

Environmental Quality Board  
601 57<sup>th</sup> Street, SE  
Charleston, West Virginia 25304  
(304) 926-0445  
Fax: (304) 926-0486

**MINUTES**  
**September 14, 2006**

A public meeting of the Environmental Quality Board was held on Thursday, September 14, 2006 in Charleston, West Virginia. Members present were: Dr. Edward Snyder, Chairperson; Mr. Edward C. Armbrrecht, Jr.; Mr. William H. Gillespie; Dr. D. Scott Simonton, PE, PhD; and Dr. James Van Gundy.

Staff members present were Wendy E. Radcliff, Esquire, Counsel for the Board, and Jackie Shultz, Clerk of the Board.

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

**Minutes of July 21, 2006 Meeting:**

Upon a motion duly made by Mr. Armbrrecht and seconded by Dr. Simonton, the Board voted unanimously to approve the minutes of the July 21, 2006 Board meeting as drafted.

**Consideration of Changes to Procedural Rules:**

After general discussion, the Board agreed the proposed changes to the procedural rules are ready to go out for public comment.

**Personnel:**

Jackie Shultz was introduced to the Board members as the Clerk of the Boards. Ms. Shultz was welcomed by the Board.

**Budget Update:**

The Board generally discussed the budget, noting that the Board is in good financial shape. Dr. Snyder informed the Board that Secretary Timmermeyer has agreed that the Board staff needs more operational space and has agreed to make an additional office available as soon as possible.

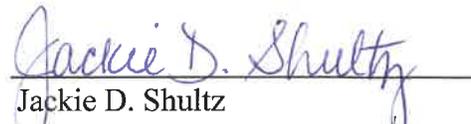
**Other Business:**

Ms. Radcliff reminded the Board of a standing invitation by the West Virginia University College of Law to hold a Board meeting in Morgantown, West Virginia.

Ms. Radcliff informed the Board of her desire to attend a National Judicial College conference entitled "Administrative Law: Fair Hearing" to be held April 23 - May 3, 2007 in Nevada. After discussion, the Board agreed Ms. Radcliff should attend the conference. Ms. Radcliff will obtain more information about the conference, including cost, and will bring this matter back to the Board at a future meeting.

There being no further business to come before the Board, the meeting was adjourned upon a motion by Dr. Simonton and seconded by Dr. Snyder.

The Environmental Quality Board approved these minutes on October 19, 2006.

  
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Jackie D. Shultz  
Clerk of the Board



**AIR QUALITY BOARD AND ENVIRONMENTAL QUALITY BOARD**

601 57<sup>th</sup> Street, SE, Charleston, WV 25304  
Telephone: (304) 926-0445 Fax: (304) 926-0486  
e-mail: clerk@wvaqbeqb.org

**To:**           **Air Quality Board:**           **Environmental Quality Board:**  
Mike Koon, Chair           Edward Snyder, Chair  
Dick Calvert, Vice Chair   Scott Simonton, Vice Chair  
Randy Curtis           Edward C. Armbrecht, Jr.  
Bob Foster           William Gillespie  
Tom Hansen           James Van Gundy  
Doug Hudson

**From:**       Kathy Coleman

**Date:**       August 23, 2006

**Re:**         Paralegal/Clerk - New Staff Member

Following an extensive search, the Boards have hired Jackie Shultz to fill the vacant position of Paralegal/Clerk. Jackie was employed by the WV State Bar for 19 years. Attached is her resume for your review.

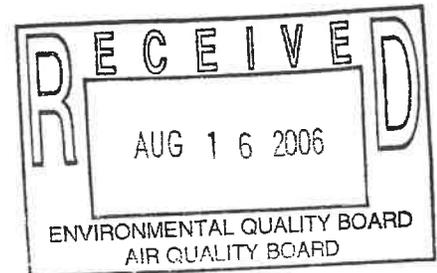
The Boards advertised the job vacancy in the Charleston Gazette and the WV Division of Personnel's website - 38 resumes were received and 8 applicants were interviewed by Edward Snyder, EQB Chair, Doug Hudson, AQB Member, Wendy Radcliff and Kathy Coleman.

