

RS Board Minutes December 2, 2003

Called Board Meeting

The called meeting of the North Carolina Board of Sanitarian Examiners was held on Tuesday, December 2, 2003 at 3878 B. Hwy 87 South, Graham, NC (residence of Tim Green). Dennis Salmen, Chairman, called the meeting to order at 1:37 p.m. Those in attendance were: Dennis Salmen, Ann Gilstrap, William E. Pierce, Nilla Sloop, Mack Dendy, Linda Sewall, Dr. Burton Ogle, Tim Green and Camille Bishop. Absent: Sheila Nichols.

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 reported on the Evaluation of Statement of Economic Interest filed by Dr. Burton R. Ogle with the NC Board of Ethics. There were no findings of an actual conflict of interest or the potential for conflict of interest.

Approval of the October 23, 2003 Minutes

Board Action: A motion was made by Linda Sewall, seconded by Ann Gilstrap to approve the October 23, 2003 Minutes as presented. All votes affirmative.

Financial Reports – November 2003

Board Action: A motion was made by Linda Sewall, seconded by Mack Dendy to approve the November 2003 Financial Reports. All votes affirmative.

Chair's Report – Dennis Salmen

- Mr. Salmen/Nilla Sloop provided a brief orientation in the A.M. to Dr. Burton Ogle, new member to the Board.
- Mr. Salmen plans to develop an orientation guide for new Board Members.
- The A-Z Continuing Education approved list will be posted on the Website and a notice will go out on the Environmental Health Listserve informing them that it is posted on the Website at www.rsboard.com
- Mr. Salmen has developed a new Excel spreadsheet for the A-Z Continuing Education list for 2004. It will have some additional information and will be easier to post on the Website and download.

Schedules for the Coming Year – 2004

Next Meeting Date – January 23 at 10 a.m. – Raleigh – Ann Gilstrap/Nilla Sloop to follow up on location.

Board Meetings & Exam Dates-2004

March 25/26 - Morehead City – Ann Gilstrap to follow up on location.

August 12/13 – Western Carolina University, Cullowhee – Dr. Burton Ogle to follow up on location.

October 28 /29 – Raleigh – Camille Bishop to follow up on location.

Vice-Chair's Report- Linda Sewall

Ms. Sewall reported that the Public Health Task Force has been meeting and health directors have been participating. A key topic is the appropriate placement of Environmental Health Programs in government organizations in the State. This is now on the “front burner” in the Legislature. No decisions have been made at this time.

Secretary/Treasurer Report – Ann Gilstrap

Ms. Gilstrap handed out a revised copy of the Travel and Expense Reimbursement Policy reflecting the new travel rates. (A copy is filed with the minutes.)

Old Business

Vulnerability Assessors - Dennis Salmen

Mr. Salmen has received job descriptions, but has not forwarded to John Barkley. The issue is tabled until the next meeting.

Shellfish Sanitation Positions – Dennis Salmen/Ann Gilstrap

Ann Gilstrap met with Wayne Mobley regarding Shellfish Sanitation positions and job descriptions. On November 11, 2003, D. Salmen received email from Mr. Mobley withdrawing his original reevaluation request regarding the Shellfish Sanitation positions.

Military Hardships - Dennis Salmen

Dennis Salmen discussed and handed out copies of the Federal Law that provides some relief in this area. Mr. Salmen discussed this with John Barkley by phone on 11/26; however, he has not received a written response from John Barkley on this issue. Mr. Salmen also brought to the Board's attention that we already have one case submitted from Christopher Lynge asking the Board to waive his continuing education for 2003 because he was deployed to Kuwait in April of this year. His unit will not re-deploy from Baghdad before April 1, 2004. He has not been able to complete any continuing education during 2003 and therefore, is requesting an extension of the continuing education requirements until 2004.

Board Action: A motion was made by William Pierce, seconded by Linda Sewall to wave the Continuing Education requirement for Christopher Lynge and process his renewal for 2004. All votes affirmative. Mr. Salmen will contact Mr. Lynge's wife regarding this action and his renewal for 2004.

