

MINUTES
RS BOARD MEETING
December 10, 2002

Call to Order

The called meeting of the North Carolina Board of Sanitarian Examiners was held on Tuesday, December 10 in Room 204 in the Belk Building, Greenville, N. C. Dennis Salmen called the meeting to order at 2:35 p.m. Those in attendance were: Dennis Salmen, Terry Pierce, Linda Sewall, Mack Dendy, William E. Pierce, Dr. Trenton Davis, Ann Gilstrap, Nilla Sloop, Sheila Nichols and Camille Bishop.

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 October 24, 2002 Minutes

Board Action: A motion was made by Dr. Trenton Davis and seconded by Ann Gilstrap to approve the October 24, 2002 Minutes as submitted. All votes affirmative.

Financial Reports for October & November, 2002

Board Action: A motion was made by Mack Dendy and seconded by Linda Sewall to approve the Financial Reports for October & November, 2002. All votes affirmative.

Chairman's Report – Dennis Salmen

- . **Stokes County** -Dennis read an anonymous letter from an unknown person in Stokes County regarding a personnel issue in Stokes County. The Board discussed. The consensus opinion of the Board was that there were no grounds to investigate at this time. It was stated that this is a personnel issue and that the issue should be turned over to the State by the writer.
- . **Melissa Stickel Adams** . Melissa Adams, RS moved from Ohio to North Carolina and is employed by the Alamance County Health Department. She attempted to meet the requirements for reciprocity in our State, but was unable to do so. Although she is NEHA registered, she has not met the requirement in N.C. of passing the NEHA exam. She had passed the PES exam in March 1998 in Ohio. Mr. Salmen will inform Ms. Adams that she will have to take the NEHA exam to become registered in North Carolina.
- . **New Hanover County Human Resources Department** called and informed Mr. Salmen that they needed an update on environmental health specialists requirements and were confused on a number of issues. Mr. Salmen discussed the basic requirements and directed them to where they could get our current rules and regulations and also directed him to the Board office for future questions, etc.
- . **Centralized Intern Training schedule** – Mr. Salmen asked Nilla Sloop if she could be the presenter at the next Centralized Intern Training. Ms. Sloop will do this.
- . **NEHA Study Guide** – Mr. Salmen had heard that there was a new NEHA Study Guide coming out. Mr. Salmen followed this up and found out, but the 2nd edition is still in use and another one will not be coming out anytime soon.

Vice-Chair's Report – Terry Pierce

Mr. Pierce informed the Board that this will probably be his last meeting of the Board. The Environmental Health Section will be recommending some names to the Governor for Mr. Pierce's replacement.

Secretary/Treasurer's Report – Ann Gilstrap

Ms. Gilstrap handed out a draft of **Proposed Travel & Expense Reimbursement Policy**. The Board discussed and made some suggested changes. Ms. Gilstrap remarked that we should not be in conflict with State guidelines. Ms. Gilstrap will revise the draft and bring back to the next meeting for approval.

WEB Site Presentation – Malcolm Blalock –

Mr. Blalock presented the Board with an overview of the progress made so far. Some suggested changes were made. Mr. Blalock will get with Andre Pierce and go over the changes and recommendations. Pictures will be added to the biographical sections on Board Members. Mr. Blalock/Andre Pierce will send the Board a draft after it is updated with changes.

Old Business**Education Committee Report – Dr. Trenton Davis**

Jean Cobb had asked the Board previously what to do regarding her continuing education hours to renew in 2003. She is on medical leave until January 2, 2003, and is unable to complete her continuing education. At the last meeting of the Board, she was asked to provide more medical documentation from her doctor and she has done this. Ms. Cobb's physician's letter stated that she should avoid working or having contact with the public. She would be unable to view the tapes at East Carolina because of her condition.

Board Action: A motion was made by Eddie Pierce, seconded by Mack Dendy to allow Jean Cobb to view tapes provided by Dr. Davis under supervision to receive 4 hours of credit. All votes affirmative. Dr. Davis will follow up with Ms. Cobb.

Public Health Law Course – Camille Bishop

Ms. Bishop provided the Board a list of RS's that were employed in 1998 and 1999 that have been confirmed by Richard Dideriksen as not having completed the Public/Environmental Health Law Course. There are 8 persons listed. Two may be in non-compliance of the rules if they do not provide documentation - Jamie Camp employed 10/16/98 and Christopher Lynge, employed 2/15/99. Ms. Bishop was instructed to send letters to the group listed reminding them that they have not completed the public health law course and to show or send the Board documentation that they have completed the course. A separate letter to be sent to Jamie Camp informing him that he will have until January 1, 2003 to provide documentation or his license cannot be renewed for 2003. Mr. Salmen will send letter to Jamie Camp or contact him. A copy will need to be sent to the State on persons who are out of compliance.

