

RS Board Minutes September 16, 2003

Call to Order

The called meeting of the North Carolina Board of Sanitarian Examiners was held on Tuesday, September 16, 2003 in the Carolina Board Room, at Adams Mark Hotel in Winston-Salem, N. C. Dennis Salmen, called the meeting to order at 4:10 p.m. Those in attendance were: Dennis Salmen, William E. Pierce, Nilla Sloop, Sheila Nichols, Mack Dendy, Tim Green, Linda Sewall and Camille Bishop. Absent: Ann Gilstrap and Dr. Trenton Davis.

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 August 14, 2003 Minutes

One change was made by Nilla Sloop on Page 2 under Legislative Committee report.

BOARD ACTION: A Motion was made by Linda Sewall and seconded by Mack Dendy that the August 14, 2003 Minutes be approved as amended. All votes affirmative.

Approval of Closed Session Minutes of August 14, 2003.

A couple of changes were discussed and amended to the Closed Session Minutes. These will be sent back out to Board Members.

BOARD ACTION: A motion was made by Linda Sewall, seconded by Mack Dendy to approve the Closed Session Minutes of August 14, 2003. All votes affirmative.

Approval of Financial Reports for August

Board Action: A motion was made by Linda Sewall, seconded by Mack Dendy to approve the August Financial Reports. All votes affirmative.

Chair's Report - Dennis Salmen

. **Expired Registration** – An Expired Registration letter was sent to Christina Stewart on 8/30/2003 from Dennis Salmen, informing her that we had not received official documentation she had passed the NEHA Exam within the required 3 year period from her registration date of 8/29/00. Therefore, her registration had expired effective 8/29/03 and that it was no longer legal for her to practice. Mr. Salmen had talked with John Barkley regarding a 30-day waiting period for Ms. Stewart. After looking at the General Statutes, Mr. Barkley recommended that Ms. Stewart be informed immediately that her intern registration had expired and that it was no longer legal for her to practice. A certified letter was subsequently sent to Ms. Stewart with copies to NC DENR and her supervisor, notifying her of the registration expiration. Mr. Salmen informed the Board that he does not know the status of Ms. Stewart's employment to date.

. **Proof of Hiring Statement** – The Board discussed the need for "proof of hiring" statement on new interns from the Human Resources Department where the intern is employed.

BOARD ACTION: A motion was made by Mack Dendy, seconded by Tim Green that the Board require from all intern applicants for registration, a written statement from their Human Resources Department stating the official date of employment, effective 9/16/03. All votes affirmative.

. **Kenneth Sykes** - Mr. Salmen informed the Board that he has talked with Kenneth Sykes and that he will be applying as an intern and plans to take the NEHA, oral and essay exams in the future.

The Board went out of Session at 5:05 p.m.

The Board went back in Session at 5:18 p.m.

Secretary/Treasurer's Report – No Report

Secretary to the Board's Report – Camille Bishop

- . Mileage forms have been changed to reflect the increase in rates. Ms. Bishop shared copies with the Board. There are several other changes in the meal rates which Ms. Bishop will incorporate in the new form.
- . STIF Account – Camille reported that we can access this account if we want to transfer money in the future. Ms. Bishop had a copy of the new signature statement for disbursing funds. She will follow up with getting the appropriate signatures.

Old Business

Legality of Closed Sessions/Terminology – Table until the next meeting – Dennis Salmen will follow up.

Shellfish Sanitarian Registration

Follow-up from Dennis Salmen. Appropriate job descriptions were sent to John Barkley. (Dennis Salmen has copies.) Mr. Barkley informed Mr. Salmen that in his opinion that ultimately it will be the Board's decision as to whether to require registration of Shellfish Sanitarians. Mr. Barkley will send Mr. Salmen his legal opinion on this issue electronically. Mr. Salmen feels Mr. Mobley will still have to address the issue with the Office of State Personnel. Before making any further decision on this issue, the Board would like to see the written response from John Barkley's office. Mr. Salmen will obtain this response and will E-mail to the Board prior to the next meeting. The Board discussed some options regarding classifications. Mr. Salmen will get job descriptions from State Personnel.

Intent to Suspend Registration – Nilla Sloop and Dennis Salmen discussed the steps that had been taken to date.

Closed Session

BOARD ACTION: A motion was made by Mack Dendy, seconded by Linda Sewall to go into Closed Session to discuss an Intent to Suspend Registration. All votes affirmative.

Open Session

BOARD ACTION: A motion was made by Linda Sewall and seconded by Mack Dendy to schedule a Contested Case Hearing for the Sanitarian in question at our next regularly scheduled Board meeting on October 23. All votes affirmative. Dennis Salmen read the certified letter he is sending out today, September 16, 2003 informing the sanitarian of the date of October 23 for the Contested Case Hearing. (A copy will be filed with the minutes).

Education Committee Report – Nilla Sloop

Ms. Sloop reported that she had attended the SOP meeting on September 16 and gave a report. She informed them of the Board's vote on August 14 concerning CIT training and why the Board voted the way they did.

