



WEST VIRGINIA STATE BOARD OF SANITARIANS

P.O. Box 927
Charleston, West Virginia 25323

Board Meeting Minutes
December 2, 2025
Zoom conference Meeting

- The Meeting was called to order by Warren Elmer, Chair @ 10:00 AM.
- Verification of quorum which was approved with 5 Board Members, along with the CFO, Linda Lyter, and Executive Director, Linda Whaley.
- Attendees present:

Warren Elmer, Chair

AJ Root

Brad Cochran

Lloyd White

JJ Rose

Linda Lyter, CFO

Linda Whaley, Executive Director

- Quorum was verified by Chairman, Warren Elmer.
- Warren asked if everyone had read over the previous meeting minutes. Brad Cochran made a motion to approve as presented, AJ Root seconded and the motion carried.
- Discussion was held regarding the previous meeting's issues related to reducing the educational requirements for a Sanitarian. Brad said that he had read through the job descriptions for the San 1 and San 2 positions. Changes will have to be made to code and rule to change the job descriptions. This cannot happen overnight. Aj agreed that it will take time but said that it is necessary due to hiring problems. JJ says that he is at a tipping point and changes must be made. Linda Whaley reminded the Board of the old Sanitarian Aide position. Lloyd said that he has been an

advocate of keeping the degree due to professionalism. He is in favor of looking into Associate Degree programs. Warren says that we do have a real problem. He says that we are moving backward. We have had a 4-year degree requirement for 55 years. No other surrounding state is reducing the education requirement to be a Sanitarian. Reducing the education requirement may affect the need for the position altogether. AJ said that Health Departments are having real issues in hiring. If the Health Departments do not meet the standards the programs may be sent to other agencies. Warren suggested sending out a survey to get all Sanitarians' opinions. AJ said whether the Board agrees or not the Legislature may make changes without us. JJ is really concerned due to the potential loss of funding. Lloyd said that we need to vote. He doesn't agree with reducing the educational requirement but understands the need. Lloyd made the motion that the Board of Sanitarians adopt the two year degree for Sanitarian 1 job position. Sanitarian 2 positions will remain as currently described. JJ seconded the motion and the motion carried. Brad abstained from voting; Warren did not vote as chair. AJ, JJ, and Lloyd voted in the affirmative.

- Linda Lyter brought up the idea of increasing the salary of the Executive Director. The position currently pays \$13.00 per hour. Linda Lyter states that the position should be paid \$15-\$16.00 per hour. Lloyd made a motion to increase the salary from \$13 to \$16.00 per hour with a cap of \$4950. Brad seconded the motion and the vote carried. Linda Whaley's contract will be renewed in February.
- Next meeting date is scheduled for February 20th at 10:00 a.m.
- Lloyd made the motion to adjourn, 2nd by AJ and the motion carried. Meeting adjourned at 10:30 a.m.

Minutes approved at the Feb. 20th meeting. Sent to GB to be put on website 2/25/26 by L. Whaley.