



## Minutes

### Board Meeting

📅 Thu July 15th, 2021

🕒 4:00pm - 6:00pm EDT

📍 Albert T Summers Center, 1124 Smith Street, Suite B-300, Charleston WV 25311

### 👥 In Attendance

#### 1. **Meeting to Order**

The meeting was called to order at 4:00PM by the Chairman of the Board, Rosemary Trupo.

#### 2. **Guests**

Chairman Trupo noted that Delegate Brandon Steele was in attendance.

Ms. Hoffman made a motion to reorder the agenda to allow Delegate Steele the floor. Ms. Workman seconded the motion and the Board concurred.

Delegate Steele spoke on the upcoming legislative session and fielded questions from Board members.

#### 3. **Attendance**

Board members in attendance were Chairman Rosemary Trupo, Secretary Kimberly Hoffman, Tyson Judy, Roxanne Clay, Dee Workman, Todd Resley, MD and Victoria Novick. Ms. Novick joined the meeting by teleconference. The Executive Director, Jamie Browning was also in attendance. Board member excused was Mercedes Ramas, MD.

#### 4. **Agenda as Presented**

Ms. Hoffman made a motion to reorder the agenda to allow Delegate Steele the floor. Ms. Workman seconded the motion and the Board concurred.

## 5. **Board Meeting Minutes**

### a. **May 20, 2021 Board Minutes**

A motion was made by Secretary Hoffman to approve the May 20, 2021 Board Minutes. Mr. Judy seconded the motion and the Board concurred.

## 6. **Old Business**

### a. **CLEAR 2021 Executive Leadership Program for Regulators**

Director Browning reminded the Board Members to notify her if they were interested in attending this training.

### b. **FARB 2021 Regulatory Law Seminar**

Director Browning reminded the Board Members to notify her if they were interested in attending this training.

## 7. **Professional Development**

### a. **ASRT 2021 House of Delegates and Educational Symposium**

Director Browning and Chairman Trupo participated in the ASRT Educational Symposium.

### b. **P-Card Training**

Director Browning participated in the State Auditor's Purchasing Card training.

### c. **Purchasing Training - Surplus Property**

Director Browning participated in the Purchasing Division Webinar - Surplus Property and provided the powerpoint slides for review.

## 8. **Ethics**

A motion was made by Secretary Hoffman to enter into executive session at 6:07PM to discuss Ethics cases 02-FY-2021. The motion was seconded by Ms. Clay and approved by the Board.

A motion was made by Ms. Clay to exit out of executive session at 6:15PM. The motion was seconded by Dr. Resley and approved by the Board.

### a. **02-FY-2021**

Dr. Resley made a motion to close ethics case 02-FY-2021. After review of all available information, Secretary Hoffman seconded the motion and the Board concurred.

## 9. **Financial Reports**

The Finance Committee, consisting of Chairman Trupo, Secretary Hoffman and Director Browning, met via teleconference prior to the Board Meeting to review the May and June purchasing card transactions and the May and June Finance Reports.

a. **May 2021**

Ms. Clay made a motion to approve the May Purchasing Card Report and the May Finance Report showing a balance of \$458,402.68. After review of all available information, Mr. Judy seconded the motion and the Board concurred.

b. **June 2021**

Ms. Clay made a motion to approve the June Purchasing Card Report and the June Finance Report showing a balance of \$464,013.19. After review of all available information, Mr. Judy seconded the motion and the Board concurred.

c. **FY-2021**

Ms. Clay made a motion to approve the FY-2021 Annual Finance Reports showing a balance of \$464,013.19. After review of all available information, Mr. Judy seconded the motion and the Board concurred.

10. **Director's Monthly Report**

a. **May 2021**

Dr Resley made a motion to approve the May Director's Report as presented. After review of all available information, Secretary Hoffman seconded the motion and the Board concurred.

b. **June 2021**

Dr Resley made a motion to approve the June Director's Report as presented. After review of all available information, Secretary Hoffman seconded the motion and the Board concurred.

11. **Schools Report**

Ms. Workman made a motion to approve the School Report. Ms. Novick seconded the motion and the Board concurred.

12. **Agency Procurement Officer Designation**

Secretary Hoffman made a motion to approve the Agency Procurement Office Designation. Dr. Resley seconded the motion and the Board concurred.

13. **Annual Asset Management Certification**

Secretary Hoffman made a motion to approve the Annual Asset Management Certification. Dr. Resley seconded the motion and the Board concurred.

14. **Annual Debt Management Certification**

Secretary Hoffman made a motion to approve the Agency Procurement Office Designation. Dr. Resley seconded the motion and the Board concurred.

15. **Annual Real Estate Property Report**

Secretary Hoffman made a motion to approve the Annual Real Estate Property Report. Dr. Resley seconded the motion and the Board concurred.

16. **Small, Woman and Minority Owned Business (SWAM) Annual Report**

Secretary Hoffman made a motion to approve the Small, Woman and Minority Owned Business (SWAM) Annual Report. Dr. Resley seconded the motion and the Board concurred.

17. **BRIM Loss Control Questionnaire FY-2023**

Dr. Resley made a motion to approve the BRIM Loss Control Questionnaire. Mr. Judy seconded the motion and the Board concurred.

18. **Certificate of Liability**

Dr. Resley made a motion to approve the BRIM Certificate of Liability. Mr. Judy seconded the motion and the Board concurred.

19. **WV Legislature Joint Committee on Governance and Finance Request**

Mr. Judy made a motion to approve the WV Legislature Joint Committee on Governance and Finance Report. Ms. Workman seconded the motion and the Board concurred.

20. **Post Card Reminders**

Mr. Judy made a motion to discontinue the use of post card renewal reminders. After the review of all available information, Secretary Hoffman seconded the motion and the Board concurred.

21. **Series 6 Changes**

The proposed Series 6 public comment period was from May 21, 2021 to June 30, 2021. The proposed changes were posted on the Board's website and were emailed to all licensees. The Board reviewed all submitted comments.

Dr. Resley made a motion to submit the proposed Series 6 changes to the Secretary of State. After review of all available information, Ms. Workman seconded the motion and the Board concurred.

22. **CLEAR - 2021 Annual Educational Conference**

Dr Resley made a motion that the Board would fund any Board Member or staff to attend the CLEAR - 2021 Annual Educational Conference. Secretary Hoffman seconded the motion and the Board concurred.

23. **Election of Officers**

a. **President**

Mr. Judy made a motion that Rose Trupo remain as the Chairman of the Board. Ms. Workman seconded the motion and the Board unanimously concurred.

b. **Secretary**

Mr. Judy made a motion that Kimberly Hoffman remain as the Secretary of the Board. Ms. Workman seconded the motion and the Board unanimously concurred.

24. **Executive Director Annual Evaluation**

A motion was made by Secretary Hoffman to enter into executive session at 6:07PM to discuss Director Browning's annual evaluation. The motion was seconded by Ms. Clay and approved by the Board.

A motion was made by Ms. Clay to exit out of executive session at 6:15PM. The motion was seconded by Dr. Resley and approved by the Board.

Secretary Hoffman made a motion to give Director Browning a 10% raise. Ms. Workman seconded the motion. The board unanimously concurred.

25. **Upcoming Meetings**

a. **September 16, 2021**

Secretary Hoffman made a motion to have the next meeting on Thursday, September 16, 2021 at 4:00PM. Ms. Workman seconded the motion and the Board concurred.

26. **Adjournment**

Ms. Clay made a motion to adjourn at 6:20PM virtually. Secretary Hoffman seconded the motion and the Board concurred.