



BUREAU OF THE ENVIRONMENT
ENVIRONMENTAL QUALITY BOARD
AIR QUALITY BOARD

1615 Washington Street, East, Suite 301
Charleston, West Virginia 25311-2126
(304) 558-4002
Fax: (304) 558-4116

MINUTES
WEST VIRGINIA ENVIRONMENTAL & AIR QUALITY BOARD
January 23, 1998

I. General

The West Virginia Environmental & Air Quality Boards (the "Boards") met on January 23, 1998, at 9:00 a.m. The meeting was held at 1615 Washington Street, E., Charleston, West Virginia. J. Michael Koon, Chair of the Air Quality Board, called the meeting to order. Board members present included:

Michael Koon, Chair of the Air Quality Board (AQB)
Edward Snyder, Chair of the Environmental Quality Board (EQB)
Ann Calvert, AQB
Betsy Dulin, EQB, by telephone
Janet Fisher (designee for Gus R. Douglass), AQB
Robert Foster, AQB
Don Kuntz (designee for Dr. Henry Taylor), AQB
Jean Neely, AQB, by telephone
David Samuel, EQB
Donald Tarter, EQB

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. Management

The Boards discussed conflict management and said that it was each staff person's responsibility to discuss problems with Team Leader so that conflicts could be worked out. The Board also discussed developing a budget committee, but decided that it was not necessary at this time.

2. Executive Session

Don Tarter made a motion to go into an executive session to discuss personnel matters, which was seconded by David Samuel. The motion carried by a unanimous vote.

Each staff member was called individually to discuss their preliminary performance evaluation.

Bob Foster made a motion to come out of an executive session, which was seconded by Don Tarter. The motion carried by a unanimous vote.

3. Office Management

Mike Koon discussed setting up in-house training for "team building" with someone in State government to help the staff. He stated that someone presented an office management seminar at his school.

The Boards requested the staff to rework their job descriptions and have the staff do 360 reviews of each others job description. The staff should electronic mail the new job descriptions to the Board Chairs by Friday, January 30, 1998.

The Boards discussed the personnel handbook and decided that it must coincide with the organizational directives document. The Boards decided that Becky Charles, Libby Chatfield and Board member Betsy Dulin should review the two documents to ensure their compatibility.

4. Governor's Proposed Across the Board Raise

Ann Holstein explained to the Boards that Governor Underwood has proposed to raise our budget to reflect a \$750.00 across the Board raise for staff for three consecutive years.

5. Future Performance Evaluation Schedule

Libby Chatfield explained to the Board that various issues came up during staff evaluation training given by the Division of Personnel (DOP). Staff from the DOP suggested that the Boards have individual meetings at the beginning of the calendar year with staff to discuss what is expected of them and what they will be evaluated on. The Board decided to start evaluation on November 1 and finish by January 1, for 98/99 evaluations.

6. Staff Training

Becky Charles and Margaret Chico-Eddy discussed the seminars that they will be attending this fiscal year. The Boards stated that staff training is important and should be properly funded in the budget.

7. Networking Office Computers

Staff discussed the cost of networking the office computers together. Ann Holstein informed the Board that the project would cost approximately \$6,000, but suggested looking into a simpler way of networking. The Boards agreed with Ann that alternatives should be evaluated. The Boards agreed that networking would be valuable to staff.

8. Procedural Rule

The Board's decided to postpone finalization of their procedural rules, because there were additional changes they wished to make. Board members decided to send their changes to Becky before the next Board meeting.

9. New Building

Becky Charles informed the Board about the Bureau of the Environment's plans to house all environmental agencies in the same location. The Board was very interested in the issue and requested the staff to make a list of things that would be needed to house the two Boards. The Boards said that they may be interested in moving its offices into the new building, but they want to keep their options open.

10. Open Government Meetings Act

Becky informed the Environmental Quality Board that their rules on the Open Government Meetings Act were out dated and she could clean up the problem areas in the current rule. She also informed the Air Quality Board that they did not have any Open Government Meeting Act rule and that she could draft one for them. The two Boards agreed to Becky's proposal.

11. Pending Cases

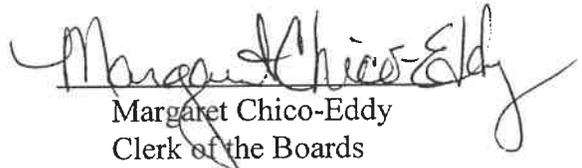
Margaret Chico-Eddy informed the Boards of their pending cases and pending cases for both Boards in Circuit Court.

12. Minutes

Don Kuntz made a motion to accept the Air Quality Board minutes of September 26, October 22, December 11 and 18, 1997, which was seconded by Bob Foster. The motion carried by a unanimous vote.

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 23rd day of January 1998.

Submitted for approval the 23rd day of February 1998.


Margaret Chico-Eddy
Clerk of the Boards