WEBSITE Expense – Terry Pierce

Mr. Pierce received a bill from Andre Pierce for developing the Board's Website expenses for Site setup and design and upkeep, changes, additions and modifications commencing December 1, 2002 and ending November 30, 2003 for the amount of \$1,000. Service requested beyond this date will be negotiated on a per case basis. We also need to inquire into Malcolm Blalock's expenses. This matter will be deferred to the next meeting.

New Business**Approval of Exam Score Policy**

Mr. Salmen asked if anyone had objection or if there was anything in the General Statutes that would not allow us to approve exam scores by E-mail, Conference Call or telephone vote. Ms. Bishop had requested that she be allowed to have Board Members vote on exam scores (total scores) prior to Board meetings.

either by E-mail or Conference Call, etc. Also she had noted in the "Open Meeting Law" under "Exceptions" that grading of exams would be an exception for having an open meeting.

Board Action: A motion was made by Dr. Trenton Davis, seconded by Terry Pierce that exam scores would be forwarded to Board Members and that the Board would approve electronically, by conference call or at a regularly scheduled meeting. All votes affirmative.

Intern Registration after October 1st

Mr. Salmen stated that the Board had made a policy at a previous meeting that if an intern registered after October 1st, they would not have to meet the 15 hrs. of continuing education but would still have to pay the \$35.00 renewal fee for the next year. Mr. Salmen asked if we still wanted to keep this policy in place. **It was the consensus of the Board to keep this policy in place.**

2001 Audit Report – Ann Gilstrap/Camille Bishop

Copies of the 2001 Audit Report were handed out. Ms. Gilstrap pointed out that there were no discrepancies found by the auditor Shelton Hawley. Ms. Bishop reported that copies had been sent to appropriate persons along with the 2001 Annual Report.

Board Action: A motion was made by Linda Sewall, seconded by Terry Pierce to approve the 2001 Audit. All votes affirmative.

Exam Scores – Camille Bishop

The October 25 Exam Scores were shared with the Board. Out of 25 participants, 13 passed, 12 failed.

Board Action: A motion was made by Dr. Trenton Davis, seconded by Linda Sewall to approve the 10/25/02 Exam Scores. All votes affirmative.

Other Business

Continuing Education Request for December

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| 1. Bioterrorism Exercise, Columbus County, 2/8 - | 5.5 hr. |
| 2. Botulism In Argentina, Raleigh, 9/10 - | 6.5 hr. |
| 3. Consequences of Terrorism, Wrightsville Beach, 4/12 - | 6.5 hr. |
| 4. Child Care Sanitation (SOP), 10/30-11/1 - | 20 hr. |
| 5. Eastern Env. Health Supv. Assoc., Greenville, 12/5 - *(CANCELLED) | 3.25 hr. |
| 6. Environmental Health Disease Controls at Special Events, Winston Salem, 9/18-20 - | 19 hr. |
| 7. FAST (Fixed Activated Sludge Treatment Systems) , Boone, 11/20 & 11/21 - | 3 hr. |
| 8. FDA/Roles & Operations in a Disaster Response (FEMA), Raleigh, 11/6 - | 3.5 hr. |
| 9. Low Pressure Pipe Discharge Systems, Manteo, 11/1 - | 6.5 hr. |
| 10. Mountain/Western Piedmont Stream Determination Class, Crossnore, 8/26-29 - | 15 hr. |
| 11. Rabies: Old Yeller vs. the Raccoons, Winston-Salem, 11/13-15 (SOP) - | 17.25 hr. |
| 12. Rules Governing Tattooing, Hickory, 11/12 - | 3.25 hr. |
| 13. Regional Lead/Day Care, Mooresville, 11/21 - | 5 hr. |
| 14. SE District Meeting, Dunn, 12/6 - | 4 hr. |
| 15. Seafood Quality & Safety (SOP), Pine Knoll Shores, 10/16-18 - | 17.50 hr. |
| 16. West Piedmont Winter Meeting, Welcome, 12/4 - | 4 hr. |
| 17. Advanced OSWW, Haywood County, 12/3-12/4 - | 15 hr. |
| 18. Seventeenth Annual Gov. Conf. On Env. Education & Litter Control, West Va. 3/17-18- | 10.25 hr. |
| 19. Environmental & Energy Law 2002, West Va., 7/19 - | 6.30 hr. |
| 20. Air & Waste Mgmt., West Va., 5/2 - | 1 hr. |
| 21. Interacting with Others (Supervisor), Outline only , Raleigh - ????? | |
| 22. Motivational Climate (Supervisors Conference), Raleigh, 10/21 – 10/23 - | 15 hr |
| 23. Tools for Managing in Turbulent Times – Outline only ??? | 6 hr. |

