

R.S. Board Minutes  
April 25, 2002

**Call to Order**

The called meeting of the North Carolina Board of Sanitarian Examiners was held at the New Hanover County Health Department at 2029 S. 17<sup>th</sup> Street Conference Room on April 25, 2002 at 1:00 p.m. The Chairman, Dennis Salmen called the meeting to order. Those in attendance were Dennis Salmen, Terry Pierce, Malcolm Blalock, William E. Pierce, Mack Dendy, Dr. Trenton Davis, Ann Gilstrap, Nilla Sloop, Sheila Nichols and Camille Bishop, Secretary to the Board.

Dennis Salmen introduced new Board Members to the Board: Ann (Len) Gilstrap – Eastern Representative, Nilla (Dicke) Sloop – Piedmont Representative, and Sheila Nichols – Division of Environmental Health Representative.

**Conflict of Interest** – Mr. Salmen asked Board Members of the Board if there were any conflicts or potential conflicts of interest. Ann Gilstrap asked a question about the interview process when there is a candidate that you know, what is the process? The Board discussed. If there is a candidate that you know, you would just abstain from voting on that candidate during the interview process. Also, Terry Pierce mentioned he would always have a potential conflict of interest on individual employees that he hires. All Board Members sign a conflict of interest form that states potential conflicts of interest. At future meetings the question will be asked by the Chairman at the beginning of each meeting - **“Do any members of the Board have a conflict of interest that has not been previously disclosed?”**

**No members of the Board indicated a conflict of interest outside of what has already been disclosed in the annual Statement of Economic Interest form.**

**Approval of the January 25, 2002 Minutes**

**Board Action: A motion was made by Dr. Trenton Davis, seconded by Malcolm Blalock to approve the January 25, 2002 Minutes. All votes affirmative.**

**Financial Reports – February/March 2002**

**Board Action: A motion was made by Terry Pierce and seconded by Mack Dendy to approve the February/March 2002 Financial Reports. All votes affirmative.**

**Chairman’s Report - Dennis Salmen**

**Evaluation of Statement of Economic Interest filed by the new Board Members to the N.C. Board of Ethics.** Mr. Salmen reviewed the letters from the N.C. Board of Ethics which stated that – **They did not find an actual conflict of interest, but did find the potential conflict of interest** on Nilla T. Sloop, Ann C. Gilstrap and Sheila F. Nichols. The letters will be filed with the minutes.

**NEHA Board Meeting – Minneapolis, July 2** – Camille Bishop had received an invitation to attend the NEHA Board Meeting in Minneapolis. Malcolm Blalock will be attending the NEHA Meeting and will represent the Board at the meeting.

**NEHA Exams** – Dennis Salmen will E-mail information out to Board Members on percentages of interns passing the exam since 1999.

#### **Vice-Chairman's Report – Terry Pierce**

**SOP – 80% Attendance Policy** - Richard Dideriksen, through E-Mail to Terry Pierce, Dennis Salmen and Malcolm Blalock, requested the Board to re-affirm an earlier decision made by the SOP Committee that 80% attendance is required for successful completion of CE/SOP workshops. (copy filed with the minutes). At present the Board does not have a written policy on attendance at SOP courses. The only course that we have been requiring 80% attendance is the Environmental Health Law Course. There was some discussion by Terry Pierce and other Board Members regarding other courses and CIT. Mr. Dideriksen felt the Board had passed something earlier on 80% attendance on all SOP courses. Dennis Salmen read from the rules - (.0407 (F) – stating that only subparagraph 5 says successfully complete and only relates to college university or related course. Malcolm Blalock pointed out the area in the rules that relates - (.0407 (F) covers completing any subparagraph under (F). Nilla Sloop commented that we shouldn't have to be concerned about the number of hours, if the SOPH is requiring a minimum of 80% attendance.

**BoardAction: Terry Pierce made a motion and seconded by Dr. Trenton Davis that in accordance with (. 0407, paragraph (F), in order to receive CE credit for approved courses, the Board shall accept the definition and conditions or the successful completion of the courses as determined by the sponsoring individual and/or organization. All votes affirmative.** (Mr. Salmen handed out copies of the Education Policies. ( This policy does not conflict with the other Educational Policies.)

