

**RS BOARD MINUTES**  
**April 3, 2003**

**Call to Order**

The called meeting of the North Carolina Board of Sanitarian Examiners was held on Thursday, April 3, 2003 in the Thomas Fanning Wood Conference Room at the New Hanover County Health Department, Wilmington. Dennis Salmen, Chairman, called the meeting to order at 12:27 p.m. Those in attendance were: Dennis Salmen, Linda Sewall, William E. Pierce, Ann Gilstrap, Nilla Sloop, Sheila Nichols, Mack Dendy, Trenton Davis, Tim Green and Camille Bishop.

Dennis Salmen introduced the new Health Director member, Tim Green from Alamance County, to the Board. He was appointed by the Governor to serve a 4-year term to expire December 15, 2006. Mack Dendy was also reappointed to the Board for another 4-year term to expire December 15, 2006.

**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.**

Camille Bishop read a letter from the NC Board of Ethics regarding Tim Green's Evaluation of Statement of Economic Interest, stating, **"We did not find an actual conflict of interest. We did find the potential for conflict of interest."** The letter will be kept on file.

**Approval of the January 28, 2003 Minutes**

**Board Action: A motion was made by Linda Sewall, seconded by Mack Dendy to approve the January 28, 2003 as submitted. All votes affirmative**

**Approval of January 28, 2003 Closed Session Minutes**

**Board Action: A motion was made by Ann Gilstrap, seconded by Nilla Sloop to approve the January 28, 2003 Closed Session Minutes. All votes affirmative**

**Amendment to the Closed Session Minutes**

**Board Action: A motion was made by Mack Dendy, seconded by Linda Sewall to amend the Closed Session Minutes of January 28, 2003 to read – "Mr. Camp can still remain a Registered Sanitarian until a hearing by the Board is conducted." All votes affirmative.**

**Financial Reports – January/February 2003**

**Board Action: A motion was made by Mack Dendy, seconded by Dr. Trenton Davis to approve the January/February 2003 Financial Reports as submitted. All votes affirmative.** Ms. Bishop passed out a correction on the year-end report correcting the WEB expense item to \$210 for the year.

**Chair's Report – Dennis Salmen**

**Contested Case Hearing on Jamie Camp** - Dennis Salmen stated the reasons behind delaying the contested case hearing on Jamie Camp for April 3<sup>rd</sup>. The delay was not on the part of Cleveland County, but on the advice of legal council and conflicts with dates. When Mr. Salmen conferred with Cleveland County on the contested hearing and that it would be a more 'formal' setting, Cleveland's County Attorney indicated he should attend, but would be unable to make the April 3<sup>rd</sup> meeting. John Barkley recommended that the Board offer another date so that the County Attorney could be present. The Board discussed several dates and meeting options. The Board felt that it was very important to follow the rules and to set a date for the contested case hearing.

**Board Action: A motion was made by Linda Sewall and seconded by Eddie Pierce that the Board set a date for the contested case hearing as early as possible in June. Linda Sewall, Shelia Nichols,**

**Trenton Davis, William E. Pierce and Dennis Salmen voted for the motion. Tim Green, Nilla Sloop, Ann Gilstrap, Mack Dendy voted against the motion. The motion carried 5 to 4 votes.**

The Board acknowledged that any meeting held in June would be after Mr. Camp had already completed Health Law. A contest case hearing would be scheduled for the meeting. Although if Mr. Camp completes Health Law, the hearing could be cancelled.

**Public Health Law** - Dennis Salmen informed the Board that there is another RS whose date to have completed the public health law course is 4/8/2003. The Board discussed if we should send a letter of intention to revoke license to this person at this time or do we wait until the end of year at time of renewal? Ms. Gilstrap stated that we have problems with enforcement due to the way the rule is written and not falling in line with registration renewals at the end of the year; the two are not compatible. The Board discussed whether we should grant tolerance for a number of months or no tolerance at all. Nilla Sloop stated that the rules state 4 years. It was the general consensus among Board Members that we not wait until the end of the year to send a notice of Intention to Revoke or Suspend an RS license, that we should send the notice when the 4 year time period is up. Mr. Salmen stated that we have to be aware and take into consideration the legal process involved. Any Board action would have to occur at the next Board meeting after the 4-year period has expired. Dennis Salmen will meet with John Barkley in the next couple of weeks and will inform the Board of any additional information on this issue. The Board was in agreement.

Mr. Salmen will participate in Centralized Intern Training on April 14.