Additions

24. Regional Lead/Day Care Meeting, Asheville, 12/18 - 4 hr.
 25. ServSafe, Beaufort, 11/20 – 11/21 – (one day only) - 7 hr.
 26. Dairy & Juice HACCP Team Training (NC State), Mooresville, 7/16-18 - 15 hr.
 27. Bacteriological Methods for the Analysis of Drinking Water, Raleigh, 6/11-6/14 15 hr.
 28. Advanced Low Acid Foods Course, Argo, Il., 1/7 – 1/18 – **Certificate of Completion** 15 hr.
 (RS is with the US Food and Drug Administration) (Agenda attached)
 29. State Food Contract Auditing Course, Dallas, Tx., 1/29 – 1/31 – **Certificate of Completion**
 15 hr. (RS is with US Food and Drug Administration) – Agenda - 15 hr.
 30. Aseptic Processing and Fill Course, 7/15-7/19 **Certificate of Completion** - 15 hr.
 (RS is with US Food and Drug Administration)
 31. Pesticide Related Illness & Related Issues, Greenville, 11/22 4.5 hrs.

Board Action: Dr. Trenton made a motion from Committee to approve the Continuing Education requests with the following exceptions: (2) change to 6 hrs; (5) cancelled, (21) Denied, need agenda; (23) Denied, need agenda; (28) change to 14 hr.; (29) change to 5.5 hr., and (30) change to 5 hrs. All votes affirmative.

Request from Adam Sarver

Dr. Davis shared a request from Adam Sarver who has 14.75 hrs. CE hours. He lacks 15 minutes CE minutes. He was planning on attending the OSWW Workshop that was to be held in Greenville in December, but was cancelled by Richard Dideriksen. Dr. Davis discussed the possibility of letting Mr. Sarver view his educational video tapes.

Board Action: Mack Dendy made a motion, seconded by Ann Gilstrap that we provide Mr. Sarver with the video tape so that he can get his 15 minutes. All votes affirmative. Dr. Davis will follow up with Mr. Sarver. Ms. Bishop to develop a verification form to be used to document a supervisors' proctor when an RS is viewing video tapes, etc.

Board Policy on viewing satellite conferences or video tapes

Board Action: A motion was made by Trenton Davis from Committee to grant approval for EH Specialists to review taped videos of previously broadcast conferences (satellite conferences) during the year that the Board initially approved the conference. (They would not be able to review in the next year.) All votes affirmative.

Letter from Jamie Camp and Other Requests for CE hours due to cancellation of OSWW Workshop in Greenville in December.

Mr. Camp and others were depending on the OSWW Workshop in Greenville for their 15 hrs. of Continuing Education to renew for 2003. The Board discussed. The Board does not have the authority to wave continuing education hours. It was felt that it was up to the individual to get the continuing education to renew his/her license. If they do not get their CE hours, they can reapply to the Board at the next meeting as an intern and could be fast-tracked for registration. Other continuing education conferences are being offered in December that some of these RS's could attend for additional hours.

Request from William Buddin to approve courses i.e. Kinesiology, etc. for Science Courses from the Citadel. – Dr. Trenton Davis

Mr. Buddin had requested some courses he had taken at the Citadel to be approved to meet the science course requirement. He already has 24 hrs of the science course requirement. It was the consensus of the Board to deny Mr. Buddin's request to include courses which do not conform to the Board's definition of appropriate physical/biological sciences.

New Intern Request for December

<u>Intern</u>	<u>County</u>	<u>Degree</u>	<u>University</u>
Ivey (Buddy) Wrenn	Forsyth	BS Zoology	NC State

(Request to Fast Track RS Registration)

5.

Angela Midkiff	Onslow	BS Biology	Christopher Newport
Lucas Van Eyk, Jr.	Randolph	BS Env. Health	East Carolina
Joseph Slade	Caswell	BS Env. Tech.	NC State

Shannon Jenkins

Board Action: A motion was made by Nilla Sloop from Committee that Shannon Jenkins be approved for RS status based on prior experience. All votes affirmative.

Ivey Buddy Wrenn

Board Action: A motion was made by Nilla Sloop from Committee to approve Ivey Wrenn as an intern. All votes affirmative.

Ivey Buddy Wrenn

Board Action: A motion was made by Nilla Sloop from Committee that Ivey Wrenn be approved for RS status based on prior experience. All votes affirmative.

Request from James Bellizzi to be fast tracked for RS Status. Mr. Bellizzi did not provide a job description or necessary information to be fast tracked. The Committee referred the request back to Ms. Bishop to get further information.

Other Intern Requests

Board Action: A motion was made by Nilla Sloop from Committee to approve Angela Midkiff, Lucas Van Eyk, Jr. and Joseph Slade for internship. All votes affirmative.

Next meeting Date: January 28th in Raleigh. Linda Sewall or Nilla Sloop to make the arrangements for room location.

Respectfully submitted,

Ann Gilstrap
Secretary/Treasurer

Approved_____