**MINUTES**

**WV RACING COMMISSION**

**Wednesday, September 13, 2017**

**WV Lottery Conference Room**

The WV Racing Commission met on September 13, 2017 to conduct business and consider administrative matters. Roll call was taken and Chairman Jack Rossi was present. Commissioner Ken Lowe, Jr. and Commissioner Anthony Figaretti were present via conference call. Counsel was represented by Kelli Talbott.

**Consideration of Employment – Charles Town Steward**

 Joe Moore stated he would recommend the Commission authorize Commissioner Lowe, Kelli Talbott and himself to conduct the interview process for the vacant Steward position at Charles Town.

 Motion was made by Mr. Lowe for approval of the recommendation, seconded by Mr. Figaretti. Motion passed.

**Approval to increase FTE to 1.0 for Commission employee Janet Williams**

 Joe Moore stated this is on the agenda due to the retirement of Kristen Crowder. Kris has been with the Racing Commission going on 7 years. She handles the Supplemental Purse Program as well as the WVOasis entries for our A/P and A/R. This item would transition the Supplemental Purse Program plus many of the other duties that Kris also handles to our current Greyhound Development Fund clerk, which would be re-classed to an Administrative Services Assistant and make her full-time. It will be effective as soon as we can get it through the State’s approval process.

 Motion was made by Mr. Figaretti to approve, seconded by Mr. Lowe. Motion passed.

 Mr. Lowe asked Mr. Moore if it was typical Ms. Crowder would get some type of a thank you or something suitable for framing? Mr. Moore replied there will be a Resolution drafted and framed that the Commission can officially adopt at the October meeting.

**Adjournment**

 Motion was made by Mr. Figaretti to adjourn, seconded by Mr. Lowe. Meeting adjourned.