

February 23, 2007

- (1) Call to Order The meeting of the Association was called to order at 1:00 p.m. at 101 Dee Drive, Charleston, West Virginia, by Grady Bowyer, President.
- (2) Introduction of Members and Guests Members and guests in attendance introduced themselves and identified the various boards they represented.
- (3) Approval of Minutes A motion was made to approve as previously circulated the minutes of the September 27, 2006 meeting. The motion was seconded; motion carried.
- (4) Report of the Treasurer The Treasurer reported that as of February 23, 2007, the Association's account balance was \$3,246.73. A motion was made to accept the Treasurer's Report. The motion was seconded; motion carried.
- (5) Old Business A) Board Member Appointments:
Members discussed the continuing need for appointments/reappointments to the various licensing boards. Some boards have had member positions filled, however others have not. During discussion of this matter it was suggested that if needed board member positions are not filled by thirty (30) days after the completion of the Legislative Session, a letter be sent to the Governor from the Association expressing continuing concern about this situation.

B) Brickstreet Information:
Members discussed the audits of the boards conducted by Brickstreet in recent months. Information was provided which indicated that contrary to written instructions which accompanied these audits, only the amounts actually paid to board members should be listed, and not the \$5000.00 amount as stated in the instructions. Jerry Gladwell is the contact person at BRIM for licensing boards if questions arise about premiums or other matters.

- (6) New Business
- A) Government Relations:
Grady Bowyer indicated that to date the only bills moving in the Legislature according to Chad Robinson, Government Relations for the Association of Licensing Boards, are SB 187 (Relating to the WV Performance Review Act), SB 188 (Revising sunrise review process), and HB 2181 (Requiring that annual reports of boards be recorded on CD ROM for distribution.)
- B) Auditor's Office Required Annual Training Seminar for Licensing Boards:
Nancy Pennington from the Auditor's Office is requesting suggestions for agenda items. Members indicated that it would be helpful to obtain guidance as to how many and to whom Annual Reports are required to be mailed by the Boards. Grady Bowyer will contact Ms. Pennington with this suggestion.
- C) Ethics Coordinator for Boards re: P Card:
Linda Lyter is assuming this Role. Members discussed the possibility of having a training seminar with Tammy Scruggs for Budget preparation. Grady Bowyer will follow up with Ms. Lyter and/or Ms. Scruggs to see if this presentation can be offered.
- B) Legislative Rulemaking:
Judy Cooper from the WV Secretary of State's Office, Administrative Law Division, provided information on this topic. Mrs. Cooper reminded boards to be sure that the appropriate person at the board office sign the documentation to file Rules and Rule changes. She also indicated that when filing meeting notices online, boards must indicate that an agenda for that meeting is available, and provide the dates and location from which that agenda can be obtained by the public. She also mentioned that when filing meeting notices online, the name of the agency should not be listed as WV Board of..., but should reflect the profession name, such as Licensed Practical Nurses, Board of...
- (7) Membership Committee
- This committee is currently established in the Association Bylaws. Members discussed the function and need for this committee. No members were chosen at this time.

- (8) Future Meeting The Auditor's Office required training
 Dates seminar for boards will be held on September
 26th and 27th, 2007 at the Marriott Hotel in
 Charleston, WV. The Association of Licensing
 Boards will meet on September 26, 2007 at
 3:00 pm. Room location TBA.

(9) Adjournment:

The meeting was adjourned at 2:30 p.m.

Prepared by:

Lanette L. Anderson, Secretary/Treasurer

Date

NAME	LICENSING BOARD
Lanette Anderson	Licensed Practical Nurses
Laura Rhodes	Registered Professional Nurses
Grady M. Bowyer	Radiologic Technology
Richard Strader	Real Estate Commission
Lesley Rosier-Tabor	Professional Engineers
David Thornton	Sanitarians
Wanda Goodwin	Veterinary Medicine
Marilee Bright	Professional Surveyors
Susan Combs	Dental Examiners
Judy Cooper	Secretary of State's Office