selection Board.

## **X. PRESENTATION OF AWARD**

The State Auditor or his/her designee will present the Achievement Award at the annual In-service Training Meeting, if feasible.

## **XI. PUBLIC ACKNOWLEDGEMENT**

The State Auditor shall remind the public of this Achievement Award by letters to the county commissions, general press releases, and other appropriate means.