



**WEST VIRGINIA  
STATE BOARD OF SANITARIANS**

P.O. Box 927  
Charleston, West Virginia 25323

Board Meeting Minutes  
February 21, 2025  
Zoom conference Meeting

- The Meeting was called to order by Brad Cochran, Chair @ 10:00 AM.
- Verification of quorum which was approved with 4 Board Members, along with the CFO, Linda Lyter, and Executive Director, Linda Whaley.

- Attendees present:

Brad Cochran, Chair

AJ Root

Warren Elmer

Linda Lyter, CFO

Linda Whaley, Executive Director

- Quorum was verified by Chairman, Brad Cochran.
- Brad asked if everyone had read over the previous meeting minutes. Warren Elmer made a motion to approve as presented, Lloyd White 2<sup>nd</sup> the motion and the motion carried.
- Election for a new Board Chair: Lloyd White nominated AJ Root who declined. Lloyd then nominated Warren and Warren agreed to accept the nomination. Brad seconded the motion. Lloyd made the motion to close nominations, Brad again seconded. The vote for Warren was then held and the nomination carried.
- Executive Orders: Brad is scheduled to send his narratives to Linda Lyter for review. Linda Lyter will then send them to Linda Whaley to submission to the governor's office.

- Discussion was held regarding the previous Chapter 30 Boards meeting where the Universal licensing bill is set to go through the legislative session.
- Linda Lyter gave the financial report. The Board has a \$6216.35 balance. Lloyd made a motion to accept the financial report. 2<sup>nd</sup> was given by Warren Elmer and the motion carried.
- Brad and Linda Lyter gave information on the Legislative rulemaking committee meeting. Lloyd attended the interims and stated that everything with our proposed bill went through okay. The bill has now been assigned to the Judiciary Committee as SB407 and HB2327. Brad is to notify Warren when the Judiciary committees will meet.
- Board member expiration dates: Linda Lyter stated that there are new employees at the Governor's office and a new person is being hired to handle the Board appointments. Hopefully the renewal appointments will go through soon.
- Linda Whaley stated that she is working on making updates to the website for current information.
- Daniel McNeil, RS, was then recognized for his presentation. The presentation is basically about making changes to the Sanitarian Training Class to make the Food Training requirements mimic the Voluntary Retail Food Code Training Requirements for inspection staff. Brad remarked that Suzzette has sent suggestions as well and would like to discuss this information. Lloyd stated that the Board be tabled for this meeting and another meeting be held with Suzzette for further discussion. Thanks were given to Dan for the presentation and suggestions. A committee may be formed to review this further.
- Linda Whaley has updated the Application for Sanitarian. She has also created an instruction page on completing the application. Lloyd stated that the changes are okay as presented and the Board does not need to give approval as this is housekeeping items.
- Next meeting date was set for May 9<sup>th</sup> at 10:00.
- Meeting adjourned by Brad Cochran.

*Warren Z. Elmer R.S. Board Chair*

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Warren Elmer, Chair