Mr. Salmen discussed the bill "Privatization of Wastewater Evaluations" written by John Williams. (Not applicable for the RS Board at this time)

**Vice-Chair's Report** - Linda Sewall

Ms. Sewall asked the Board to review Senator Reaves Bill (SB 624) especially "local delegation of authority". Some of the bill that has merit is the portability of delegation of authority in the programs other than sewage.

Ms. Sewall discussed the budget cuts at the State. The options did not include Centralized Intern Training.

**Senator Hartsell's Bill** – Tim Green brought to the Board's attention Senator Hartsell's bill, which mirrors the Mental Health Reform, as it would apply to Public Health Reform. If passed, one provision of this bill states that by January 2005 there would be no less than 10 local health agencies and no more than 20. This could potentially have a great impact on local health departments, organizational structure, relationship with counties, and potentially relationships with registered sanitarians.

The Board went out of Session at 1:30 p.m.

The Board went back into Session at 2:00 p.m.

**Secretary's Report**– Ann Gilstrap

Ms. Gilstrap handed out Travel and Expense Reimbursement Policy approved by the Board on January 8, 2003.

Ms. Gilstrap feels that a Legislative Committee of the Board needs to be set up to look at proposals for rule changes. Key issues need to be address. The following Legislative Committee was appointed by Dennis Salmen: Ann Gilstrap, Mack Dendy, and Tim Green. Dennis Salmen will provide some background materials to the committee on Board recommendations in 1999 and 2001.

**Secretary to the Board's Report** – Camille Bishop

The following Registered Sanitarians were renewed for 2003: Christopher Lynge, Mary McCarley and Diana M. Blue. They met the necessary continuing education requirements as approved by the Education Committee.

Public Health Law List was handed out and was discussed in the Chairman's Report. We will have one person out of compliance in April. The Board discussed what kind of action we should take. Dennis Salmen will follow up with John Barkley. Christopher Lynge who is now in the military and lives in Maryland status was discussed. His date of hire was 2/15/99. Basically, he does not have to complete this course until he comes back to N.C. The rules say "within 4 years of employment in the State of North Carolina". (A notice will be put in Mr. Lynge's file). Ms. Bishop will send out reminders to persons on the list who have not completed public health law. Nilla Sloop suggested we put something on the Website regarding "Public Health Law". Dennis Salmen will follow up. Ms. Bishop informed the Board that there are 3 interns who have not passed the NEHA test and their registration dates as interns is up in 2003. Ms. Bishop will keep the Board informed.

Ms. Bishop reported that her typewriter needs replacing. The type is not legible on the cards. Sheila Nichols offered to supply a typewriter. Ms. Bishop will check on a new ribbon. Mr. Salmen and the Board discussed doing the extra cards on the computer. Nilla Sloop will follow up with the printer to see if anything could be set up.

