

MINUTES
RS BOARD MEETING
October 24, 2002

Call to Order

The called meeting of the North Carolina Board of Sanitarian Examiners was held on Thursday, October 24, 2002 at the Parker Lincoln Building, Conference Room 201, Raleigh, N. C. Dennis Salmen, Chairman, called the meeting to order at 10:10 a.m. Those in attendance were: Dennis Salmen, Terry Pierce, Linda Sewall, Mack Dendy, William E. Pierce, Dr. Trenton Davis, An Gilstrap, Nilla Sloop, Sheila Nichols and Camille Bishop.

Web Site Presentation - presented by Andre Pierce, Travis, Malcolm Blalock

A presentation was made on a draft of the NC State Board of Sanitarian's Home Page and the various topics it will contain, i.e. Directory, Board Members, Intern Registration, Renewal, Continuing Education, Forms, Meetings, Examination, What's New, Links and Contact Us. The Board discussed and reviewed the descriptions presented.

Next Steps: Andre Pierce will send Board Members the RS Board WEB Site address and how to access it. Board Members are to review the contents/descriptions and send any comments to Malcolm Blalock by November 7. Also, Board Members are to resubmit their biographical information in an outline that was recommended back to Malcolm Blalock by November 7. Mr. Blalock will follow up with Mr. Pierce regarding other information and his for the WEB site. Mr. Blalock commented that we hope to have the WEB site up and running by December 2002. **The Board discussed the expenses for the WEB site. To date the Board has not received a bill from Andre Pierce. The Board had allowed up to \$1,000. The Board also discussed paying Malcolm Blalock a consultation fee. Dennis Salmen will follow up with Andre Pierce and Malcolm Blalock regarding expenses and maintenance fee for the WEB and report back at next meeting.**

Conflict of Interest

Mr. Salmen asked Board Members if there were any conflicts of interest or potential conflicts of interest outside of what has already been disclosed in the annual Statement of Economic Interest form. **There were no conflicts of interest stated by Board Members.**

Approval of the September 27, 2002 Minutes

Board Action: A motion was made by Mack Dendy, seconded by Ann Gilstrap to approve the September 27, 2002 Minutes. All votes affirmative. The Board gave permission for Ms. Bishop to do a summary of the minutes for future board meetings.

Financial Report for September 2002

Board Action: A motion was made by Terry Pierce, seconded by Trenton Davis to approve the September 2002 Financial Report. All votes affirmative.

Chair's Report – Dennis Salmen

- . Stan Herndon was contacted by Mr. Salmen to let him know that his RS status based on prior experience was denied.
- . Davin Madden completed the Environmental Health Public Health Law Course in October.
- . Mr. Salmen shared a list from Ms. Bishop on interns registered in 1999 who had not completed the Environmental Health Public Health Law Course. Ms. Bishop will verify the list with Richard Dideriksen and report back to the Board at the next meeting.
- . Mr. Salmen has not heard back from John Barkley regarding a template for Public Health Law.
- . Request from Jean Cobb, RS from Halifax County, who is on medical leave of absence made a written request to the Board as to what she should do regarding her continuing education requirements for 2003 Renewal. She needs another 2.5 credit hours for the remainder of 2002. She faxed Ms. Bishop the request and her doctor's note stating she had chronic asthma, etc. Dr. Trenton Davis offered to let Ms. Cobb view 2 video tapes at East Carolina if she is able to travel. Ms. Bishop to follow up with Ms. Cobb to see if she is able to travel to view the tapes. If not, Ms. Cobb will need to send more documentation from her doctor that she is not able to travel.

Vice-Chair's Report - Terry Pierce

Mr. Pierce discussed the **Open Meeting Law**. Mr. Pierce sent information on the law electronically to Board Members. The Board discussed . Our board meetings will need to be advertised. They can be posted on our WEB site and also posted at the Parker Lincoln Building in Raleigh. If the Board has a Conference Call, we will have to provide a location for participants (only to listen). The Parker Lincoln Building was suggested.

Secretary/Treasurer's Report – Ann Gilstrap

Ms. Gilstrap stated that the Board needs better policies on reimbursement for travel and clarification on expenses for meals. It was suggested that a time limit be set when a Board Member can be reimbursed for staying overnight. The recommendation was that if a Board Member has to leave before 7:00 a.m. to get to a board meeting that the person can choose to stay the night before, and if you would return home after 8:00 p.m., you can choose to stay that night. Ms. Gilstrap will draft some policies and procedures for review at the next meeting.