Continuing Education Requests for September (with additions)

1. AQA Certified Indoor Environmentalist (CIE Course), Greenville, SC – upon course completion – hrs. – (Certificate upon completion).
2. S.E. District Meeting, Elizabethtown, 9/12 - 4 hr.
3. Regional Lead/Child Care Educational Meeting, Edenton, 9/11 - 5 hr.
4. Regional Lead/Child Care Educational Meeting, Greenville, 9/23 5 hr.
5. Weapons of Mass Destruction, Radiation/Nuclear Course, Nev., 8/18-21 - 15 hr.
6. Hands-On-Training/Weapons of Mass Destruction, Kernersville, 8/18-21 - 8 hr.
7. Emerging Waterborne Pathogens: PH Implications, Wilmington, 10/30-31 - 11.25 hr.
8. Drinking Water Rules & Regulations SDWA Update, Raleigh, 9/11 - 6 hr.

9. Repairing Small On-site Systems (SOP), Morehead City, 8/19-21 -	19 hr.
10. Lead Risk Assessor Refresher Training, Greenville, 5/2 -	5.25 hr.
11. Job Safety Analysis, Electrical Safety, Fire Safety, Asheville, 3/26 -	4.25 hr.
12. Georgia Environmental Health Assoc. Conf., GA, 7/8-11 -	10.5 hr.
13. Lead Based Paint Inspector Refresher, Charleston, SC, 7/2 -	5.25 hr.
14. Lead-Based Risk Assessor Refresher, Charleston, SC, 7/2 -	6 hr.
15. Advanced OSWW Workshops, Burgaw, 8/13-8/15 -	15 hr.
16. Lead Investigation and Remediation Workshop (SOP), Winston-Salem, 9/3 – 9/5 -	17.25 hr.
17. North Central Environmental Health Dist., Burlington, 9/5 -	5 hr.
18. AdvanTex Treatment System Design for Engineers & Regulators, Kill Devil Hills, 9/24 -	3 hr.
19. AdvanTex Treatment System Design for Engineers & Regulators, Raleigh, 9/25 -	3 hr.
20. NCPHA – Environmental Health Section, Winston-Salem, 9-17-19 -	7 hr.
21. Pollution Prevention Training, Chesapeake, VA., 10/29 -	6.5 hr.
22. Health Promotion Analysis, UNC- Charlotte, (College Course) 8/26-12/5 - (Upon Course Completion) (Denied)	15 hr.
23. Partnerships for Water Quality: Solutions for a Better Tomorrow, Cary, 9/30	5 hr.
24. Certified Pool Operators Course, Raleigh, 1/29-1/30 & 3/13 – 3/14 -	15 hr.
25. Food Laws and Regulations, Orlando, Fla., 2/3-2/4 -	11.75 hr.
26. Food Safety Summit, Washington, DC, 3/18-20 -	11.5 hr.
27. Combat Lifesaver Course, TX, 3/17 – 3/18 -	3 hr.

BOARD ACTION: Nilla Sloop made a recommendation from the Education Committee that the Continuing Education Requests list be approved with the following exceptions: Change #12 to 10.5 hr., and #22 – denied. All votes affirmative.

The Board discussed Military Leave courses for approval. More of these type requests will probably be coming to the Board for approval.

New Intern Requests for September

<u>Intern</u>	<u>County</u>	<u>Degree</u>	<u>University</u>
Christen E. Klaus	Durham	BS Conservation	Kent State
Tyler H. Ashe	Cleveland	BS Biology	Wake Forest
Fletcher A. Pipes	Forsyth	BS Env. Health	Western Carolina
Erin K. Beatty	Franklin	BS Env. Science, Geology	UNC-W

BOARD ACTION: Nilla Sloop made a recommendation from the Education Committee that the new Intern Requests be approved. All votes affirmative

Fast Track Approval for Tonya Howell, Jackson County

Ms. Howell asked the Board to consider her for expedited registration based on past experience. She submitted a prior job description. The Board reviewed Ms. Howell's job description and letter which listed other daily responsibilities.

BOARD ACTION: Nilla Sloop made a recommendation from the Education Committee that Ms. Tonya Howell's request for fast tracking be denied due to the fact that her past experience did not meet the criteria for equivalent job duties related to an environmental health specialist. All votes affirmative with the exception of Mack Dendy who abstained.

Approval of Traci Clark Stevens' Exam Scores and Approval of Registration as an RS

Ms. Clark had informed Ms. Bishop that she had passed the NEHA Exam and faxed Ms. Bishop her score from Experior.

4.

BOARD ACTION: Nilla Sloop made a recommendation from the Education Committee that we take action on the approval of Traci Stevens' Exam Scores until an official notice is received from NEHA of her exam scores to the Board's Secretary. All votes affirmative.

The Board discussed proctoring of privately taken exams. Ms. Sloop stated she feels this is something we may need to be approving since the Board approves the exam scores. The Board has no standards or policies set in place on proctoring exams. Ms. Sloop will contact Dr. Trenton Davis and will report back at the next meeting on October 23. Ms. Sloop will also contact NEHA.

Next Meeting – October 23, 2003 in Raleigh at DENR in Raleigh. The Education Committee will plan to meet at 10:30 a.m.

Meeting Adjourned.

Respectfully Submitted,

Camille Bishop
Secretary to the Board

Approved