#### **Education Committee Report** - Dr. Trenton Davis

##### **Continuing Education Requests for April - Revised**

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| 1. Food Safety Symposium – "Bottom –line Issues Affecting Food Safety" –<br>Pawley's Island, S.C., 4/10-4/11 -                          | 11.75 hr. |
| 2. WNCPHA- Env. Health Section, 5/1 -   | 6 hr.     |
| 3. S.E. District Meeting, Clinton, 3/14 -   | 4 hr.     |
| 4. Radiation Fundamentals, Charlotte, 3/21 -  | 3.5 hr.   |
| 5. Northeastern Dist. Env. Health Section, Greenville, 4/4 -  | 4 hr.     |
| 6. West Piedmont Env. Health Section Meeting, Wingate, 3/19 -   | 4 hr.     |
| 7. Epi Team Meeting – "Botulism in Argentina" – Lexington, 3/21 -   | 5.5 hr.   |
| 8. Epi Team Meeting – "Botulism in Argentina", Watauga Co, 4/4 -  | 5.25 hr.  |
| 9. Foodborne Disease Outbreak – "Botulism in Argentina, Carthage, 2/21 -  | 5 hr.     |
| 10. URISA 2003 NC Conf. For GIS, Winston-Salem - 2/19-21  | 15 hr.    |
| 11. Central N.C. Env. Health Supervisors Assoc. , Asheboro, 2/21 -  | 2 hr.     |
| 12. FDA Product Security & Integrity Guidance (Satellite) – 3/13 -  | 1.5 hr.   |
| 13. Hazardous Weather & Flooding Preparedness , Sanford, 2/4-2/6 – (Course<br>Outline only) (9-5 pm ea. day 9-12 pm last day)           | 15 hr.    |
| 14. Craven County's Lead Safe Work Practice Class, New Bern, 3/7 -  | 5.25 hr.  |
| 15. Pump Systems Workshop, Winston-Salem, 2/13-2/14 -   | 11.5 hr.  |
| 16. Occupation Safety & Health Winter Institute: Indoor Air Quality,<br>Tampa, Fla., 1/27-29 -  | 15 hr.    |
| 17. Shellfish Sanitation & Recreational Water Quality Section, 3/10 – 3/11 -  | 9.5 hr.   |
| 18. Advanced Systems Workshop, Greensboro, 1/24 -   | 5 hr.     |
| 19. Food Service Plan Review, Raleigh, 5/7-9 -  | 15 hr.    |
| 20. Food Related Provisions of the Bioterrorism Act (Satellite) – 1/29 -  | 2 hr.     |
| 21. Putting the "E" in Public Health (Satellite) (Communicating in a crises) –<br>1/31 -  | 1 hr.     |
| 22. Service Excellence in the Field – "Communicating in Difficult Circumstances",<br>On-line course( <b>denied – more information</b> ) | 15 hr.    |
| 23. Applied Industrial Toxicology, Tampa, Fla. 1/29-31 -  | 13.75 hr. |
| 24. North Central Env. Health Dist. Education Meeting, Pittsboro, 2/28 -  | 4.75 hr.  |
| 25. Env. Health Disease Control at Special Events (SOP) Huntersville, 2/5-27  | 18.75 hr. |
| 26. 2003 State & Local Health Directors Conf., Raleigh, 1/30-31 ??? -   | 6.0 hr.   |
| 27. "Blue Green Algae & Public Water Supplies, 2/19, Hickory, Sylva, Chapel Hill,<br>Raleigh, 2/25 – Asheville, & 2/26 – Statesville -  | 6.25 hr.  |

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| 28. 5 <sup>th</sup> Annual Southern & Caribbean Reg. Meeting, Wrightsville Beach, 2/3-2/6 -  | 15 hr.   |
| 29. Mountain Dist. Env. Health Section, 2/13 -   | 5 hr.    |
| 30. Operation of Wastewater Treatment Plants (Field Study Training Program)<br>(certificate of completion only & outline)                                      | 15 hr.   |
| 31. Using Epi Info 2002 Software (Weldon, Manteo, Edenton, Washington)<br>4.25, 4.30, 5.1, 5.2 -   | 5 hr.    |
| 32. Basic ABEL Training – (EPI-NETI Computer Course) (To determine violator's<br>Economic benefit of non-compliance & ability to pay) – 2/25 ( <b>denied</b> ) | 3.75 hr. |
| 33. Basic INDIPAY Training (same as above) – 2/25 – ( <b>denied</b> )  | 3.75 hr. |
| 34. Basic BEN Training (same as above) – 2/25 ( <b>denied</b> )  | 3.30 hr. |
| 35. Disposal Seminar, Raleigh, 2/27-2/28 -   | 11 hr.   |
| 36. “How to Start a West Nile Virus Control Program”, 3/10 – Asheville,<br>3/18 – Greensboro, 3/25 – Rocky Mount -   | 4.75 hr. |
| 37. Chemical Spill Response Training, 3/18 – Charlotte & 3/19- Raleigh   | 7.5 hr.  |

