

F7
**WEST VIRGINIA
STATE BOARD OF SANITARIANS**

P.O. Box 927
Charleston, West Virginia 25323

Board Meeting Minutes
November 15, 2024
Zoom conference Meeting

- The Meeting was called to order by Brad Cochran, Chair @ 10:09 AM.
- Verification of quorum which was approved with 4 Board Members, along with the CFO, Linda Lyter, and Executive Director, Linda Whaley.

- Attendees present:

Brad Cochran, Chair

Lloyd White, Co-Chair

JJ Rose

Warren Elmer

Linda Lyter, CFO

Linda Whaley, Executive Director

- Approval of minutes—the minutes had been sent out earlier to each Board Member. Therefore, there was no need to read the minutes during the meeting. Lloyd made the motion to approve the minutes as presented. Warren Elmer made the 2nd, and the motion carried.
- Brad Cochran explained that he his having some health issues and will be having surgery. There was discussion regarding him resigning as the Board Chair. Due to his medical appointments not being until later in December, he decided to continue as the Board Chair through the remainder of this year. Lloyd made a

motion to table the resignation and take up the matter at the next meeting. Warren made the 2nd, and the motion passed.

- Financial Report: Linda Lyter explained the financial report. Currently there are not enough funds to cover the costs. Linda Whaley has asked Linda Lyter to hold off paying her invoices until registration renewal checks for the upcoming year start coming in.
- Correspondence: Linda Whaley said that she had received several emails regarding a lost NEHA study guide. She had talked with the Health Administrator who told her the address the book had been sent to. Linda called and asked Judy Vallandingham at OEHS to check in the mailroom at Central Office. Stacy King checked the mailroom and the book was found. It was returned to the Beckley District Office. Suzzette Dellinger had sent information regarding the borrowing agreements that were in place. Since the new books were purchased by OEHS Linda will work with Judy Vallandingham on the new agreements.
- Update on Leg 20CSR4—Brad and Lloyd reported that the rule went through and is now in effect. The renewal fee for the upcoming 2025 year will be \$125.00. The Board was asked to drop the fee in the proposed rule down to \$100.00. All Board members approved that drop in the fee.
- Update on Board Members--Linda Lyter has been in contact with Missy at the Governor's office. Missy states the Board Members should all be reappointed soon.
- Webpage updates—Linda Whaley said that the webpage is current. She is continuing to update CEH lists as often as possible. As of June 30, there have been 149 Sanitarians Registered. Linda was asked by Brad to remove any person on the Sanitarian listing that does not have their SIT to date. She agreed to do so.

- Registration renewal forms are ready to be sent out. It was agreed that it is permissible to send those by email. Linda Whaley said she would send those out next week.
- Linda Whaley brought up the idea of having better documentation for any returning Sanitarian that completes training class. Some of these persons only need to complete certain sections of the class instead of the entire class. At this time the Director is not receiving notification that these persons completed the required training. The was discussion held, but no definite decision was made.
- Linda Whaley also felt that a few extra slides should be added to the Top-Notch training regarding how to apply to become registered with the Board once a trainee completes training class.
- Linda Whaley brought forward issuing a waiver for those Sanitarians who had recently completed their OJT and had just completed registration with the Board. There were 3 trainees whom this could benefit. There was discussion, but the Board stated that our rule did not address waiving fees.
- Linda Whaley also suggested that any Sanitarian registered by the Board apply to move from one category to another. Such as from a SIT to a S. She is willing to modify the current application or create an instruction page so that all sections would not need to be completed for this type of application. She will present this at the next Board meeting. One reason for this is to document the location of work and the time frames of working as the increase from SIT to S is based on time eligibility.
- Next meeting date is set for February 21st at 10:00. There was also discussion on the number of meetings to schedule for 2025. It was decided to keep meeting on a quarterly basis.
- Lloyd made a motion to adjourn, seconded by JJ. Motion carried.

Brad Cochran, Board Chairman