Jackie will begin as the new Clerk of the Boards on September 1, 2006.

Jackie D. Shultz  
85 Coco Road  
Elkview WV 25071

August 15, 2006

WV Environmental Quality Board  
WV Air Quality Board  
601 57<sup>th</sup> Street, S.E.  
Charleston, West Virginia 25304



RE: *Paralegal/Clerk of the Boards Position*

Dear Sir/Madam:

I respectfully respond to your advertisement for the Paralegal/Clerk of the Boards position. My resume and WV Division of Personnel Application for Examination are attached. I was employed by the West Virginia State Bar for 19 years. I spent 5 years working for the administrative branch of the Bar and 14 years working for the Office of Disciplinary Counsel as a legal assistant/paralegal. I left that position because, after 19 years with the same organization, I was ready to try something completely different. However, I find that I prefer being in an office atmosphere and would appreciate the opportunity to apply my skills for the betterment of the WV Environmental Quality Board and the WV Air Quality Board.

In my position as legal assistant/paralegal for the Office of Disciplinary Counsel, I worked primarily for the Chief Counsel. I drafted closing orders for cases that were being dismissed without a hearing, I scheduled and attended hearings, attended Board meetings and took minutes. I drafted virtually all forms of motions. I attended sworn statements, managed all related documents and files, and assisted other legal assistants as needed. I answered public inquiries, ordered office supplies, and assisted the Chief Counsel with budget preparation.

I am mature, hardworking, dependable and skilled. I have excellent references that I will be glad to provide at your request.

The responsibilities for this position are very similar to responsibilities I have enjoyed and successfully accomplished in past employment. I would appreciate the opportunity to interview at your earliest convenience. Please contact me by calling my home telephone number of 304-965-5722 and I will be glad to return your call. Thank you for your time.

Yours truly,

*Jackie D. Shultz*  
Jackie D. Shultz

# RESUME

Jackie D. Shultz  
85 Coco Road  
Elkview, WV 25071

## *Employment History -*

### CASCI (Capital Area Service Company, Incorporated)

200 Kanawha Boulevard, East  
Charleston, West Virginia 25301

6/06 - Present      *Customer Service Representative* - Primary responsibilities include assisting the subscribers and providers with their complaints over the phone or with written correspondence. My responsibilities include answering questions regarding the member/subscriber's contract; entering information into a sophisticated computerized communication system; researching and analyzing problems; and initiating the appropriate steps needed to resolve the inquiries.

### West Virginia State Bar

#### Office of Disciplinary Counsel

2008 Kanawha Boulevard, East  
Charleston, West Virginia 25311

1991 -2006      *Legal Assistant* - Assistant to Lawyer Disciplinary Counsel. Responsibilities include: receiving and docketing new complaints; preparing appeals for Board review; scheduling hearings; case summarization; preparing Findings of Fact and Conclusions of Law; draft pleadings; prepare all orders (Notice of Hearing, Continuance, Motion to Stay, Motion to Quash, Certificates of Service; operate the recording equipment for the record; legal research (mostly on Westlaw); maintained all related files and documents; talked to witnesses; attended all Board meetings and took minutes; prepared the Board agenda; and answered public inquiries.

1987 - 1991      *Administrative Assistant* - Provided administrative support to the Executive Director. I was staff liaison to the Young Lawyers Section with responsibility for meeting arrangements, attendance and minutes. I was exclusively responsible for the processing of mandatory dues payments for over 4,000 lawyers, and I participated in the planning of State Bar Annual Meeting functions and events.

1986-1987      *Executive Secretary* - In this position, I provided secretarial support to the Executive Director and, as needed, to the Assistant Executive Director.

Resume  
Jackie D. Shultz  
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United Way of Kanawha Valley, Inc.  
708 Lee Street, East  
Charleston, West Virginia 25311

1981 - 1986            *Campaign Associate* - In this position, I generated computer reports and statistical information for volunteer executives. I worked closely with both volunteers and professional staff to provide campaign materials used by various corporations.

*References -*

Available Upon Request