Complaint Investigation – Ann Gilstrap/William Pierce

The investigation is continuing. Ms. Gilstrap and Mr. Pierce are meeting with John Barkley regarding the investigation on 12/3. A recommendation will be made to the Board at the January 23, 2004 meeting.

Legislative Committee - Ann Gilstrap

Ms. Gilstrap reported that her committee met with others including David Rust, Jonathan Harris, Mike Reavis, and Tim Green. She reported that the committee discussed the following issues:

- G.S. 90A.51- definition for environmental health and retaining the term "Registered Sanitarian"
- G.S. 90A.52- does the person using the "R.S." need to be practicing in the field of public health ?
- G.S. 90A.53- added college accreditation recommendation from the education committee, acceptance and proctoring requirements for NEHA exam, addition of administration cost to fee for exam
- G.S. 90A.54- Does oath of office need to be required as public official? Change maximum fee set by Board for registration as intern
- GS 90A.55-add "registered" to practicing sanitarians
- G.S. 90A.56-Change "shall receive" to "may receive per diem as established in G.S. 93B-5
- G.S. 90A.59-Add date of employment, college transcripts (social security numbers) and exam scores be exempt from public records and not subject to Chapter 132 of the General Statutes

The committee still needs to address changes to GS 90A-60 – 90A-65 and the Rules – Chapter 62. Revised copies of the proposed changes will be sent to all Board and committee members.

New Business

Andre Pierce's Contract – Mr. Pierce will make a recommendation regarding the Board's Website at the next meeting in January. Mr. Salmen handed out a copy of Mr. Pierce's contract.

Set Employment Date for Kenneth Sykes. Mr. Sykes was approved by the Board for internship on October 23, 2003. D. Salmen advised that if Mr. Sykes needs to take Public Health Law again, the Board will have to set 'some' date for him as the 4-year employment formula is not applicable in this case (Mr. Sykes has been employed since 1985 with the NC Department of Agriculture and thus far exceeds the 4-year rule).

Board Action: A motion was made by Linda Sewall, seconded by William Pierce that the employment date for Kenneth Sykes be the date that he was approved as an intern, 10/23/03. All votes affirmative.

Election of Officers – Tabled until the January 23, 2004 meeting.

Education Committee Report – Dicke Sloop

Repeating of CE Courses for Credit - The Education Committee will not make any changes at this time. This issue will be addressed by the Education Committee on a case by case basis.

Private Proctor Policy – Nilla Sloop had previously sent copies of proctoring information to the Board. She contacted NEHA and Experior, NEHA's current exam contractor. NEHA is presently bidding for a new company to do the exam. The issue was discussed by Board Members. The Board has no private proctoring policy at this time. Ann Gilstrap will ask John Barkley about the statement in GS 55 – "administered by the Board" and get his opinion. Ms. Sloop plans to meet with the Education Committee prior to the January meeting and will make a recommendation and discuss further at that time.

Permanent Registration - As followup to October 23rd meeting, a form was to be developed for applicants applying for this. Ms. Sloop has not completed, but will bring to next meeting. Discussion ensued whereby it was noted that the Board needed to formally adopt the policy to approve Permanent Registrations.

Board Action: A recommendation was made by Nilla Sloop, from the Education Committee, that the Board will now approve permanent registration status for interns and that the letter be signed by the Chairman of the Board. All votes affirmative.

Essay Questions – Board Members to E-mail Ms. Sloop any new Essay Questions before the January 23, 2004 meeting.

