

WV AIR QUALITY BOARD
601 57th Street, SE
Charleston, West Virginia 25304
(304) 926-0445
Fax: (304) 926-0486

MEETING MINUTES

August 29, 2006

I. General

On August 29, 2006, a quorum of the members of the Air Quality Board conducted a meeting at the Board's office located at 601 57th Street, SE, Charleston, WV. Mike Koon, Chair of the Air Quality Board, called the meeting to order at 12:30 p.m.

Board members present were:

Mike Koon, Chair
Dick Calvert, Vice Chair
Randy Curtis
Robert Foster
Tom Hansen
Doug Hudson

Absent Board member:

Jean Neely

Staff members present were:

Kathy Coleman, Administrative Secretary
Wendy Radcliff, Attorney for the Boards

I. Administrative Matters

1. Consideration of Changes to the Procedural Rule

Ms. Radcliff explained that the Board's current procedural rule does not reflect the change of the mailing address from 1615 Washington Street East to the new office address of 601 57th Street SE. The Board directed Ms. Radcliff to move forward with the necessary changes.

2. Hiring of the Paralegal/ Clerk of the Boards

Ms. Coleman reported that the Boards received 38 applications and interviewed 8 applicants for the job vacancy of Paralegal/Clerk of the Boards. A job offer was presented to Jackie Shultz. Ms. Shultz accepted the offer and she will begin as soon as the Budget Office and the Governor's Office have signed the required forms.

Mr. Koon commended Mr. Hudson for his time and efforts in participating in the interview and hiring process of the new Paralegal/Clerk of the Boards.

3. Office of Attorney General - Contract Renewal

Ms. Coleman informed the members that the current contract with the Office of Attorney General for legal services provided by Ms. Radcliff expires on September 30, 2006. Ms. Coleman added that when the three Boards increased the number of part-time hours from 20 hours to 30 hours per week, the AG's Office also increased the hourly rate from \$38.50 to \$51.30 per hour to include the cost of employee benefits. However, by continuing to hire a part-time attorney rather than filling the vacancy with a full-time attorney, the Boards continue to reduce expenses. Whereupon, Mr. Hansen moved and Mr. Hudson seconded that the Board extend the current contract with the AG's Office thru September 2007 and the motion carried unanimously 6 to 0.

Ms. Coleman added that although the hiring of a part-time attorney has worked smoothly, she recommended a policy of hiring a temporary employee when one of the full-time staff members resigns. The Board approved the recommendation and directed Ms. Coleman to research the state policies and procedures for hiring temporary employees.

4. Budget Update

The Board members were provided with a financial update through July 31, 2006. A copy of this report is attached and made a part of these minutes as Exhibit "A". Ms. Coleman reported that as of July 31st, which represents a one month period, 8.3% of the fiscal year, the AQB has spent 6.94% of its budget, the EQB has spent 5.03% and the AQB/EQB Combined budget has spent 5.6% of the total funds.

Ms. Coleman explained that the court reporter contract expired June 30, 2006. A bid process was completed and Barbara Harris, Certified Court Reporter, was awarded the contract for fiscal year 2007. Ms. Harris submitted the lowest bid and met all qualifications.

Ms. Coleman reported that effective July 26, 2006, the State of West Virginia joined the Internal Revenue Service and General Services Administration in increasing the standard mileage reimbursement rate from 40.5 cents to 44.5 cents per mile.

Every three years the Board pays a registration fee for the website domain names and email addresses. Ms. Coleman reported that the AQB and EQB domain registrations were renewed in July 2006 at a cost of \$260 and the email address registrations will be renewed in October at a cost of roughly \$150.

5. Purchase Card Report

Ms. Coleman provided the second quarter Purchase Card Report which details the purchases for the months of April 2006 through June 2006. The Citibank Visa card statements were also attached. A copy of this information is attached and made part of these minutes as Exhibit "B". Whereupon, Mr. Hudson moved and Mr. Curtis seconded that the Board accept the Purchase Card Report and the motion carried unanimously 6 to 0.

6. Other Personnel Matters

Mr. Koon commended Ms. Coleman for the completeness and accuracy of the budget details provided to the Board. Ms. Radcliff also commended Ms. Coleman for her professionalism and contributions upon the resignation of three full-time staff members over the past two years. Mr. Koon added that the Board attempted to reward her financially with a merit increase again this year, however, it was rejected again due to the ongoing freeze of merit increases mandated by the Governor.

Ms. Radcliff informed the Boards that Dr. Snyder, Chair, Environmental Quality Board, is pursuing additional office space in order for Ms. Coleman and the new Clerk to have separate offices. Ms. Radcliff explained that a Department of Environmental Protection employee has occupied an office originally assigned to the Boards. The request is currently under consideration by Secretary Timmermeyer. An update will be provided during the October meeting.

7. Election of Chair and Vice Chair

The Board held the election of the Chair and the Vice Chair for fiscal year 2007.


Ms. Radcliff reported to the Board members that the ex-officio members are statutorily allowed to serve as Chair and Vice Chair.

Mr. Hansen nominated Mr. Hudson as Chair for the new fiscal year. Whereupon, Mr. Foster seconded the nomination and the members voted unanimously to elect Mr. Hudson as Chair.

Mr. Foster nominated Mr. Hansen as Vice Chair for the new fiscal year. Whereupon, Mr. Calvert seconded the nomination and the members voted unanimously to elect Mr. Hansen as Vice Chair.

The August 29, 2006, Board meeting adjourned and the motion carried unanimously 6 to 0.

I certify that the forgoing is a true and correct record of the proceedings of the meeting held on August 29, 2006, by the West Virginia Air Quality Board. The Air Quality Board approved these minutes on January 16, 2007.


Kathy C. Coleman
Administrative Secretary