#### **Secretary/Treasurer's Report - Malcolm Blalock**

Elaine Milardo, from Connecticut had requested reciprocity earlier from this Board. She sent some additional information to Mr. Blalock regarding their Board's rules. In looking at their statutes, Mr. Salmen and Mr. Blalock did not feel their statutes were nearly as strong as North Carolina's. They do not have a Board; they have licensures instead of registration, and there is no science requirement, etc. Based on the information received, Mr. Blalock felt the Board could not grant reciprocity and informed Ms. Milardo of this. She is still planning on moving to North Carolina.

#### **Secretary to the Board Report– Camille Bishop**

**RS Failed to Renew for 2002** - Camille handed out her report. There are 46 RS/Interns who did not renew for 2002. Most of these have retired, were interns and no longer working at the specified health departments. It was requested that Ms. Bishop check on Chris Miller's renewal.

**CD Writer Installed** - Malcolm Blalock installed a CD Writer to back up the Board's Microsoft Access Data Base.

**2002 Directory** – The new 2002 Directory has been sent back to Wallace Printing for printing and should be coming out the first part of May.

**Postage Meter from Pitney Bowes** – There is a free 90 day trial period being offered by Pitney Bowes for a postage meter. After the 90 days, there is a \$16.99 charge each month, plus the cost of postage, supplies and refills. The Board authorized Ms. Bishop to order the 90 day trial on the postage meter and will inform the Board of additional costs.

**Renewal Cards** - Ms. Bishop discussed the idea of putting the renewal cards on the computer. The typewriter is old and is not operating efficiently. It takes hours at renewal time to type each individual card. Malcolm Blalock and Camille Bishop will follow up.

#### **Education Committee Report** - Dr. Trenton Davis/Malcolm Blalock

**Revised Oral Interview Forms** – Dr. Davis shared the new forms with the Board. The questions have already been approved. Ten questions were reduced to 6 with a total of 100 points. Dr. Davis will explain the purpose of the oral exam to the interns after introductions and at the beginning of the exam tomorrow.

**Appointment of Nilla Sloop to the Education Committee - Dennis Salmen appointed Nilla Sloop to serve on the Education Committee with Dr. Trenton Davis and Malcolm Blalock.**

**Web Site** – Mr. Blalock is still following up on the Web Site. We are registered as www.rsboard.com. It will cost approximately \$35 to \$40 a month to be hosted by Earthlink rather than an independent development. Mr. Blalock is presently looking for a person to develop the WebSite. It should cost under \$1,000. Mr. Blalock will follow up. Mr. Salmen emphasized that the Board needs to move quickly on this issue since Mr. Blalock has been facilitator on putting website together and his retirement is pending this year, thereby necessitating getting the site up soon.

**Board Action: Terry Pierce made a motion and seconded by Mack Dendy to approve spending up to \$1,000 for WEB page development. All votes affirmative.**

**Vote on Stanley Herndon's Request to obtain his RS in the one-year period based on prior experience.** The Board had made a consensus vote on this at the last meeting but did not make a formal vote. Mr. Salmen has sent Mr. Herndon a letter stating the Board could not approve this request because a valid job description could not be provided.

**Board Action: William Pierce made a motion, seconded by Terry Pierce that the request by Stanley Herndon to be registered based on prior work experience be denied. All votes affirmative.**

**New Business**

**Request from Victoria Hudson** - Victoria Hudson had requested that her prior experience count toward her obtaining her Registered Sanitarian status earlier than the two year period. She had sent the request to Mr. McFall earlier, but it was not shared with the Board in January, and she did not have a job description at that time. Mr. Salmen received a copy of a job description and letter from Mr. Bernie Allen, USDA/FSIS, Ms. Hudson's supervisor at the time of her employment. (Job description and letter filed with the minutes.)

**Board Action: William Pierce made a motion, seconded by Terry Pierce to accept Victoria's Hudson's prior work experience to become a registered sanitarian effective today's date. All votes affirmative.** (Mr. Salmen will contact Ms. Hudson with this information.)

