

## WEST VIRGINIA ASSOCIATION OF LICENSING BOARDS

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

Minutes  
March 19, 2014

- (1) Call to Order      The meeting of the Association was called to order at 10:00 am at 300 Capitol St., Suite 910, Charleston, West Virginia, by Linda Lyter, 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 posted on the Association website the minutes of the December 3, 2013 meeting. The motion was seconded; motion carried.
- (4) Report of the Treasurer      A. Current Financial Status  
  
The Treasurer reported that as of February 28, 2014 the Association's account balance was \$11,192.70. A motion was made to accept the Treasurer's Report. The motion was seconded; motion carried.
- (5) Old Business      A. Update on Procurement of Licensee Databases  
  
Some boards are in the process of receiving approvals for the purchase and implementation of new licensee database systems from the Office of Technology and the State Purchasing Office. In general it appears that the process is somewhat easier than in the past. Members will continue to monitor the progress of Boards with regards to procurement of new databases.  
  
B. Update Regarding Cabell County Circuit Court Ruling Regarding Real Estate Appraisers  
  
The Executive Director of this Board stated that a Circuit Court judge in Cabell County ruled in 2011 that because the Board does not receive General Revenue funds it is not a state agency. No written opinion regarding this matter was provided until recently. The WV Supreme Court has been asked to review this ruling. Members will be kept apprised of the outcome.
- (6) New Business      A. wvOASIS  
  
Members discussed various issues regarding wvOASIS including difficulty submitting required forms. Linda Lyter informed members that they could save forms to a thumb drive or CD and send them to wvOASIS staff for entry of the information. Training will take place in May 2014. Members expressed a desire to have Tammy Scruggs from the Budget Office hold a workshop to assist members with budget preparation.

B. Legislative Issues for 2014 Session

Bills which impact Chapter 30 Boards which passed during the 2014 Legislative Session are HB 4039 which requires that Boards deposit monies received within one business day and HB 4151 which allows Boards to waive some requirements and fees for active duty members of the military and their spouses. Several Resolutions also were approved by the Legislature and Linda Lyter shared those with members.

- (7) Election of Officers      By acclamation the following officers were elected for another two year term: President Linda Lyter; Vice President – Kevin Hypes; Secretary/Treasurer – Lanette Anderson.
- (8) Miscellaneous      One member requested information from others regarding job descriptions and performance evaluations for staff. Samples of these documents are available on the WV Division of Personnel website.
- (9)Future Meeting Dates      The next meeting date is to be determined.
- (10)Adjournment      The meeting was adjourned at 11:05 am.

Prepared by:

Lanette L. Anderson

Lanette L. Anderson, Secretary

3/21/14

Date

WV ASSOCIATION OF LICENSING BOARDS  
ATTENDANCE  
March 19, 2014

NAME	LICENSING BOARD
Lanette Anderson	Licensed Practical Nurses
Nancy Godby	Medical Imaging
Patricia Holstein	Physical Therapy
Sue Rubenstein	Engineers
Lesley Rosier Tabor	Engineers
Aaron Armstrong	Engineers
David Thornton	Sanitarians
Linda Lyter	Massage Therapy and Acupuncture
Dennis Jarrell	Surveyors
Kathy Lynch	Psychologists
Roxanne Clay	Counseling
Carey Fleming	Veterinary Medicine
Barbara Johnson	Chiropractic
Sandy Kerns	Appraisers
Susan Combs	Dentistry
Nancy Hill	Dieticians
Richard Strader	Real Estate Commission
Brenda Ashworth	Appraisers
Kevin Hypes	Real Estate Commission
Lexa Lewis	Architects
Pam Carper	Optometry