

MINUTES
WEST VIRGINIA ENVIRONMENTAL & AIR QUALITY BOARD
May 14, 1997

I. General

The West Virginia Environmental & Air Quality Boards (the "Boards") met on May 14, 1997, at 9:00 a.m. The meeting was held at 1558 Washington Street, E., Charleston, West Virginia. Charles R. Jenkins, Chair of the Environmental Quality Board, called the meeting to order. Board members present included:

Charles R. Jenkins, Chair
Thomas Ising, Chair
Michael Koon, Vice Chair
Edward Snyder, Vice-Chair
Ann Calvert
Betsy Dulin
Janet Fisher (designee for Gus R. Douglass)
Robert Foster
Don Kuntz (designee for Dr. Henry Taylor)
Jean Neely
David Samuel
Donald Tarter

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. Introduction of Both Boards

B. Team Management Issues

1. Staff Evaluations

The Boards requested that Ann Holstein obtain copies of the State evaluation form and send it to all Board members.

2. Date for Evaluations

The Boards set a starting date of December 1 and a completion date of March 1 for staff evaluations. After evaluations have been, complete staff will meet jointly with the Boards.

3. Libby Chatfield's Evaluation

The Boards decided to use the old evaluation forms for Libby's evaluation and that all staff would have input into her evaluation. Staff comments are to be submitted to the Board Chairs by June 1. The Board Chairs will meet with Libby together by July 1, 1997.

4. Staff Lunch Periods

David Samuel made a motion that staff members are permitted to eat lunch together and uninterrupted, which was seconded by Ed Snyder. All Board members voted except Jean Neely.

5. Staff Breaks

The Boards decided that staff breaks are to be taken separately.

6. Minutes

Minutes are to be written by the Margaret Chico-Eddy, Becky Charles is to review motions and legal issues, and the Libby Chatfield is to review team management and technical issues. The Boards want motions and votes recorded in the minutes and less verbiage.

7. Decision Making on Draft Joint Board Material

Jean Neely made a motion that the Board Chairs handle the issues of draft joint Board material, which was seconded by Don Tarter.

8. Directives by the Board

The Boards decided any conflicting directives from Board members to staff should be handled by the Board Chairs.

9. Budget Matters

The Boards requested that Ann Holstein educate them more on budget expenditures and appropriations.

10. Purchasing Card

Ann Holstein advised both Boards that beginning in July any purchase under \$500.00 must be made with the state purchasing card.

11. Networking

The Boards discussed the staff being networked together for e-mail and on-line services. Ann Holstein explained that her present computer will be the office server and she will be purchasing her and Becky Charles new computers.

12. AQB Apple Grove Hearings

Ann Holstein informed the Boards that due to the Air Quality Board ("AQB") Apple Grove hearing there may be a shortage of funds. The Environmental Quality Board ("EQB") will lend the AQB money if they fall short due to the volume of hearings needed for this case.

13. Hotel Reservations

The Boards instructed Ann Holstein to use e-mail to inform them about hotel rates and they will e-mail her back with their choices.

14. Staff Training & Education

The Boards instructed Ann Holstein to add training as a budget item for continuing education for staff.

15. Salary Ranges & Longevity Rule Effect on Raises

The Boards requested that Becky Charles draft a policy and procedure document which they request be complete within six months. The Boards decided a complete overview of job descriptions needs to be done and the Chairs will be appointing a committee to review the duties of the staff.

16. Executive Session Personnel Matters

The Boards jointly decided that they will consult the legal counsel before going into an executive session.

Ed Snyder made a motion to go into an executive session to discuss personnel matters, which was seconded by Jean Neely. The motion carried by a unanimous vote.

17. Meeting Wrap-Up

The Board informed the staff that they need more time to come up with policies in written form. Both Boards decided that evaluations will now be done on a 360-review scale. Job descriptions will be reviewed by the Boards after each staff member revises their job descriptions.

The Board laid out a chain of authority and support: Libby Chatfield is the Team Leader and Becky Charles is second in the chain of authority. Margaret Chico-Eddy is to support Becky


Charles with all legal issues and Ann Holstein is to support Libby Chatfield and Becky Charles.

18. Parking

Becky Charles discussed the problem of parking during Board meetings. Becky has checked numerous places about extra parking and she has not been able to locate extra spaces for the Board or the public.

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

Submitted for approval the 24 day of October 1997.


for Margaret Chico-Eddy
Clerk of the Boards

Approved Oct. 24, 1997