

**WEST VIRGINIA ASSOCIATION OF LICENSING BOARDS**

101 Dee Drive, Suite 100  
Charleston, West Virginia 25311-1688  
Phone: (304) 558-3572

Minutes  
February 8, 2008

- (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 Wanda Goodwin, Vice 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 26, 2007 meeting. The motion was seconded; motion carried.
- (4) Report of the Treasurer      The Treasurer reported that as of January 31, 2008, the Association's account balance was \$1,019.28. A motion was made to accept the Treasurer's Report. The motion was seconded; motion carried.
- (5) Old Business      A) Proposed Bylaws Revisions:  
Editorial changes to the Association Bylaws were submitted to the membership for approval. A motion was made to approve the revisions to the Bylaws. The motion was seconded; motion carried.  
  
B) Ethics Commission Opinion re: Quorum  
Members were provided with an opinion from the WV Ethics Commission which had been requested by a member board. The Commission has determined that where one or more authorized positions on a governing body which should be occupied by a voting member are vacant, the vacant positions are not counted towards the determination of a quorum.
- (6) New Business      A) Nancy Pennington - Planning for 08 Seminar  
Nancy Pennington shared information about the 2008 Auditors Office Seminar for Licensing Boards. She indicated that individuals may suggest topics for the seminar online on the Auditor's Office website. The seminar will be held on October 1, 2008 at the Marriott

Hotel in Charleston. The 2008 State Auditor's Conference will be held September 23 - 26 at Snowshoe. Ms. Pennington also indicated that the Auditor's Office manual for licensing boards needs revised. It is anticipated that this will be complete in September 2008, and rather than hard copy the document will be online.

B) Jim Smith and Travis Mulanax: P Card  
Mr. Smith indicated that internal control procedures for each agency must be on file with the P Card Division. Workshops will be held around the state from April to June 2008 to assist agencies in writing these procedures. Mr. Mulanax indicated that all P Card reconciliations will be done with electronic software by January 2009. He also indicated that travel management software is not yet available but is in process. P Card training for cardholders and Coordinators is web based, and was updated in October 2007.

C) Kelli Talbott and Darlene Ratliff-Thomas:  
Attorney General's Office  
Ms. Talbott responded to previous inquiries from licensing boards with regards to billing of boards by the Attorney General's office for legal services. She explained the fee scale, and that the hourly rate billed is based upon the attorney's salary range. The same rate structure has been in place for several years. The Attorney General's Office wants to continue to provide good service to state agencies. Workload among the attorneys has been divided and reassigned in some cases so that attorneys have a manageable case load.

D) Marc Harman: Legislative Issues  
Mr. Harman is assisting the Association as its lobbyist during the current Legislative session. He discussed Senate Bill 278 which would mandate that several health care boards issue volunteer licenses to retired licensees who wish to provide care in a free clinic type of setting.

(7) Election of  
Officers

By acclamation, Grady Bowyer was re-elected as President, Wanda Goodwin was re-elected as Vice President, and Lanette Anderson was re-elected as Secretary/Treasurer.

(8) Miscellaneous Members continued to express concerns regarding lack of board member appointments by the Governor's Office.

(9) Future Meeting Dates The Auditor's Office required training seminar for boards will be held on October 1, 2008 at the Marriott Hotel in Charleston, WV. The Association of Licensing Boards will meet on October 1, 2008 at approximately 3:00 pm. Room location and specific time of meeting TBA.

(10) Adjournment:

The meeting was adjourned at 2:45 p.m.

Prepared by:

\_\_\_\_\_  
Lanette L. Anderson, Secretary/Treasurer

\_\_\_\_\_  
Date

WV ASSOCIATION OF LICENSING BOARDS  
ATTENDANCE  
February 8, 2008

NAME	LICENSING BOARD
Lanette Anderson	Licensed Practical Nurses
Cyndy Haynes	Registered Professional Nurses
Nancy Pennington	Auditor's Office
Vicki Mathes	Speech/Audiology
Linda Lyter	Massage Therapy
John Smolder	Department of Administration
Janie Belcher	Department of Administration
Duane Napier	Licensed Practical Nurses
Michelle Winters	Licensed Practical Nurses
Jim Smith	State Auditor's Office
Travis Mulanax	State Auditor's Office
Pam Carper	Optometry
Darlene Ratliff-Thomas	Attorney General
Kelli Talbott	Attorney General
Marc Harman	Lobbyist
Lesley Rosier-Tabor	Professional Engineers
David Thornton	Sanitarians
Wanda Goodwin	Veterinary Medicine
Marilee Bright	Professional Surveyors
JoAnn Walker	Accountancy