



# WEST VIRGINIA STATE BOARD OF SANITARIANS

P.O. Box 927  
Charleston, West Virginia 25323

Board Meeting Minutes  
May 10, 2024  
10:00 AM  
Zoom Conference Meeting

- The Meeting was called to order by Brad Cochran, Chair @ 10:00 AM.
- Verification of quorum which was approved with 6 Board Members, along with the CFO and the Ex. Director.
  - Attendees Present:
    - Brad Cochran, Chair
    - Lloyd White, Vice-chair
    - AJ Root
    - JJ Rose
    - Warren Elmer by phone
    - Delores Cook by phone
    - Linda Lyter, CFO
    - Linda Whaley, Executive Director

Linda Whaley read the minutes of the previous meeting. The previous meeting was held on February 2<sup>nd</sup> of 2024. JJ Rose made a motion to approve the minutes as read. AJ Root seconded. The motion carried. A discussion was held regarding the need to read the minutes during the meeting as they are sent out to the Board members ahead of the meeting. It was decided that the members are to read the minutes prior to the meeting. The minutes can be approved or corrected during the meeting.

Financial Report: The financial report was given by CFO, Linda Lyter. The new laptop invoice has not been submitted. Brad and Linda Whaley will see if either one can find out who may have the invoice. Linda Lyter reported that the account is down to \$3,000.00 This is following the previous year's trend. However, due to the purchase of the laptop there is reason to be concerned that funds will not be available to cover all costs. Discussion was held regarding whether a rule change might help the budget. Questions were brought forward regarding an emergency rule. Linda Lyter stated that an emergency rule change request can be justified due to the required purchase of the new laptop and a change in staff. Lloyd and AJ both conjectured that local health departments should not object to the rule change to increase fees. Brad asked about the process of filing an emergency rule request. Linda Lyter stated that the forms must be submitted by the end of June. They are on the Secretary of State webpage. She will assist Brad with the filing. If the Emergency Rule Request is not challenged it can go into effect in 42 days. It was stated that many other Boards have higher fees than what we would propose. Brad also said that he found out that our IT costs are \$119.40 per month. Linda Lyter said that we have not been invoiced for these in 2023 or 2024. Lloyd White said that we should move forward with the emergency rule filing. AJ Root made a motion to file the Emergency Rule at the same time as the Rule Change Request. A second was given by Warren Elmer and the motion carried.

Correspondence: Linda Whaley said that she had received a W-9 from Mid-Ohio Valley and a form from the Census Bureau. Both were given to Linda Lyter. Linda Lyter stated that she had completed these and returned both to the respective agencies. Linda Whaley also stated that she had received several CEH requests.

Unofficial Complaint: An official complaint has not been filed regarding the unofficial complaint that had been mentioned. Brad had discussed the issue with the Public Health Sanitation Director. Lloyd said that since we had not received an official complaint and the issue had resolved to not take any further action. He will try to discuss this unofficially with the local Health Officer.

Rule Revision Status: Brad stated that he had sent out the rule revision with strikethroughs and there were no complaints. Linda Lyter said that Brad needed to take out the date. Brad will take care of that and send it back to Linda Lyter.

Fee Discussion: current fee is \$50.00. The increase being suggested is \$125.00. This would increase the budget to approximately \$ 20,000. Delores Cook made a motion to increase the fee to \$125.00 in the emergency rule and the proposed rule. 2<sup>nd</sup> made by Warren Elmer and the motion passed unanimously. (After the meeting Brad found that the last fee increase was in 2011. The fee increased from \$20.00 to \$50.00)

Board Member Expiration dates: Linda Lyter will follow up with the Governor's office to get new expiration dates for new members and/or re-appointments of current members.

Currently the expiration dates are: AJ Root—6/30/25, Brad Cochran—6/30/24, JJ Root—6/30/2022, Delores Cook—6/30/23, Warren Elmer—6/30/21, and Lloyd White 6/30/18.

Linda Lyter is working with the Governor's office for appointments. Brad said that there is one (1) public member position vacant.

DOP Classification Updates: There were four (4) classification changes. No issues were noted, and everyone is happy to go with the changes.

Warren had to leave the meeting, but there is still a quorum.


Web page updates: Linda Whaley stated that all changes have been made.

Record Retention Policy: Brad and Linda Whaley are still looking into this.

BRIM—Linda Lyter stated that she needed to discuss a few things regarding BRIM, which is our insurance. She covered defensive driving, wearing seatbelts, no use of cell phones while driving, keeping our car insurance up to date. She cautioned us about keeping our files confidential. She also reminded everyone that the minutes are Draft until approved.

The next meeting is set for August 9, 2024, at 10:00a.m. Linda Lyter will arrange a zoom meeting for us.

Delores Cook made the motion to adjourn the meeting.

  
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Brad Cochran, R.S., Chair