**Continuing Education Requests**

1. Academy 2002 Schedule (OSWW Training), Davenport (Orlando) Fla., 1/17-1/19 – 15 hrs.
2. Adult & Larval Mosquito Surveillance, Washington, 2/26- 2/27 – 11 hrs.
3. American Swimming Pool & Spa Association, (All sites listed) - 7.5 hrs.
4. Bioterrorism Response Plan (Video conf. Sites), 2/28 – 3 hrs.
5. Asthma & the Indoor Environment, Lumberton, 2/27 – 3.25 hrs.
6. Certified Wastewater Classes (4 classes), 2/23, 3/23, 11/2. 12/7 – 7 hrs.
7. Chemical Spill Response Training, Fuquay-Varina, 3/27 – 8 hrs.
8. Children's Env. Health Inf. Resources (Satellite) – 3/21 – 2 hrs.
9. Eastern Env. Health Supv. Assoc., Greenville, 2/21 – 3.25 hrs.
10. Enhancing Env. Health Practice in the 21 Century, 5/ 9 – 1.5 hrs.
11. S.E. Educational District Meeting, Wilmington, 3/8 – 4 hrs.
12. Field Sanitation (Department of the Army) – 14 hrs.
13. Food Service Plan Review, Asheville, 7/9 – 7/11 – 15 hrs.
14. GPS Mapping for GIS – Morehead City (Shellfish Sanitation ) 2 days – 15 hrs
15. "Great Expectations" (Sub-Surface Operators – NC Septic Tank Assoc.) 4/11 – 4/13 – 14 hrs.
16. Indoor Air Quality, Greensboro, 4/25 – 7.5 hrs.
17. Interpersonal Skills (5 part professional development series focuses on critical skills to be effective in today's work world) ??? – Raleigh, - 15 hrs.
18. Investigating and Controlling Vaccine-Preventable Diseases (Satellite) – 4/4, 4/18, 5/9,5/22,6/4, 6/27 - 5.5 hrs.

