

AIR QUALITY BOARD

Administrative Meeting March 27, 2018

Minutes

A public meeting of the Air Quality Board was held on Tuesday, March 27, 2018, in Charleston West Virginia. Members present were J. Michael Koon, Chairman; Dr. R. Thomas Hansen, Vice-Chairman; Jon Blair Hunter, Robert Orndorff, Grant Bishop and Walter M. Ivey.

Staff members present were Jackie D. Shultz and Kathy C. Coleman.

It being determined a quorum was present, Chairman Koon called the meeting to order and the Board proceeded with its agenda.

Approval of September 18, 2017 Meeting Minutes:

After review and upon a motion duly made by Mr. Bishop and seconded by Mr. Orndorff, the Board voted unanimously to approve the September 18, 2017, Air Quality Board meeting minutes as presented.

Budget and Purchase Card Reports

Upon a motion duly made by Mr. Hunter and seconded by Dr. Hansen, the Board voted 6-0 to approve the Purchase Card Reports for July - September 2017 and October - December 2017.

Ms. Coleman advised the Board has spent 56 percent of its general revenue funding. The Board's funding in the FY 2019 Budget Bill was reduced by \$220.00. The Environmental Quality Board's funding in the FY 2019 Budget Bill was increased by \$5,050.00 to fund the five percent salary increase for the Boards' two employees.

The AQB and EQB approved the purchase of two computers for Board employees. Chairman Koon stated the Boards agree that a five year cycle for computers is recommended and the budget allows for this purchase at this time.

Ms. Coleman reported that pursuant to the WV Department of Administration's "Records Retention and Disposal Schedule", eighteen boxes of Air Quality Board records are scheduled for shredding. All appeal related documents are permanent records and are not subject to disposal. Chairman Koon commended Ms. Coleman for her work on this project.

Chairman Koon reminded the Board there is one vacant position for a member at large.

There being no further business to come before the Board, the meeting was adjourned.

* * *

I hereby certify that the foregoing is a true and correct record of the proceedings of the Air Quality Board administrative meeting held on March 27, 2018. The Air Quality Board approved these minutes on July 23, 2018.


Jackie D. Shultz, Clerk
Air Quality Board