Continuing Education Requests for December, 2003

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| 1. Distribution System Compliance Sampling, Winston-Salem, 12/9 - | 3 hr. |
| 2. Disinfection Mathematics, Winston-Salem, 12/9 - | 3 hr. |
| 3. FDA Security Awareness Course, Satellite (Certification of Completion), 1/21 - | 1 hr. |
| 4. Verbal Judo/Situational Planning, Atlanta, Ga., 1/30 – 1/31 - | 14 hr. |
| 5. Current Good Manufacturing Practice in Manufacturing, Packing or Holding Dietary Ingredients & Dietary Supplements, Satellite, 5/9 - | 3 hr. |
| 6. Juice HACCP National Teleconference, 6/13/03 - | 2 hr. |
| 7. Water Systems Council's Wellcare Workshop, RTP, 1/15/04 - | 5.25 hr. |
| 8. West Piedmont Env. Health Dist. Winter Meeting, Salisbury , 12/3/03 - | 4.5 hr. |
| 9. FDA, Special Problems in Milk Protection, Statesville, 8/18-22 - | 15 hr. |
| 10. FDA, Southeast Regional Milk Seminar, Wilmington , 10/6-9 - | 15 hr. |
| 11. Certified Pool Operator, Tampa, Fla., 11/5-6 - | 10.5 hr. |
| 12. Legal Basis of Public Health (from last meeting – Ten 60 minute contact hours equals one CEU) – CDC Course – 1.65 CEU's total + 16.5 contact hours – (Gene Vaughan), 10/27/28 - | 15 hr. |
| 13. Preparing for the Environmental Public Health Challenges of the 21 st Century, Atlanta, Ga., 12/3-5 - | 15 hr. |
| 14. FDA, S.E. Regional Food Safety Seminar, St. Augustine, Fla., 10/21-23 - | 15 hr. |
| 15. CT Training Workshop, Anaheim, CA, Certificate of Completion, 5/2/03 - | 8 hr. |
| 16. The 2003 Combined Bioterrorism Regional Response System, Wilmington, 9/11-13 - | 12.75 hr. |
| 17. Partnering and the New Rules of Management, Raleigh, 10/21 - | 5 hr. |
| 18. Forsyth County's Lead Safe Work Practices Class, Winston-Salem – 3/3, 6/20, 9/9 - | 6 hr. |
| 19. Incident Command System, Wilmington, 10/9-10 - | 12 hr. |
| 20. Advanced Topics in Soil Science, Charlotte, (College Course), 1/13-5/6 – Final Grades verified - | 15 hr. |
| 21. Transfer Station Operators Certification Course, (SWANA), Statesville, 11/4-5 - | 7.25 hr. |

22. Storm Debris Management Workshop, (SWANA), Asheville, 11/13 -	4.75 hr.
23. DOT, Hazardous Materials Transportation Training Modules, CD Rom Based Training, Oct/November 2003 -	15 hr.
24. GPS Training Workshop, Wilmington, 1/30 -	4 hr.
25. Hazardous Materials Operations & Terrorism, Morganton, 10/17-18 -	15 hr.
26. Work Smart, Work Wet, Work Clean to Work Safe, (HUD), Durham, 7/23 -	5 hr.
27. CIT Training Workshops:	
(a) Public Health Pest Management/Water Supplies, Raleigh, 9/16-17 -	15 hr.
(b) Food Sanitation, Raleigh, 8/18-29 -	15 hr.
28. S.E. District Meeting, Kenansville, 12/5/03 -	4 hr.
29. Eastern Environmental Health Supervisor's Assoc., Greenville, 12/4/03 -	3.25 hr.
30. Regional Lead/Day Care Meeting, Mooresville, 12/2 -	4.25 hr.
31. Regional Lead/Day Care Meeting, Asheville, 12/16 -	4.25 hr.
32. OSWW SOP One-Day Workshop, Winston-Salem, 12/10 -	6.5 hr.
33. NC Pools, Rules, Permits & Plans, SOP One-Day Workshop, Winston-Salem, 12/11 -	6.25 hr.
34. NC Child Care Center Inspections; from disease control to learning outdoors, SOP One-Day Workshop, Winston-Salem, N. C., 12/12 -	6.25 hr.
35. GIS 101: Introduction to GPS and GIS, NC State University, Durham, 12/1 -	6.5 hr.
36. GIS 111: Using GIS Resources on the Internet, NC State University, Durham, 12/2 -	3.5 hr.
37. Improvements for Low Pressure Discharge Systems, Manteo, 12/5 -	7.75 hr.
38. Fundamentals of Industrial Hygiene, Norfolk, Va., 8/4-8/8 -	15 hr.
39. Behavioral Health Awareness Training for Terrorism, Wilmington, 11/3 -	6.25 hr.
40. Soils Day, Waynesville, 9/23 -	3 hr.
41. Considerations in Pest Management in NC., Waynesville, 2/18-2/19 -	7.5 hr.
42. Nutrient Management Training, Waynesville, 5/19-21 -	7.5 hr.
43. Army Corps of Engineers Wetland Delineation & Management Training, Fayetteville, 8/25 - 8/28 - (Certificate of Completion)	15 hr.
44. Low-Impact Development Workshop, Fayetteville, 6/15-17 -	15 hr.
45. Effects & Measurements of Common Air Pollutants, (NEHA Training Modules) - Certificate of Completion and Grades only 10/23 -	10 hr.
46. Resolving Conflict through Improved Communication, (NEHA Training Modules) - Certificate of Completion and Grades only, 10/21 -	5 hr.
47. Stormwater Management, Wrightsville Beach, 9/29-9/30 -	11 hr.
48. 2003 NC American Society of Landscape Architects (NCASLA Fall Conf.), Charlotte 10/16-10/17 -	3 hr.
49. West Nile Virus in Texas, FT. Worth, TX., 3/20-21 -	12 hr.
50. SE Regional Milk Seminar, Wilmington, 10/6 - 9 -	15 hr.
51. Certified Pool Operator Course, 12/5 & 12/12 - College Course -	15 hr.
52. Customer Service/Public Relations, Lenoir, 12/3 -	6 hrs.

