

**WEST VIRGINIA ASSOCIATION OF LICENSING BOARDS**

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

Meeting Minutes  
March 27, 2013

- (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 Linda Lyter, President.
- (2) Introduction of Members      Members and in attendance introduced themselves and identified the various boards they represented.
- (3) Approval of Minutes      A motion was made to approve the minutes from the February 5, 2013. The motion was seconded. Motion carried.
- (4) Report of the Treasurer      Members were provided with a copy of the current financial report for the Association. The account balance as of December 31, 2012 was \$7,178.56.
- (5) wvOASIS      Linda Lyter provided information and direction to members regarding completion of the forms for designation of new activity, reporting function and location codes for Boards. These will likely not be applicable to Chapter 30 Boards but each Board has the option of providing them. Members also discussed the form for designating individuals who are involved in budget development for the Boards. These forms are to be submitted by April 2, 2013 to EnterpriseReadiness@wvOASIS.gov and copied to Linda Lyter and John Smolder. Linda Lyter also reported that additional meetings will be held between now and September, as entering budget information into the wvOASIS system will begin with the FY2015 Appropriation Request. The next area of focus for wvOASIS will be tracking leave/attendance for state employees.
- (6) Legislative Issues      Members discussed legislation which has been introduced during the 2013 Legislative Session which could potentially impact Chapter 30 Boards. To date the only bills which appear to have the

potential to pass are HB 2171 which addresses the legislative rule-making process and HB 2747 which relates to open meetings requirements.

- (7) Big Picture Software Representatives from this organization will attend the next Association meeting to provide a short presentation regarding the software products that they offer to licensing boards. They will provide lunch to those who attend.
- (8) Future Meeting Dates The next meeting of the Association will be on April 23, 2013 at 11:30 am at 101 Dee Drive, Charleston.
- (7) Adjourn The meeting was adjourned at 2:15 pm.

Prepared by:

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Lanette L. Anderson, Secretary

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Date

ASSOCIATION OF LICENSING BOARDS  
ATTENDANCE  
March 27, 2013

NAME	LICENSING BOARD
Lanette Anderson	Licensed Practical Nurses
Grady M. Bowyer	Association Consultant
Nancy Godby	Medical Imaging
Linda Lyter	Massage Therapy and Accupuncture
Lexa Lewis	Architects
Kevin Hypes	Real Estate Commission
Carey Fleming	Veterinary Medicine
Nancy Massey	Respiratory Care
Trish Holstein	Physical Therapy
Lesley Rosier-Tabor	Professional Engineers
Richard Strader	Real Estate Commission
Dennis Jarrell	Professional Surveyors
Roxanne Clay	Counselors
Regina Foster	Funeral Service
Constance Sloan	Funeral Service
Patty Nesbitt	Speech and Audiology
Marty Alston	Registered Professional Nurses
Barbara Johnson	Chiropractic
Sue Rubenstein	Professional Engineers
Brenda Turley	Accountancy
John Smolder	Department of Finance