

The West Virginia Board of Registration for Foresters met on April 19, 2011, at the WV Department of Agriculture Building 15, at the Guthrie Complex, Charleston, WV. The meeting was called to order at 10:19 a.m. by President Gary Miller. Others in attendance included Secretary/Treasurer Cinda Francis, Clerical Assistant Hope Goff, Charlie Roskovensky, guest and Board members David Hill, John Brooks and Dan Parker.

The minutes of the previous meeting were distributed. Gary Miller noticed a typo in third paragraph. Dan Parker made a motion to accept the minutes as read with approved change and David Hill seconded the motion. Motion carried.

The Financial Report was given by Secretary/Treasurer Cinda Francis. She discussed the last financial report from October 2010 meeting. The deposit numbers had been listed incorrectly and should have reflected a total of \$3,000.41, not \$2,915.72. A revised report was submitted to the board. John moved to approve the amended report. Dan Parker seconded. Motion carried. The financial report for April 19, 2011 was reviewed. Dan asked about monthly fees. Cinda explained what agencies charge. Dan moved to accept the financial report. John Brooks seconded. Motion carried. President Miller noted that our balance has increased due to cutting postage and printing costs. Secretary Francis noted that we have started issuing refunds due to the number of people overpaying. Paper work is not a hassle as was previously thought. The Board is not supposed hold checks for more than 6 months. We have received notification that ISSC will not be billing for amounts less than \$75 (i.e #2715 in the amount of \$150.00).

Correspondence

Office of Administration on the billing procedure of less than \$75.00

Email on publishing our phone number – nTelos says they cannot publish in their phonebook . Big Book can publish the number. Secretary Francis filled out the form and it should appear in the next printed edition. We will need to verify that it does appear.

Secretary Francis discussed the correspondence received due to a lapse in the cell phone service due to a bill not being received and processed by the Board. Service was restored within 24 hours.

Nothing had been received from Walt Graham. President Miller presented Secretary Francis with a copy of a letter that had been sent to him that can be used as a template for future complaints. He will also send electronically.

It came to the Board's attention that Evan Davis is advertising as a Forester. The Board will send a letter to him regarding the requirements of the law.

Ron Cebulak with Dallison Lumber is advertising as a forester. He will be sent a letter informing him of the law requirements and penalties.

Complaint sent April 2010 to Randy Dye about Ben Gain. He needs to be in compliance. We will send a letter and a copy of the complaint. Gary is not comfortable sending a letter without full board review. Maybe we should send a letter to complainant saying "we received your complaint and will discuss at next board meeting" give date of next meeting.

Old Business

Exam – Rates for an exam administrator (\$30.00 for meals, mileage rate of \$0.50 per mile, administration fee of \$500) and exam site (\$90 per day +taxes) were discussed. The exam had been given to Glenville students and Senior Forest Management students at WVU. Exams have not been graded. We are still investigating the cost associated with designing the exam to be "legally defensible". There was also discussion about offering a "pre-exam" day to prepare for test.

Legislature – The Board discussed the following modified fee structure: Application Fee: \$50 (same), Exam Fee: \$100, Renewal Fee: \$35, Late Fee: \$10 (postmarked after June 30), Reinstatement Fee: \$10 (after 12 months, not to exceed \$50). Dan Parker moved to propose this modified fee structure. John Brooks seconded the motion. Motion carried.

Board Appointments – No communication regarding appointments has been received. There is concern because there is no Forestry Technician serving on the Board and President Miller completes serving two consecutive terms (10 years) June 30, 2012.

New Business

Safety Program – All attendees reviewed "How to improve gas mileage and lowering fuel consumption".

Renewal rejection form – A draft of form that will be used to respond to incomplete/inaccurate documentation or insufficient money issues on renewal forms was distributed for comment. Minor revisions were made and it was approved for use.

2011-2012 renewals – The Board reviewed and approved the revised renewal letter and form so it can be sent to print.

