



## WEST VIRGINIA AIR QUALITY BOARD

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### MINUTES WEST VIRGINIA AIR QUALITY BOARD March 14, 1997

#### **I. General**

The West Virginia Air Quality Board (the "Board") met on March 14, 1997, at 9:00 p.m.. The hearing was located at 1615 Washington Street, E., Charleston, West Virginia. Thomas Ising, Chair of the Board, called the meeting to order. Board members present included:

Thomas Ising, Chair  
Michael Koon, Vice Chair  
Robert Foster  
Don Kuntz (designee of Dr. Harry Taylor)

#### Staff Members Present:

Becky Charles, Legal Counsel  
Libby Chatfield, Technical Advisor  
Margaret Chico-Eddy, Clerk of the Boards  
Ann Holstein, Administrative Secretary

#### **II. Board Meeting**

##### **A. Administrative Matters**

##### **1. Commissioner of the Bureau of the Environment**

Jack Caffrey, The new Commissioner of the Bureau of the Environment, came to the Board meeting at the request of AQB member Bob Foster. The Board advised Commissioner Caffrey about budgetary concerns and a vacancy on the Board. The Board revised a letter to Commissioner Caffrey addressing concerns in writing.

##### **2. Minutes**

Bob Foster made a motion to accept the minutes of December 13, 1996, which was seconded by Mike Koon. A full quorum of the Board present at the December 13, 1996 meeting was not present to accept the minutes.

Mike Koon made a motion to accept the minutes of December 19, 1996, which was

seconded by Bob Foster. A full quorum of the Board present at the December 19, 1996 meeting was not present to accept the minutes.

Don Kuntz made a motion to accept the minutes of February 11, 1997, which was seconded by Bob Foster. The motion carried by a unanimous vote.

Bob Foster made a motion to accept the minutes of February 26, 1997, which was seconded by Don Kuntz. The motion carried by a unanimous vote.

### **3. Compensation on Conference Call**

Bob Foster made a motion for the AQB members not to be compensated for the February 26, 1997 conference call, which was seconded by Don Kuntz. The motion carried by a unanimous vote.

### **4. Budget Report**

Ann Holstein discussed the budget and narrative sheet with the Board. Ann also informed the Board how the narrative sheet works with the budget report. Tom Ising requested that Ann Holstein do two projections to the end of the fiscal year with and without the technical advisor and prioritizing items needed by the staff.

### **5. Team Management**

The Board and staff discussed situations of concern involving team management such as meeting with the board in person to discuss team management and yearly meetings with both Board's to discuss team management. Libby Chatfield advised the Board members of Jean Neely requesting more educational opportunities for staff. Libby brought to the Boards attention staff concerns about executive sessions and being left out of decision making.

### **6. Case Management**

The Board gave permission to Margaret Chico-Eddy to purchase the software needed for case management.

### **7. Gift for Allen Hamner**

The Board selected a pen and pencil set for Allen Hamner in appreciation for his years of service.

### **8. Procedural Rule Changes**

Becky Charles and Margaret Chico-Eddy discussed making changes to the Board's procedural rules to make them user friendly for pro se litigants and more clear for attorneys. If members have any revisions, they will supply them at the first annual AQB/EQB meeting to be held on May 14, 1997.

### **9. Visa Purchasing Card**

Ann Holstein discussed the new Visa Purchasing Card with the Board, at which time the Board requested having two cards in the office, but only one account. The Board requested a draft of policies and procedures be completed for the May 14 AQB/EQB meeting.

### **10. Technical Advisor**

Ann Holstein informed the Board that we need three bids before a contract can be awarded for a part-time technical advisor. The Board instructed the staff to send out the requests for bids immediately.

Mike Koon made a motion to adjourn at 2:45, which was seconded by Bob Foster.

I hereby certify that the foregoing is a true and accurate representation of the proceedings held by the Air Quality Board on the 14th day of March 1997.

Submitted for approval the 25<sup>th</sup> day of April 1997.

  
Margaret Chico-Eddy  
Clerk of the Boards