**NC State University Courses (submitted by Joni Tanner)**

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| 38. Tech 100: Basics of On-Site Sewage, Raleigh, 2/24 -  | 6 hr.     |
| 39. Tech 102: On-Site System Technologies, Raleigh, 2/25 -   | 6 hr.     |
| 40. Tech 103: Applications for Drip Irrigation Technology, Bolivia – 2/12  | 6 hr.     |
| 41. Tech 200: Septic System Options for Difficult Sites, Charlotte – 5/7   | 6 hr.     |
| 42. Tech 201: Wastewater in the Environment, Charlotte – 5/8 -   | 6 hr.     |
| 43. Soils 100: Getting the Dirt on Soils, Fletcher, 4/9 -  | 6 hr.     |
| Getting the Dirt on Soils, Plymouth, 4/15 -  | 6 hr.     |
| Getting the Dirt on Soils, Raleigh, 2/26 -   | 6 hr.     |
| 44. Soils 102: Site Instrumentation & Water Table Monitoring, Bolivia, 2/13 -  | 6 hr.     |
| 45. Soils 103: Soil Structure, Fletcher, 6/10 -  | 6 hr.     |
| 46. Soils 104: Soil Texture, Raleigh 5/1 -   | 6 hr.     |
| 47. Soils 201: Expansive vs. Non-Expansive Soils, Greensboro 6/4-5 -   | 12 hr.    |
| 48. Soils 202: Saturated Hydraulic Conductivity, Greensboro, 6/6   | 6 hr.     |
| 49. Soils 205: Saprolite, Raleigh, 2/21 -  | 6 hr.     |
| 50. Soils 210: Soils of the Fall Zone & Outer Piedmont, Raleigh, 3/11-12   | 12 hr.    |
| 51. O & M 100: Subsurface Operator Training School, Bolivia, 5/14-16 -   | 15 hr.    |
| Subsurface Operator Training School, Fletcher, 6/11-13 -   | 15 hr.    |
| Subsurface Operator Training School, Raleigh, 8/12-14 -  | 15 hr.    |
| 52. O & M 101: Subsurface Operator Refresher –LPP, Bolivia, 3/19 -   | 6 hr.     |
| Subsurface Operator Refresher –LPP, Fletcher, 4/10 -   | 6 hr.     |
| Subsurface Operator Refresher –LPP, Raleigh – 4/30 -   | 6 hr.     |
| 53. O & M 103: Subsurface Operator Refresher – Drip Irrigation, Fletcher -   | 6 hr.     |
| 54. Basic Processes in Hydric Soils, Greenville, 3.31-4/1 -  | 14 hr.    |
| 55. Advanced Problems in Hydric Soil Evaluation, Greenville, 4/2-3 -   | 14 hr.    |
| 56. Intensive Field Study of Hydric Soils, Greenville, 4/4 -   | 7 hr.     |
| 57. Install 100: Installation of Gravity Systems, Raleigh, 2/27 -  | 6 hr.     |
| 58. Install 101: Installation Field Practicum, Raleigh, 2/28 -   | 6 hr.     |
| 59. Lead Inspector Refresher, Greenville, 3/6/03 -   | 5.25 hr.  |
| 60. Lead Risk Assessor Refresher, Greenville, 3/7 -  | 5.25 hr.  |
| 61. The Evolution of Health Policy: Influences, Interpretation & Implication,<br>Chapel Hill, 2/28 -   | 5.25 hr.  |
| 62. Regional Lead/Day Care Meeting, Hillsborough, 4/17 -   | 4 hr.     |
| <b><u>Additions</u></b>  |           |
| 63. Advanced Wells Workshop (SOP), Winston-Salem, 4/15-17 -  | 19.25 hr. |
| 64. Field Days – Fletcher and Plymouth (No Set Agenda) Opportunity for<br>people to visit the displays and learn about the technologies. ( <b>denied</b> ) | 4 hr.     |
| 65. Mountain Dist. Env. Health Section Meeting, Cherokee, 5/22 -   | 5 hr.     |
| 66. Botulism in Argentina, Monroe, 3/14 - Gastonia, 3/21, Salisbury 3/28   | 4.20 hr.  |

67. "Public Health Law – Health Policy & Administration" – **Computer Course**  
**Wanting credit for meeting RS Requirement for Public Health Law Course.**  
**Course Outline Only.** – (denied)

68. Interstate Environmental Health Seminar, Beckley, West Va., 7/23-25 15 hr.

69. Swimming Pool Education Meeting, Raleigh – 4/ 8, Greenville, 4/22,  
4/24 – Newton, 4/29, Wilmington - 5 hr.

70. Botulism in Argentina – Franklin , 3/20 3.5 hr.

**Board Action: Dr. Trenton Davis made the following recommendations from Committee: #21 – Deny – needs more information; #26 – Change to 6 hr.; #27 add Raleigh to teleconference on the 19<sup>th</sup> date; #30 approve for 15 hr.; #31 approved for 5 hr.; #'s 32, 33, & 34 denied; #59 approved for 5.25 hr; #60 approved for 5.25 hr. #61 approved for 5.25 hr.; # 64 denied; #67 denied; and added #70 Botulism in Argentina – Franklin County approved for 3.5 hr. All votes affirmative.**