OTHER BUSINESS – Secretary Francis reported on the State Auditor's Training and Licensing Board meetings she attended. We will have no audit this year. The audit can go back 3 – 5 years and disciplinary action must be done within 6 months. Voting by phone is allowed, but the meeting must still be made public. It is suggested that all Boards have their complaint form posted on their website. We will investigate the complaint forms other Boards use and discuss

at the October 2011 meeting. Additionally, Boards are instructed to only post a registrants name and registration number on the website due to identity theft.

Proposed Rule – Attorney with the House Government Organization Committee, Charlie Roskovensky, was present to discuss the proposed legislative rule. The following change (previously approved) was given to him:

- Renewal fee to go from \$25 to \$35
- Application fee to remain \$50
- Exam fee to be \$100
- Late fee to \$10 effective July 1
- Reinstatement fee for every 12 months of lapse it would be \$10 for every 12 months; capped at the application fee.

The rule will need to be filed with the Secretary of State's office by June 28

There was discussion about how the Board handles complaints. Mr. Roskovensky suggested a Board member or someone hired by the Board should investigate the complaint. Additionally, any correspondence should note that the individual "register within 30 days." In regards to the issue of the exam, Mr. Roskovensky stated that most Boards are moving towards third party administration. He will investigate further and let us know, but did suggest maintaining the beta test scores.

EMERITUS STATUS – One request for Emeritus status had been received: David Lilly (#178). After review of the request, John Brooks moved to approve David Lilly for Emeritus Status. Dan Parker seconded the motion. Motion carried.

FIT/FTIT UPGRADES – Eight requests were received for upgrades. Emma Gibbs (FIT), Brandon Hibbs (FIT), Benjamin Kunze (FIT), Luke Poling (FIT), Travis Miller (FTIT), Edward Saksa (FTIT), Seth Schoonover (FTIT), Christopher Wasserman (FTIT). John moved to accept all upgrades as listed below. David Hill seconded. Motion carried.

Emma Gibbs – RPF#736
Brandon Hibbs – RPF#737
Benjamin Kunze - RPF#739
Luke Poling - RPF#740
Travis Miller - FT-102
Edward Saksa - FT-104
Seth Schoonover – FT-105
Christopher Wasserman – FT-106

CARRYOVERS – There were two applications for Foresters and one for a Forestry Technician that were carried over from the October, 2010 meeting. Ryan Baber Lounsbury and Casey Bradford Russell were the Registered Forester applicants and Matthew Ross was the Forestry Technician applicant. Lounsbury and Russell were reviewed and found to be lacking the required work experience. Dan Parker made the motion to approve them following for Forester In-Training Status. John Brooks seconded the motion and the motion carried. The application for Matthew Ross was reviewed and found to be complete and in order. Dan Parker moved and John Brooks seconded the motion to upgrade Matthew Ross to Forestry Technician.

Ryan Baber Lounsbury (FIT)

Casey Bradford Russell (FIT)

Matthew Ross – FT-103

Forestry Technicians – The Board reviewed one application for Forestry Technician status. Dan Parker moved to approve the application. Secretary Francis seconded the motion. Motion carried.

Terry Lynn Williams FT-107

Foresters - The Board reviewed three requests for registration as Foresters. After review of the applications the following was determined: Daniel W. Koerner and Jason Lee Merritt both need one additional reference. Dan moved to approve these applications pending receipt of the reference within 30 days. John Brooks seconded the motion. Motion carried. The application of Daniel Clower was reviewed and found to be in order. Dan moved to approve the application of Daniel Clower. John seconded. Motion carried.

Daniel Clower – RPF#735

Daniel W. Koerner – RPF#738

The Annual Audit was completed and found without error.

The next meeting of the Board will be October 13, 2011, at the Guthrie Complex at 10:00am. The meeting adjourned at 3:35 p.m.