19. Lead Based Paint, Refresher Course, Charleston, SC, 2/13 – 2-14 – 12 hrs.
20. Mountain District Education Meeting, Asheville, 2/7 – 5.5 hrs.
21. National Lead Conference (2002) – Atlanta, GA, 2/11 – 2/14 – 15 hrs.
22. Navy Occup. Health & Preventive Workshop, Portsmouth, Va., 3/14 – 3/22 – 15 hrs.
23. North Central Env. Health Dist. Meeting, Durham, 4/14 – 4 hrs.
24. OSWW Short Course & Equip. (N.E.) , Newport, RI, 3/24 – 3/26 – 12.5 hrs.
25. OSWW Workshops – Wilmington – 5/7 – 5/9, Fayetteville–5/21 – 5/23, Greenville – 5/28 – 5/30,  
Marion – 8/6- 8/8, Greensboro 7/23 – 25 – 15 hrs.
26. OSWW Rules Revision Workshop, 2/26, Asheville – 5.25 hrs.
27. Pasteurization, Raleigh, 3/6 – 3/7 – 10.75 hrs.
28. Personal Safety Tr. – Part 1 – Conflict Management (Satellite) – 2/20 – 3 hrs.
29. Pesticide, Washington, 1/28, 1/29, 1/30 – 2.5 hrs.
30. Regional Lead/Child Care Sanitation , Kinston, 1/16 – 4 hrs.
31. Role of a Public Health Leader in a Disaster, Chapel Hill, 3/22 – 7.5 hrs.
32. Rural Wastewater Mgmt. Summit – “Beyond the Pipe”, 4/30 – 5/1 – 12 hrs.
33. S.E. District Educational Meeting, Wilmington, 3/8 – 4 hrs.
34. ServSafe, Rocky Mount, - 14.25 hrs.
35. ServSafe, Winton, 2/26 – 2/27 – 14.25 hrs.
36. Shellfish Sanitation, New Bern, 2/26 – 2/27 – 5.25 hrs.
37. Spanish III. (Continuation Course – will receive certificate of completion) – This Sanitarian works  
with the Migrant Labor Program – Hendersonville, 3/13 – 5/8 – 15 hrs.
38. Stormwater BMP Academy, 3/6–3/7, 3/19–3/20, 6/12 – 6/13, Raleigh – 15 hrs.
39. ULV Workshops (1.5 Credit), Elizabethtown, 3/8 – 2.25 hrs.
40. Water: The Next 50 Years, Greensboro, 4/15 – 4 hrs.
41. West Piedmont Env. Health Section, Reidsville, 3/6 – 4 hrs.
42. Western NCPHA, Boone, 5/23 – 6 hrs.
43. West Nile Virus & Community Mosquito Control Update, (2002) Greenville, 2/27 – 3.75 hrs.
44. World Food Ethnic, Greenville, 4/3 – 4/5, Wilmington 7/10-7/12 – 15 hrs
45. 2002 NC Swimming Pool/Spa Training Program, 3/18, Wilmington, 4/15, Pinehurst,  
5/6 Greensboro, 5/13, Wilmington, 5/21, Charlotte – 6.25 hrs.
46. On-Site 100: Basics of On-Site Sewage, Bolivia , 2/12, Fletcher, 6/11 – 7.25 hrs.
47. Soils 100: Getting the Dirt on Soils, Bolivia, 2/13, Raleigh, 3/5, Fletcher, 6/12 – 6.5 hrs.
48. O&M 101: Subsurface Op Refresh – LPP, Bolivia, 2/15, Plymouth, 2/22,  
Raleigh, 3/20 & 6/5, Fletcher 6/14 – 6.5 hrs.
49. Soils 102: Site Inst. & Water Tbl., Bolivia, 2/28 & 7/18 – 6.5 hrs.
50. Soils 200: Matching the System to the Soil, Raleigh, 3/14 – 3/15 – 13 hrs.
51. On-Site 102: On-Site System Tech Refresher, Raleigh, 3/18 – 7.25 hrs.
52. Soils 205: Sapolite, Raleigh, 3/19 – 6.5 hrs.
53. Basic Processes in Hydric Soils, 4/15 – 4/16- Greenville – 14 hrs.
54. Advanced Problems in Hydric Soil Eval., 4/17-4/18 – 15 hrs.
55. Intensive Field Study of Hydric Soils, Greenville, 4/19 – 7 hrs.
56. Soils 201: Expansive vs Non-Expansive Soils, Greensboro, 4/30-5/1 – 13 hrs.
57. Soils 103: Soil Structure, Greensboro, 5/2 – 6.5 hrs.
58. Soils 202: Saturated Hydraulic Conductivity, Greensboro, 5/3 – 6.5 hrs.
60. O&M 102: Subsurface Op Refresh – Sand Filter, Raleigh, 6/6 – 6.5 hrs.
61. O&M 103: Subsurface Op Refresh – Drip, Raleigh, 6/7, Fletcher, 6/13 – 6.5 hrs.
62. Onsite Wastewater, Repairing Small Systems for Field Personnel, W-Salem, 5/15 – 5/17,  
Asheville, 11/11 – 11/13– 15 hrs.
63. NC Env. Health Law, Wilmington, 5/29-31, Cornelius, 10-2 – 10-4 - 15 hrs.
64. Lead Investigation & Remediation, W-Salem, 9/4 – 9/6 – 15 hrs.
65. Domestic Preparedness, Chemical Exercise, Greensboro, 4/24, 9/1, 11/14 - 4 hrs.
66. Lyme Disease Teleconference, 5/16 – 1 hr.
67. GIS Applications in Env. Conservation, (GIS workshops), Appalachian – Boone, ? hrs.  
(2 day workshop)
68. Children’s Env. Health Branch Education Meeting, Smithfield, 4/25 – 4.5 hrs.
69. Northeastern District Env. Health Section, Greenville, 4/19 - 4 hrs.

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70. Dairy Foods Safety & Quality Conf., Salisbury, 2/19 – 4 hrs.
71. HACCP Principles at Retail Class, Cornelius, 5/13-5/15 – 15 hrs.
72. Public Health Pest Management W-Shops, Kinston, Rocky Mount, Huntersville, 5/2,23 & 30-6hrs.
73. Currituck Sound Study Adv. Committee, Elizabeth City, 4/4 – 4 hrs.
74. N.C. Central Supv. Assoc., Asheboro, 3/28 – 1 hr.
75. Performance Management – 2/20 & 4/17 Fayetteville - – 12.5 hrs. \*(Denied)
76. ServSafe Training for Managers, Durham & Orange Co., 2/19, 20, 21, 26, 27, 28 - 15 hrs.
77. Water Treatment and Mountain Geology, Asheville (Certificate of Completion only) 4/13 – 6 hrs.
78. Advanced Private Wells II, 4/17-19, Asheville – 15 hrs.
79. Erosion & Sediment Control for Construction Sites, Raleigh, 3/12-13 - 13.75 hrs.
80. On-Site Wastewater Treatment, Seattle, Washington, 4/3-4/4 – 9.75 hrs.
81. Serving Safe Food, Wilmington, 4/16 – 4/25 – 15 hrs.
82. Advanced On-Site Wastewater, Fayetteville, 5/21 – 5/22 & 5/23 – Moore County – 15 hrs.
83. Bioterrorism Exercise (N.C. Division of Public Health), Lake Junaluska, 2/22 – 4.25 hrs.
84. Response to Conflict – 5.25 hrs.
85. The Growing Child Day Care Day (CIT Training), Raleigh – 7.0 hrs.
86. Child Lead Protection Program Day (CIT Training), Raleigh – 5.5 hrs.
87. Public Swimming Pool Day (CIT Training), Raleigh – 6.75 hrs.
88. Tattoo Day (CIT Training) Raleigh – 4.5 hrs.

