



## **WEST VIRGINIA STATE BOARD OF SANITARIANS**

P.O. Box 927  
Charleston, West Virginia 25323

Board Meeting Minutes  
November 21, 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

Guests present were Chad Bundy, Association of Local Health

Departments, Debbie Hissom, Center for Local Health, Suzzette Dellinger,

OEHS Training Officer, Alexis Davy, Jefferson Co. Health Department,

Brandon Rhodes

- 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.
- Linda Lyter went over the financial report. There were expenditures of \$4761.00 this quarter. A cash balance of \$8351.57 is available. AJ Root

made a motion to accept the financial report, Brad Cochran 2<sup>nd</sup> the motion and the motion carried.

- Linda Whaley discussed the issue with sign-in sheets and agendas for training not being submitted in a timely manner. Several have been coming in recently with the training taking place months earlier. This is causing frustration on the part of the Sanitarians who think they should have more CEH's on the listing placed on the website. Linda also is very frustrated because she is constantly reporting that she does not have additional information to allow her to give credits. Brad stated that the CEH policy does not have a time frame for reporting training attendance. AJ Root made a motion to have the sign-in sheets and agendas submitted within 5 business days. Brad Cochran 2<sup>nd</sup> the motion and the motion carried. Linda will update the current policy and send it to all Sanitarians and see that it is updated on the website.
- Linda reported that the Governor's office has not sent notification of reappointments to the Board. Other Boards are experiencing the same situation.
- Training Committee has not met currently. Lloyd asked Linda to send him contact info of those people on the committee. Linda said that Lloyd, AJ Root, Suzette, and Stacy King are to be on the committee. Linda will notify all committee members and ask them to send Lloyd their phone numbers. Lloyd asked Suzette to resend the acknowledgment form.
- Chad Bundy, President of the Association of Local Health Departments discussed the problem with health departments being able to hire Sanitarians. Debbie Hissom from the Center for Local Health said that they have 2 surveyors who have conducted evaluations of local health departments against a set of standards. Every health department had one (1) or more deficiencies. Most deficiencies involved being able to conduct timely inspections. She went on to explain that the funding formula for the local health department budgets is tied to the capacity to meet standards. Salary issues continue to be a problem. Finding successful applicants to be Sanitarians who have a 4-year degree and are willing to work for the salary continues to plague health departments. Salary issues must be presented to the Department of Personnel. Ms. Hissom stated that Ohio, Virginia, Maryland, and Kentucky also require a 4-year degree, but the starting salary is higher. Discussion was held regarding restructuring the training program to make it more relevant. JJ Rose stated that his health department cannot afford to pay higher salaries, and he is certain that many other health departments can't either. He thinks that the Sanitarian 1 classification could be filled by an employee with an associate degree. Especially if relevant training is provided in that associate degree syllabus. He stated that his county is in danger of losing funding because of the

survey. He said that if he can't meet all standards with the current funding, he would not be able to do better with less funding. Lloyd agreed that the 4-year degree does not ensure more competence over a person with an associate degree. Chad suggested that schools look at a training program specific to Sanitarian duties. Some schools have programs now for fire fighters for instance. Sanitarians could also be a training track. AJ Root agreed but that any changes would also have to go through DOP. Lloyd asked Debbie to reach out to DOP regarding this. Alexis Davy commented that she would be willing to reach out to WVU Environmental Health Program for interest in a training program. Lloyd will talk to some folks at Fairmont State. Brad stated that changes will have to be made to Chapter 30's rule. Debbie asked if the Board wanted to allow substitutions for the 2-year associate degree. JJ went on to state that his county is at the maximum on fees. He asked about the Center for Local Health Report being used to ask for additional funding. AJ stated that a 2-year degree for Sanitarian 1 position only with no substitutions. Chad discussed a classification hierarchy. Chad asked about job description. Debbie will investigate this. Chad said he will assist with approaching the Legislature. A motion was made to have the Sanitarian 1 classification be satisfied with an associate degree. Lloyd stated that since this was not on the agenda it cannot be voted on in this meeting. Linda Lyter said that she will be willing to work with the Board to get a bill introduced into this year's legislative session. Previous motion was rescinded. Discussion will continue at an upcoming meeting.

- Warren discussed a verbal complaint that he had received about the Administrator of Lincoln County Health Department conducting inspections, even though he is not a licensed Sanitarian. He was previously sent a notice not to do this as the Board had heard of a similar complaint. JJ and Lloyd both said to send him another letter, but to also send it to the Lincoln County Board of Health Chair and members, the Health Officer, and the County Commission. Linda will draft a letter and send it to Warren for his approval and signature.
- Linda reported that registration renewal notices will be going out by end of the month.
- Linda has submitted a resignation letter effective March 1. Linda explained that she is frustrated due to the CEH situation this year. AJ asked Linda to reconsider, and he is already working to correct some of the problems. Linda Lyter also said that she hopes that Linda Whaley will reconsider. She also thinks that the Board should give a pay increase for the Director position.
- Special meeting date is to be set for December 2, 2025, at 9:00a.m. Only two (2) agenda items are to be considered.

- Allowing the Sanitarian 1 classification to be filled by an applicant with a 2-year associate degree
  - Pay increase for Director position
- Motion to adjourn by JJ Rose, second by AJ Root. Motion carried and meeting adjourned.

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Warren Elmer, Chair