Board Action: A recommendation was made by Nilla Sloop, from the Education Committee to approve the Continuing Education List as presented with the exceptions of #4 - more information needed, #15 - denied, #23 - needs certificate of completion or more information, #24 to discuss further, added #50-52 - #51- needs timed agenda and #52 - more information is needed. All votes affirmative. After more discussion #24 - GPS training for staff was approved unanimously. Discussed the need to get approval across the state.

New Intern Application Approval - December, 2003

<u>Intern</u>	<u>County</u>	<u>Degree</u>	<u>University</u>
Mark G. Hauser	Forsyth	BS Biological Science	NC State
Kelly L. Donahoe	Mecklenburg	BS Biology/Arts & Science	UNC-Charlotte
Heather Misenheimer	Stanly	BS Biology	Pfeiffer Univ.

Board Action: A recommendation was made by Nilla Sloop, from the Education Committee, to approve the new intern applications as listed. All votes affirmative.

Permanent Registration Approval - December, 2003

<u>Intern</u>	<u>County</u>	<u>Date for Permanent Registration</u>
Michael H. Burkett	Pamlico	10/24/03
Lucas Van Eyk, Jr.	Randolph	10/24/03
Brian S. Johnson	Caldwell	10/24/03
Robert C. Strickland	Columbus	10/24/03
G. David Jenkins	New Hanover	10/24/03
Brianna Catherine Roberts	Wake	10/24/03
Stephen Graham	Mecklenburg	11/13/03
Chad J. Kiester	*Union - Left – private business	12/17/03
Daniel R. Deel	*Alamance	12/31/03
Patrick L. Mitchell	*Johnston	1/13/04
Kenneth L. May	Forsyth	1/13/04
Aminu M. Yaro	Rockingham	2/11/04

***Changed Counties or are now unaffiliated**

Board Action: A recommendation was made by Nilla Sloop, from the Education Committee, to approve the permanent registration as listed with the exception of Chad J. Kiester, who left employment before the 2 year period of 12/17/03. All votes affirmative. Camille Bishop to follow up on Chad Kiester.

Fast Track Approval

Reynoldo S. Barron based on over 2 years of experience

Jonathan Andre based on 2 years of experience effective 3/3/04

Board Action: A recommendation was made by Nilla Sloop, from the Education Committee, to fast track permanent registration for Reynoldo S. Barron, effective 12/2/03 and for Jonathan Andre, effective 3/3/04 based on the required 2 years of experience. All votes affirmative.

Motion to Adjourn.

Respectfully submitted,

Ann C. Gilstrap
Secretary/Treasurer to the Board

Approved