Continuing Education requests were discussed. There was much discussion regarding the ServSafe Classes as to whether the instructors should be getting credit hours for this class. These request were withdrawn from the list and given to the Education Committee to review and bring back to the next Board meeting for discussion.

**Board Action: Malcolm Blalock made a motion, seconded by Mack Dendy to approve the list with the following exceptions: All votes affirmative.**

- (2) Adult & Larval Mosquito Surveillance, Washington – 11 hrs – **Change to 11.25 hrs.**
- (11) S.E. Educational District Meeting, Wilmington – 4 hrs. – **Delete – duplicate**
- (14) GPS Mapping for GIS – Morehead City – (Shellfish Sanitation) 2 days – 15 hrs. – **Need more detailed agenda.**
- (17) Interpersonal Skills (focuses on critical skills to be effective in today's work world) – Raleigh – 15 hrs – **Cancelled– withdrawn from list.**
- (28) Personal Safety Training – Conflict Management (Satellite) – 3 hrs. – **Need more detailed agenda.**
- (29) Pesticide, Washington, 2.5 hrs. – **Need more detailed agenda.**
- (34) ServSafe, Rocky Mount – 14.25 hrs. – **Withdrawn – Education Committee to review**
- (35) ServSafe, Winton, 14.25 hrs. – **Withdrawn – Education Committee to review**
- (40) Water: The Next 50 Years, Greensboro – **Need more information**
- (43) West Nile Virus & Comm. Mosq. Control Update – Greenville – 3.75 hrs– **Change to 2.75 hrs.**
- (67) GIS Applications in Env Conservation (GIS workshops), Appalachian ? hours – **Need more Information**
- (75) Performance Management – Fayetteville – 12.5 hrs. – **Denied**
- (76) ServSafe Training for Managers – Durham & Orange Co. – 15 hrs. – **Withdrawn – Education Committee to review**
- (81) Serving Safe Food, Wilmington – 15 hrs. - **Withdrawn – Education Committee to review.**
- (84) Response to Conflict – 5.25 hrs. - **Denied**

#### **Intern Applications for Approval**

Dr. Trenton Davis and Camille Bishop had reviewed all the intern applications/transcripts prior to the meeting and found them to be in order.

**Board Action: A motion was made by Terry Pierce, seconded by Malcolm Blalock to approved the list of intern applications and approval for Rodney H. Chappell pending receipt of his transcript. All votes affirmative with the exception of Nilla Sloop who abstained from the motion.**

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<u>Intern</u>	<u>County</u>	<u>Employment Degree</u>	<u>University</u>
E. Lucas Sears	Wake	BS Agricultural Business Mgmt.	N.C. State Univ.
Aaron Eubanks, II.	Wake	BS Fisheries & Wildlife	N.C.State Univ.
Ed Hunt	Wake	MS Plant/Soil Science	NC A&T & Western
Michael Burkett	Pamlico	BS Env. Health	East Carolina
Barry Patterson	Swain	BS Science	George Wash.
Aminy M. Yaro	Rockingham	Masters – Science	A& T State
Johnny Strickland	Robeson	BS Biology	Pembroke State
Douglas Page	Gaston	BS Biology & Env.Health	Western Carolina
 <b><u>Pending Transcript</u></b>			
Rodney Hugh Chappell	Hertford-Gates	BS Env. Health	East Carolina

**Exam Recipients** Camille Bishop handed out a list of Exam participants for April 26<sup>th</sup> Exam. There are 30 applicants taking the NEHA exam, 25 taking the Oral Exam and 31 taking the Essay Exam.

**Next Meeting** – Charlotte on June 5<sup>th</sup> at 2:00 p.m.

**Adjourn** - There being no further business, the meeting was adjourned.

Respectfully submitted,

Malcolm Blalock  
Secretary/Treasurer

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Approved