Secretary to the Board – Camille Bishop

Ms. Bishop reported that there are 26 exam participants for the October 25th exam. One participant broke his right hand and was requesting that he bring someone to write for him on the essay. Mr. Salmen and Ms. Bishop talked to the participant's supervisor. It was the recommendation by Mr. Salmen that we not allow another person to write for the essay. The intern will be allowed to take the essay test at a later date if he passes the NEHA exam. Ms. Bishop volunteered to administer the essay exam to the intern at a mutually agreed upon site. The intern could also record his response on tape if he/she is not able to write.

Old Business**Education Committee**

Dr. Trenton Davis made a recommendation from the Education Committee to approve #1-45 with the exception of #17 (more information is needed). The Board discussed # 22 – “Smallpox: Recognition & Response”. Upon recommendation by Terry Pierce, it was decided to approve the course, but participants will need to show verification of attendance.

Continuing Education Requests for October

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| 1. 2002 Field Services Annual Regional Meeting, (NSF International) Michigan –
1/21 – 1/25 - | 15 hr. |
| 2. 2002 NCMVCA Annual Meeting, Atlantic Beach, 11/13 – 11/15 - | 10.5 hr. |
| 3. Building GIS Capacity, Duke Univ. Durham, - 10/13 – 10/15 - | 15 hr. |
| 4. Eastern Env. Health Supv. Association, Greenville – 8/22 - | 3 hr. |
| 5. Incident Command System 100 Training, PHTIN Sites - 6/25 & 7/2 - | 3 hr. |
| 6. Infiltrator Chamber Systems Training Seminar, Halifax, 9/19 - | 2.5 hr. |
| 7. Innovative Food Safety Grants, (Teleconference) – 9/26 - | 4 hr. |
| 8. Introduction to ARC – GIS, Wilmington , (Certification of Completion), 5/20-5/21 - | 15 hr. |
| 9. Lead Based Paint Risk Assessment, Raleigh, 8/29 - | 6 hr. |
| 10. Inspecting for Lead-Based Paint, Raleigh, 8/28 - | 5.75 hr. |
| 11. Supervision of Lead-Based Paint Abatement Projects, Raleigh, 8/27 - | 5.5 hr. |
| 12. Legal Conference (Health Directors) – New Bern, 9/25 – 9/26 (Request by Hlth Dir.) - | 5.25 |
| 13. Management Academy for Public Health, Chapel Hill, 7/29– 8/1, 10/28-10/30 - | 15 hr. |
| 14. Mosquito Control for 2002 (ADAPCO, Inc.), Greenville, 8/28 - | 3.5 hr. |
| 15. North Central Env. Health Dist. Meeting, Hillsborough, 11/12 - | 5.5 hr. |
| 16. OSHA Hazardous Waste Operations & Emergency Response, High Point,
8/12-8/15 | 15 hr. |
| 17. Rules Rewrite Meeting, Hillsboro, 2/20 - (more information needed) | 4.5 hr. |
| 18. ServSafe, Dare County, 11/19 – 11/20 - | 12 hr. |
| 19. ServSafe Courses, Newton – 5/10 – 5/15 & 8/12 – 8/14 - | 14 hr. |
| 20. Land Application/Residuals (“Biosolids”) Raleigh, 4/9 – 4/11 - | 15 hr. |
| 21. OSWW – Artificial Drainage, Edenton, 8/28 - | 3 hr |

3.

- 22. Smallpox: Recognition & Response, a satellite broadcast, 11/8 – (verification of attendance) 2 hr.
- 23. Erosion & Sediment Control, Southern Pines, 1/23-1/24 - 12 hr.
- 24. Erosion & Sedimentation Control for Construction Sites, Hickory & New Bern
9/25 – 9/26 & 10/23 – 10/24 - 13 hr.

NC State University New Requests

- 25. Subsurface Operator Training School, Raleigh, 8/13-8/15 - 15 hr.
- 26. Soils 101: Field Description of Soils, Bolivia, 8/23 – 8/29 - 12 hr.
- 27. Soils 104: Soil Texture, Raleigh, 10/10 - 6.75 hr.
- 28. O&M 104: Operator Math Refresher, Raleigh, 11/21 - 3 hr.

