



**WEST VIRGINIA  
STATE BOARD OF SANITARIANS**

Kanawha Charleston Health Department  
PO Box 927  
Charleston, WV 25323

Board of Sanitarians  
February 2, 2024  
10:00 AM  
Zoom Conference Meeting

Brad Cochran called the meeting to order at 10:06 am.

Verification of quorum. Members present

- Brad Cochran, Chair
- Lloyd White, Vice-Chair
- Warren Elmer
- J.J. Rose
- A. Jay Root
- Delores Cook
- Linda Lyter, CFO
- Michelle Cochran, Interim Executive Director

Lloyd White made a motion to accept the minutes from December 11, 2023 Meeting. Warren seconded the motion. Motion carried.

Finance Report was provided by Linda Lyter. Linda also provided an update on the computer and software purchase. The computer was received during the last week but she had forgotten about purchasing the adobe software. A. Jay said that there was a cheaper alternative to Adobe and that he would provide information about that alternate software to Linda. Warren made a motion to approve the finance report as received. A. Jay seconded. Motion carried.

Michelle reported that there was no correspondence received other than from the licensees about CEH's and the renewal process.

Michelle reported that she had been unable to connect with the PHS Division Director due to the holidays and travel to discuss the unofficial complaint. Lloyd White reported that he had not been successful in getting in touch with the Health Officer of the local health department either. Brad expressed concern that staff at the health department in question are continuing to perform inspections on their own without having completed

training class. Both Lloyd and Michelle promised to continue to try to engage the others on the topic.

The following individuals have or will meet the requirements to move from SIT to S classification in the next couple of weeks: Charles Withrow on 11/21/23, Melissa O'Brien on 2/15/24, Jacob Pennington on 2/16/24, and Alexandria Stotler on 2/14/24. JJ Rose made a motion to move the individuals to the S classification as they reach their 2-year tenure mar. Seconded by Warren. Motion carried.

Discussion was had about the need for the Board to approve Classification Status at each meeting. The Board would like for the issue to put on the next agenda to allow automatic advancement when individuals meet the requirements for advancement.

Discussion was had about the need for signature of all Board members on the various certificates. There is significant cost in sending each certificate to each Board member for approval and then to the licensee. Michelle asked if there was a reason for or a need for every Board member to sign the certificates. It has always been done that way, but significant cost savings could be realized if the certificates were only signed by the chair and vice-chair. There was no known reason for every Board member to sign the certificates. JJ Rose made a motion to have only the Board Chair to sign the certificates. A Jay seconded. The motion carried.

Discussion was held regarding the Executive Director Position. Linda Whaley has expressed interest in the position. Warren made a motion, seconded by Lloyd to offer the position to Linda. The motion carried.

Michelle brought up several issues of which the Board should be aware and take under consideration related to the Executive Director position for the future. This includes the need to consider increasing the cap on number of hours and salary that the Director can work in a year. The files are a mess and have not been kept up. Part of that might have to do with the abilities of the person in the job, but also that the position is very busy in just getting the bare minimum done. The job has much more to do than she had anticipated. Brad, having watched her in the role, has also been surprised at how busy the position is. It should be noted that Michelle took on the role during the busiest time of the year and it is possible that perhaps there might be time to do some of that work that has been neglected during other less busy parts of the year. Michelle has provided Brad with a copy of her invoices and her timesheets that document all the activities and the amount of time they take. The Board will take her words under advisement, but nothing can be done at this time since the Board does not have adequate funding to make increases at this time. Discussion ensued about raising the registration fees to a minimum of \$100. Linda counseled that the draft rule changes need to be submitted to her by early May. She suggests asking for an amount higher so that negotiations with the Legislative Rule Making Committee can reach a figure that is acceptable to both parties. Brad said he had already started working on changes to the language of the rule since there are other changes that need to be made. Linda said she would work with Michelle on trying to develop some cost estimations, monies available, and needed funds to cover increased costs. Brad and Linda will work together to have the draft changes ready for review at the next Board meeting.

Brad reported on several bills currently in the 2024 Legislative session which could impact the Board. HB4599 is a carryover bill that would allow the Legislature to sweep funds from Boards where the fund accumulates to an amount which exceeds twice the annual average revenue over the preceding 4 years of the Board or \$10,000 whichever is greater. Linda thinks that the bill won't pass. HB5117/SB411 are the same bill entered on both sides which would create a waiver for licensing fees for military personnel and low-income individuals. This is redundant to what is already in law/rule.

On the topic of CEHs, there were several issues for discussion. The first was clarification of chart for credit hours regarding CE's, CEH's, and CEU's. Lloyd had sent a chart which had caused some confusion about the differences between CE's and CEH's. After Brad had reviewed the NEHA website, he found that CEs were based on hours of training. Therefore, CE's and CEH's are the same thing to NEHA and he believes that the Board should be treating them as the same too. CEU's are different. 1CEU = 10 CEH's. If it is less than 1 CEU credit, the credit will be per the chart that Lloyd has provided.

Brad has received a request to speak on behalf of the Board at the next Liaison Committee meeting about the changes in policy that the Board has undertaken recently related to CEHs.

In the past, the Board has failed to collect the late fees from Sanitarians who failed to get the 15 hours within the year. Legislative Rule 20-4, section 5.6 states that there is a 60-day grace period for individuals who did not get 15 hrs. to get the remaining hours but they are required to pay a \$50 penalty. There were 3 individuals this year who failed to get the 15 hrs. of CEH's by the end of 2023. 2 of those individuals have made efforts to get the hours needed and will have to pay the \$50 fee. The third individual has decided to retire and will not be working by the end of the 60-day grace period.

Michelle reported that she has not had time to update all of the documents that need to be updated and loaded to the Board website. It is still on her to-do list.

Linda reported that she has not had time to explore the record retention issue that was discussed at last Board Meeting. It is still on her to do list.

A. Jay reported that he had called Go-Daddy on the day of the meeting to check on prices for an independent website. It would cost the Board \$685.34 for 3 years. He is willing to create the website if the Board decides it wants to pursue this.

Michelle reported that she has not had time to call DOP about the changes that need to be made to the Sanitarian classifications. It is still on her to-do list.

Items that were tabled from last meeting:

- Discussion of possible office relocation. Linda reported that the Funeral Board had discussed the possibility of letting the Sanitarian Board share their space, but since the Board cannot afford to help share the costs (which will be rising), the Board was not supportive of the idea. Michelle reported that while there had been some problems of having the Board located at the LHD in the past, she had experienced

not problems during her time there. As a matter of fact, they had gone out of their way to be helpful in the recent computer crash. And, they allow the Board to use the printer/scanner, etc. without requesting reimbursement for paper, space, etc. However, due to past problems, she recommends that files, etc. remain locked. The Board decided to stay in the current location.

- Discussion of data base upgrades/licensing platform changes-meeting with Thentia. Michelle relayed that she had had a call with Thentia about their licensing platform and all of its capabilities. While the current databases desperately need attention, fixing, upgrades, etc. the cost of \$5000 per year is not feasible for the Board at this time. Linda mentioned that several other Boards are also in conversations with Thentia and other companies and that it might be more financially feasible for several of the small Boards if they are all undertaken at the same time.

Brad expressed his desire to conduct meetings four times per year and that the meetings be conducted via Zoom to help save travel costs. All Board member agreed to that and asked that Brad look at dates for meetings for next year and send those dates out to the Board members.

A. Jay made a motion to adjourn. Second by Warren Elmer. Motion carried.

Minutes compiled by Michelle Cochran, Interim Executive Director.



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Brad Cochran, Chairman