#### **New Intern Applications for April**

<b><u>Intern</u></b>	<b><u>County</u></b>	<b><u>Degree</u></b>	<b><u>University</u></b>
Michael Todd Schmitt	US Env. Protection Ag.	BS Zoology MS Public Health	NC State UNC-CH
Jonathan Andree	NCDENR Shellfish	BS Marine Biology	UNC-W
Michael C. Faircloth	Davidson	BS Env. Science	UNC-W
Stephen A. Cox	Craven	BS Agr. & Env. Tech	NC State

**Board Action: Dr. Trenton Davis made the following recommendation that we approve the Intern Applications as submitted. Linda Sewall abstained from vote on Jonathan Andree. All other votes affirmative.**

**Approval of Dan Lasic's Intern Application** – Dennis Salmen presented. Mr. Lasic graduated from the University of Sarajevo and previously had submitted to the Board, an Equivalency Report from the International Education Research Foundation (IERF) affirming he met the U.S. equivalent of a BS in Agriculture and completed in excess of 30 semester hours in the sciences. Mr. Lasic was advised a certified transcript needed to be sent from the University and he subsequently requested a certified transcript from the University of Sarajevo. The Board subsequently received a curriculum, not a transcript from the University. Mr. Salmen then conferred with Mr. Lasic who contacted the University whereby he was told that these documents and signed index cards of course completion were the only ones available. Mr. Salmen subsequently contacted the IERF to determine how it approved/calculated the approved degree and courses.

Maxine McCarty with IERF advised that many overseas universities do not use the 'transcript', as we know it. She stated that a certified degree awarded document and what are referred to as Indexes (a list of courses completed which are signed off on by an instructor/professor) are issued to graduates and these are accepted by the IERF as proof of college education completed. Ms. McCarty sent original copies of Mr. Lasic's Equivalency Report, a Master Index of Courses for Mr. Lasic, and the signature cards of all courses completed. These were received by Mr. Salmen, from IERF, on March 31, 2003. The Education Committee reviewed and made the recommendation that these submissions be accepted as Mr. Lasic's 'certified transcript' as this has been approved by the International Education Research Foundation, which is an accredited credential evaluation service.

**Board Action: A motion was made by Linda Sewall, seconded by Mack Dendy to accept the certified index/curriculum and Equivalency Report in lieu of a transcript for Dan Lasic for Internship approval. All votes affirmative.**

The Board went out of session at 3:00 p.m.

The Board went back into session at 3:10 p.m.

**Andrew Quirk** - Dr. Trenton Davis presented. Jon Harrison contacted Mr. Salmen regarding Andrew Quirk, Environmental Health Specialist, whose hired date 2/19/2001. In January 2003, Mr. Quirk had a leave of absence for a military obligation and returned back to work on March 12, 2003. His anniversary date for becoming an RS was February 19, 2003. His supervisor is requesting that the RS Board affirm his experience of 2 years was completed on February 19, 2003, taking into consideration that he was on military leave for 2 months.

**Board Action: Dr. Trenton Davis recommended from Committee that Andrew Quirk 's 2-year anniversary be approved as February 19, 2003. All votes affirmative**

**Website Update – Updates to the Directory** - Dennis Salmen presented. When the database went up there were a lot of inconsistencies in the directories listed, particularly the County and DENR listings. Dennis Salmen, Andre Pierce and Camille Bishop met to go over the database directories. Mr. Salmen provided an updated revised county listing to the Board. Camille Bishop provided a revised “Classified Directory of Counties” The Board reviewed both listings and discussed. It was the consensus of the Board to use the “Classified Directory of Counties” for the county listing on the website and to delete the county directory as previously provided on the Website. We would still use the alphabetical listing by Last Name, listing the agency they work for, not the county they work in. Linda Sewall will work with Camille Bishop on the DENR listings.

The link on the Website to the NEHA Study Guide needs to be changed. Mr. Salmen will follow up and send Andre Pierce an E-mail.

**Camille Bishop's Activity Calendar** – Mr. Salmen will send the Board Members a copy electronically. Ms. Bishop's activity charts show more than 20 hrs. per week. The Board will address at the next meeting.

**Exam Participants** - Ms. Bishop stated that she has 21 signed up to take the NEHA exam, 17 for the Oral Exam and 16 for the Essay Exam for the April 4, 2003 Exam. A list was provided for Board Members.

**Next Meeting Date** – The next meeting date was set for June 20 at 8:00 a.m. in Charlotte. Dennis Salmen will set up a location to meet in Charlotte.

Respectfully submitted,

Ann Gilstrap  
Secretary to the Board

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Approved

AG/cb

