√ - Present Χ - Absent/Excused

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| √ | Andrews, Peg | Chair | √ | Reed, Mackenzie | Admin Asst. |
| √ | Arnold, Susan (virtual) | Auditor | X | Weiler, Mark | Assist Attorney Gen. |
| √ | Gould, Mary Kathryn | Secretary |  |  |  |
| √ | Mallory Mount | Vice Chair |  |  |  |
| X | Kelly Rutherford | Lay Member |  |  |  |

1. Call to order – a meeting of the WVBOLD was held in person on December 27, 2022. Peg called the meeting to order at 11:09 AM. A quorum was established.
2. Acceptance of Minutes: Motion #1: Upon motion by Mallory seconded by Susan, the board minutes for November 14, 2022 were approved. Motion carried.
3. Agenda:

|  |  |  |
| --- | --- | --- |
| **Agenda Item** | **Discussion** | **Non-Conforming**  **or Action** |
| Introductions | Mackenzie Reed, administrative assistant, was introduced to board members. Mackenzie replaced Alex Pauley who resigned in November. Mackenzie will be in the office M-F from 9:30 am – 1:30 pm. |  |
| Website Updates | * Peg has worked with the website designer to allow licensees to upload CEU certificates to the CE reporting section of the WVBOLD website. * The website license through Network Solutions expired recently. Notification of the expiration went to a former member of the board and was not known to current board members. The issue was rectified and notification will now be sent to the WVBOLD email. * Online applications for provisional and active licenses did not have the Social Security number as a required field and many applicants were leaving it blank. These numbers are needed by the board * The Board discussed having a policy section added to the website to provide transparency regarding policies of the board. | * Licensees will now have the ability to upload certificates for CEU verification. * The website license has been renewed for five years. * Applications have been updated to have the Social Security number as a required field for completion. * Motion #2 was made by Mallory and seconded by Susan to submit a request to have a policy section added to the website. The motion carried. Peg will work on pulling together policy documents. |
| Administrative Assistant Training | Peg and Mackenzie discussed the training Mackenzie has received thus far and what Mackenzie now has access to. The discussion included email access, phone/fax/copier, state contacts, managing license requests, P-card, WVOASIS training and access, timecard management and approval (Kaye Parks), posting meetings, board member per diem pay and travel reimbursement, and administrative access to website for minor changes. |  |
| Office Files | Peg and Mackenzie have worked to clean and move files to reflect current license status and have referenced the Records Retention and Disposal Schedule accordingly. The board discussed disposal of CEU audit information. | Susan will mail or bring 2020-2021 and 2021-2022 audit documentation to the Board office for retention. Audit documentation older than two years can be shredded. |
| Succession Plan | Three board members have terms that have either expired or are set to expire in June 2023. WVAND has sent a list of names to replace board members. Peg will be the first to be replaced, followed by Susan and then Mary Kathryn. Board members are working to establish a plan to allow for minimal disruption in board duties. | It was determined that the chair, vice-chair, and treasurer should have remote access to the WVBOLD email.  Mary Kathryn will assume duties of the treasurer and will need to have WVOASIS training. |
| Series One and Five | Updates to each of these series regarding pro-rated fees and required CEUs respectively are in the works. | Mallory will complete the updates to Series Five and Mary Kathryn will complete those for Series One. Board members will need to review for final approval before sending out for public comment. |
| Next Meeting |  | The next board meeting will be March 20, 2023 from 3:00 – 5:00 PM. |

1. Adjourn Regular Session at 1:27 PM

MOTION: Motion #3 was made by Mallory and seconded by Susan to adjourn the Regular Session of the WVBOLD. Motion carried.

Respectfully submitted,

Peg Andrews Mary Kathryn Gould

Chair Recording Secretary