√ - Present Χ - Absent/Excused

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|  √ | Andrews, Peg | Chair |  |  | Admin Asst. |
| √ | Arnold, Susan | Auditor | √ | Weiler, Mark | Assist Attorney Gen. |
| √ | Gould, Mary Kathryn | Secretary |  |  |  |
| √ | Mallory Mount | Vice Chair | √ | Gannon, Amy | WVAND Liaison & Public Policy |
| √ | Kelly Rutherford | Lay Member |  |  |  |

1. Call to order – the regularly scheduled meeting of the WVBOLD was held virtually on November 14, 2022. Peg called the meeting to order at 3:00 PM
2. Acceptance of Minutes: Motion #1: Upon motion by Mallory seconded by Susan, the board minutes for August 29, 2022 were approved. Motion carried.
3. Agenda:

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| **Agenda Item** | **Discussion** | **Non-Conforming** **or Action** |
| WVAND Liaison Report | 1. WVAND conference April 27, 2023 at the John 23 Pastoral Center. WVAND would like to invite WVBOLD to extend the conference by offering their own workshop or continuing education session on Friday.
2. WVAND Policy Team wondering how the process works to make changes to legislative rules.
3. Amy shared a list of potential candidates to replace expiring board terms. WVAND will report list to the Governor’s office.
 | 1. WVBOLD is restricted with how money can be spent and will have to check with the attorney to see if funds can be used for a conference/meeting.
2. An explanation was provided regarding making changes to legislative rules.
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| Old Business | 1. The Board is working to change the website address from a .com to .org.
2. Series 5 – Role of Licensing Board to include CEU requirements.
3. Series 1 – Update to include prorated fees.
 | 1. No update to report at this time.
2. The Board went through the series, Mallory has made revisions and will clean them up to present to others for review.
3. The Board decided it would be best to have only one prorated fee for new license applications between January 1 and June 30. Mary Kathryn will make further revisions to this document and send to others for review. The Board will need to have these ready for public comment in March.
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| New Business | 1. Administrative Assistant vacancy: Alex Pauley tendered her resignation effective November 7, 2022. The position was posted, Mackenzie Reed was interviewed and an offer was made.
2. Office space contract lease: There will be an increase in rent from $800 to $850 per month effective December 1, 2022 – November 30, 2027.
3. Office messages: No information for the communication log at this time.
 | 1. Mackenzie Reed accepted the position. A performance review will be completed at 3 months employment where a salary adjustment may be made.
2. Alex still has access to Oasis and is helping with payment of bills during this period of transition.
3. Peg is working to grant all board members access to the communication log.
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| License Report | Current number of Active Licensees: 515 and11 provisional licensesNumber of new applicants since August 29: 16 |  |
| Treasurer’s Report | Year-to-date spending: $11,124.11Balance on hand as of November 3, 2022: $29,344.89 |  |
| CE Audit Report | 1. 2021 CE Audit: A certified letter was sent to one individual who did not respond to the CEU audit.
2. 2022 CE Audit: Nineteen licensees were randomly selected for audit and include the following license numbers: 145, 364, 428, 511, 598, 701, 728, 792, 861, 884, 956, 1003, 1051, 1073, 1155, 1175, 1199, 1256, and 1309.
 | 1. Because the licensee never submitted certificates for CEUs, the license was revoked 9-21-22. A refund of 2022-2023 renewal fee was provided. A message has been sent to Mark asking what the Board’s role is for communicating information about a revoked license to an employer.
2. Licensees being audited will have until December 15 to provide verification of CEU activities.
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| Next Meeting |  | The next board meeting will be March 20, 2023 from 3:00 – 5:00 PM. |

1. Adjourn Regular Session at 5:00 PM

MOTION: Motion #3 was made by Mary Kathryn and second by Mallory to adjourn the Regular Session of the WVBOLD. Motion carried.

Respectfully submitted,

Peg Andrews Mary Kathryn Gould

Chair Recording Secretary