



WEST VIRGINIA STATE BOARD OF SANITARIANS

P.O. Box 927
Charleston, West Virginia 25323

Brad Cochran R.S.
Chairman

David P. Thornton R.S.
Executive Director

August 4, 2023
10:00 AM
Zoom Board Meeting

Brad Cochran, Chairman
Lloyd White, Vice-Chairman
Delores Cook
Warren Elmer
J.J. Rose
A.J. Root
David Thornton
Linda Lyter

Guest: None

The meeting was by Zoom meeting. The meeting was called to order at 10:05 a.m. by Brad Cochran, Board Chairman. Quorum was present.

The Oath of office was given to AJ Root, New Board member by Brad Cochran, Board Chairman.

Minutes for the April 7, 2023 meeting were read. Motion to accept by JJ Rose, seconded by A.J. Root. Motion passed.

Finance report was presented. Finance Report was presented by Linda Lyter, Finance Officer. Motion to accept the finance reports by J.J. Rose, seconded by A.J. Root. Motion passed.

Correspondence received by the Board. Asset Management Certification Cover Sheet from the West Virginia Purchasing Division, completed and returned by Executive Director.

Asset Management Coordinator Designation Form from Purchasing Division, completed and returned by Executive Director. Letter from WV Legislature Joint Committee on Government and Finance wanting information on number of issued licenses and number of employees of the Board, completed and returned by the Executive Director. Annual Certification of debt of the Board form from the State Treasurers office, completed and returned by the Executive Director.

There were no complaints brought before the Board.

There were 5 S.I.T. Applications to review and approve. They were Carol Bush- Randolph County, Mark Abbott- Wyoming County, Jacob Pennington- Clay County, Christopher Davis- Mid Ohio Valley, and Kimberly A. Stake- Berkeley County. J.J. Rose made the motion to accept all applicants, seconded by Delores Cook. Motion passed.

There were 4 Advancements to Sanitarian to review and approve. They were Courtney Holcomb-Bennett- Clay County, Alexandra Demastes- Jefferson County, Ronald G. Porter- Cabell County, Benjamin Shreve- Monongalia County. A motion was made by A.J. Root to approve, seconded by JJ Rose. Motion passed.

There was no advancement to RS to review and approve.

There were no SIT waivers needed for being a SIT longer than three years.

The Status of Changes to the Sanitarian Classifications developed by the Public Health Sanitation Division and reviewed and approved by the Board was discussed. Judy Vallandingham, Division Director, was not in the meeting. The issue was tabled until the next Board meeting.

Brad Cochran discussed new requirements for the Board within bills passed by the legislature mostly related to the website. He stated that he was working on these requirements to bring the website into compliance.

Discussions related to the pending retirement of David P. Thornton R.S. Executive Director. He stated that he had enjoyed working with and for the Board for many years and it would be missed. Various Board members stated that he would be missed.

Actions related to finding a new Executive Director. Brad Cochran stated that the only person that had shown an interest in taking the position at this point was Michelle Cochran. He then recused himself and dismissed himself from the call. Lloyd White as Vice-Chair then led the discussion on hiring Michelle with all other members participating except Delores Cook who could not hear the discussion through the telephone line. Lloyd White made the motion to hire Michelle Cochran as the Interim Executive Director at the same salary as the Current Director with A.J. Root seconding the motion. It was a unanimous vote of passage. Brad Cochran was then contacted and re-entered the meeting. He stated that he would still see if there are any other interested parties. He will call a special meeting later if more candidates apply and/ or determine that there is a need to finalize the appointment.

No CEH reviews were needed.

Motion was made by Lloyd White to adjourn the meeting, seconded by Warren Elmer. Motion passed. The meeting adjourned at 11:00 AM.

The minutes were taken by David P. Thornton, Executive Director.

A handwritten signature in blue ink that reads "Brad Cochran, R.S." The signature is written in a cursive style and is positioned above a horizontal line.

Brad Cochran, Chairman
WV State Board of Sanitarians