



Air Quality Board  
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**MINUTES**  
**WEST VIRGINIA AIR QUALITY BOARD**  
**April 22, 1999**

**I. General**

The West Virginia Air Quality Board (the "Board") met on April 22, 1999 at 9:00 a.m. The meeting was held at 1615 Washington Street, E., Charleston, West Virginia. Michael Koon, Chair of the Board called the meeting to order at 9:08 a.m.

Board members present were:

J. Michael Koon, Chair, by telephone  
Robert Foster, Vice Chair  
Ann Calvert  
Tom Hansen  
Jean Neely, by telephone  
Don Kuntz, by telephone

Board members absent were:

Janet Fisher

Staff Members Present:

Libby Chatfield, Office Supervisor  
Becky Charles, Legal Counsel  
Ann Holstein, Administrative Secretary

**II. Administrative Matters**

**A. Personnel Matters**

Mike Koon updated the Board on the clerk vacancy and Margaret Chico-Eddy's unemployment. He informed the Board that the vacancy can not be filled until July 1, 1999. Libby Chatfield informed the Board on staff activities for filling this position. Ann Holstein presented a report to the Board saying that because the clerk position had to be deleted to acquire the funds necessary to pay the unemployment the vacancy could not be filled at this time. (See Attachment 1.) Board discussed the proposed job description that the staff developed. (See Attachment 2.) The staff was instructed to make changes to the description, present the amended job descriptions to the Environmental Quality Board and then send both Boards' members a final job description with changes underlined, before sending it to DEP for processing. The Board discussed the potential for having the job classification changed from Secretary I to another classification that might better fit this position. The Board discussed having a skills test component of the hiring process.

**B. Budget/Audit**

Becky Charles updated the Board on their request for a financial audit which was verbally denied. Mike Koon instructed Becky to write another letter to the Legislative Auditor's office to confirm the telephone call in which the Auditor said that no audit was going to be conducted.

Ann Holstein presented the budget report to the Board. (See Attachment 3) Mike Koon explained the new process of developing budgets. Mike updated the Board on staff performance evaluations and merit increases. He explained that additional dollars that were available for merit increases were being used for professional development. Each staff member has approximately \$800 for professional development.

**C. Hearing Dates**

The Board set up meeting dates for June and July. The June meeting will be a Joint Board Meeting with the Environmental Quality Board on June 25 and the July meeting will be held on July 30. Clerk position interviews will be conducted in June.

**D. Pending Case Sheet**

A new pending case sheet format was presented by Ann Holstein. Jean Neely suggested to combine the last 3 categories into 1. Otherwise, the form was approved. (See Attachment 4)

**E. Update on amendments to Open Meetings Act**

Becky Charles updated the Board on changes to the Open Meetings Act that were recently passed by the Legislature and the effect these will have on the Board's meetings. The Board requested Becky to write a description of the newly revised Act.

**F. Minutes**

Bob Foster moved to accept the minutes of December 8, 1998, as amended. The motion was carried by an unanimous vote.

**G. Compensation**

Don Kuntz moved that the Board members be compensated for today's meeting. The motion was seconded by Ann Calvert. The motion carried by an unanimous vote.

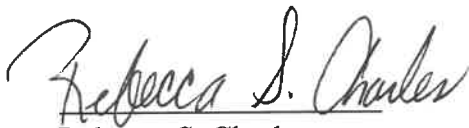
Bob Foster moved to adjourn the meeting at 10:30 a.m. The motion was seconded by Tom Hansen and the meeting adjourned.

I hereby certify that the foregoing is a true and accurate presentation of the proceedings held by the Air Quality Board on the 22<sup>nd</sup> day of April, 1999.

Submitted this 26<sup>th</sup> day of August, 1999.

Approved by the Board as submitted on Aug. 26, 1999.

Approved by the Board as amended on \_\_\_\_\_ .



Rebecca S. Charles  
Legal Counsel



Elizabeth M. Chatfield  
Office Supervisor