NC State University - Same Agenda – Different Dates – Approved 4/25/02

- 29. O&M 101 Subsurface Op. Refresh – LPP, Plymouth, 10/11 - 6.5 hr.
- 30. O&M 101: Subsurface Op Refresh – LPP, Raleigh, 9/26 - 6.5 hr.
- 31. O&M 101: Subsurface Op Refresh – LPP, Bolivia, 10/3 - 6.5 hr.
- 32. On-Site 100: Basics of On-Site Sewage, Fletcher, 11/19 - 7.25 hr.
- 33. Soils 103: Soil Structure, Raleigh, 9/10 - 6.5 hr.
- 34. Basic Processes in Hydric Soils, Greenville, 4/15-4/16 - 14 hr.
- 35. Advanced Problems in Hydric Soil Eval., Greenville, 9/25 – 9/26 - 15 hr.
- 36. Intensive Field Study of Hydric Soils, Greenville, 9/27 - 7 hr.
- 37. Soils 100; Getting the Dirt on Soils, Raleigh, 10/8 - 6.5 hr.

Additions

- 38. Basic Supervision for Health & Human Services (SOP), Raleigh, 2/6-2/7 - 12 hr.
- 39. Strengthening Supervisory Skills for Health & Human Services (SOP), Asheville
5/9-5/10 - 12 hr.
- 40. Supervisor's Update (SOP), Carboro/Wilmington, 5/16 & 6/12 - 5.75 hr.
- 41. Certified Pool Operator Course, Durham, 10/14-10/15 - 11.5 hr.
- 42. OSWW Rules Revision Workshop, Statesville, 2/19 – same agenda Asheville,
Approved 4/25/02 5.25 hr.
- 43. Emerging Contaminants in the Aquatic Environment, 10/3-10/4 9.25 hr.
- 44. N.C. Env. Health Supv. Assoc. Meeting, Winston-Salem, 11/7-11/8 - 5 hr.
- 45. 8th Annual Conference for Learning Organizations, Durham, 10/23 - 5.5 hr.

Continuing Education Form – approved by consensus. The new form will be listed on the WEB site.

New Intern Application Requests for October

<u>Intern</u>	<u>County</u>	<u>Degree</u>	<u>University</u>
Tonya Howell	Jackson	BA Geology	Western Carolina
Susan Sayles	Caldwell	BS Env. Health	Western Carolina
Brian Johnson	Caldwell	BS Env. Health	Western Carolina
Dustin Fenske	Stokes	BS Env. Studies/Bio.	UNCW (wants to fast track his RS Registration – see letter of request).
<u>Pending Transcript</u>			
Reynaldo S. Barron	Union	BA Biology	Univ. of S.C. East Carolina
Lucas Van Eyk, Jr.	Randolph	BS Env. Health	East Carolina (also needs supv. Statement & Job Descript.

Dustin Fenske – A request by Mr. Fenske's supervisor was made to the Board to approve RS status to Dustin Fenske based on 2 years prior experience. Ms. Bishop reported that Mr. Fenske has met all the necessary requirements.

Board Action: A motion was made by William Pierce, seconded by Mack Dendy to approve the RS status effective 10/24/02 for Dustin Fenske based on 2 years prior experience. All votes affirmative
Ms. Bishop will write a letter to Mr. Fenske informing him of the Board's decision.

Other Interns –Tonya Howell, Susan Sayles, Brian Johnson, Reynaldo S. Barron, Lucas Van Eyk, Jr.
Board Action: A motion was made by Dr. Trenton Davis, seconded by Terry Pierce to approve applications for Tonya Howell, Susan Sayles, and Brian Johnson. All votes affirmative with the exception of Mack Dendy who abstained from voting on Tonya Howell. The motion passed 8 to 1.

Board Action: A motion was made by Terry Pierce seconded by Mack Dendy to approve application for Reynaldo S. Barron pending his transcript. All votes affirmative. The application on Lucas Van Eyk, Jr. will be submitted at the next meeting

New Business

Appointment of New Member to the Continuing Education Committee – Sheila Nichols was appointed by Dennis Salmen, Chairman, to serve on the Education Committee to replace Malcolm Blalock.

REHS's signing Grade Cards – The Board discussed. If an RS is not officially registered through NEHA, they should not be putting REHS on grade cards. Mr. Salmen will send information out on the ListServe.

Annual Report - Ms. Bishop distributed copies of the 2001 Annual Report that will be sent to the Secretary of State's office along with our financial audit report. Ms. Gilstrap had brought this to the Board's attention at our meeting on 9/27/02.

Next Meeting - December 10 at 2:00 p.m. in Greenville. Dr. Trenton Davis will make the arrangements. Ms. Bishop will inform the Board.

Respectfully submitted,

Ann Gilstrap
Secretary/Treasurer

Approved