

RS Board Minutes 1/23/04

Called Board Meeting

The called meeting of the North Carolina Board of Sanitarian Examiners was held on Friday, January 23, 2004 at the Quality Inn Suites Hotel in Raleigh. Dennis Salmen, Chairman, called the meeting to order at 10:10 a.m. Those in attendance were: Dennis Salmen, Ann Gilstrap, William E. Pierce, Nilla Sloop, Mack Dendy, Linda Sewall, Dr. Burton Ogle, Tim Green, Sheila Nichols, and Camille Bishop. John Barkley, Asst. Attorney General was also present.

Closed Session

Board Action: A motion was made by Tim Green, seconded by Mack Dendy to go into closed session to discuss a complaint investigation against a registered sanitarian. All votes affirmative.

Open Session at 11:20 a.m.

Complaint Investigation against Kim Richardson, R.S.

Board Action: Ann Gilstrap made a recommendation from Committee that no action on the complaints against Kim Richardson, R.S. be taken by the Board at this time. All votes affirmative. Ann Gilstrap and William Pierce abstained. Dennis Salmen will write a letter to Kim Richardson, R.S. informing him of the Board's action. John Barkley also recommended that a letter be sent to complainants.

Conflict of Interest Statement

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 December 2, 2003 Minutes

Board Action: Linda Sewall made a motion, seconded by Mack Dendy to approve the December 2, 2003 Minutes as presented. All votes affirmative.

Financial Reports for November/December 2003.

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

Chair's Report - Dennis Salmen

- NEHA Contract expired on 1/21/04. Dennis contacted NEHA about this and they have sent another contract. Mr. Salmen will share with Education Committee before voting on the new contract. Exam and cost of \$99.00 is the same. There may be a new exam in January 05. He also talked to Chrsti Robb regarding sending out the exams ahead of time instead of Ms. Bishop receiving them a day before the meeting. Ms. Robb will correct this and plans to send the exams a week in advance.
- Mr. Salmen sent a new Newsletter out on the ListServe informing Sanitarions, other parties of some of the new forms, etc.
- Andre Pirece's contract expired 12/31/03. Mr. Pierce is willing to continue in the same capacity as he is doing now ; however, he feels Board needs to determine what the site really needs to look like, etc. as he may not be best person to do site. Mr. Salmen asked that all members make a concerted effort to closely review the website before the March meeting and be prepared to provide input on the site's future. He also stated that at the present time there is no back-up to our Website and that A. Pierce has agreed to send backup copy to Camille. Mr. Salmen will contact Malcolm Blalock regarding URL registry, "password", etc. Mr. Salmen then asked what Board's thoughts were on extending Mr. Pierce's contract on month-to-month (Mr. Pierce has agreed to do for at least 3 more months).

Board Action: A motion was made by Mack Dendy, seconded by Linda Sewall that we extend Mr. Andre Pierce's contract on a month to month basis through March of 2004 at \$100.00 a month until a more permanent solution can be reached. All votes affirmative. Nilla Sloop abstained from the motion.

- Mr. Salmen has worked with Ms. Bishop in developing a new Excel Spreadsheet on the A-Z Continuing Education List to go on the Website

Out of Session at 12:15 p.m.

Back in Session at 12:50 p.m.

Chair's Report - continued.

- Mr. Salmen contacted Sara Allen at the Governor's Office regarding new appointments to the RS Board. There are 3 Board Members whose terms have expired: Dennis Salmen, Linda Sewall and William E. Pierce. Status is unknown at this time.
- Mr. Salmen is still planning on developing a journal for new Board Members.
- No followup at this time on Vulnerability Assessors and Military Hardships.

Vice-Chair's Report – Linda Sewall

Ms. Sewall reported a new DENR replacement has been named – Terry Pierce. Ms. Sewall commented on how much she had enjoyed being on the RS Board.

Secretary/Treasurer's Report – Ann Gilstrap

- Ms. Bishop received a new state policy for licensing boards issued by the State Controller's office. She forwarded the new policy to Shelton Hawley, auditor for the Board, and he informed her there would be an extra cost to do the audit, approximately \$2000.00. Ms. Bishop will follow up with Mr. Hawley regarding costs. Ms. Gilstrap shared a copy of the new policy.
- Ms. Gilstrap feels there is a need for Board Members to get I.D. badges with the NC State Board of Sanitarian Examiners on them. Sheila Nichols will follow up with Terry Pierce.
- Legislative Committee – still reviewing the laws – Ms. Gilstrap will e-mail revisions to Board Members.

Secretary to the Board's Report - Camille Bishop

- Ms. Bishop sent Board Members copies of her 2003 Annual Report and Activity Report.
- Ms. Bishop received a copy of a letter sent to Mr. J.C. Moore, RS from the N.C. Board for Licensing of Soil Scientists informing him that he was providing soils consulting work without a license. (A copy will be put in Mr. Moore's file.)
- Public Health Law report shows that 6 persons will need to complete Public Health Law in 2004.
- 2004 Renewals – Ms. Bishop reported that 53 persons have not renewed for 2004. Letters from the Secretary/Treasurer have been sent out to these persons informing them that their license has expired.

Old Business

Education Committee – Nilla Sloop

- Private Proctoring Policy – tabled until the March meeting.
- Form for Permanent Registration – No form is being recommended from Committee. Ms. Bishop is verifying employment when a person becomes eligible for R.S. When a person becomes due for permanent registration, Ms. Bishop will E-mail Board Members to get their vote electronically. Ms. Bishop will document and put in file. It was the consensus of the Board to do this for a period of time to see how it works.
- Essay Questions – Ms. Sloop reported that she still needs these.
- Verification Form for Intern Applications – Ms. Sloop shared a draft. Any changes send to Dennis Salmen and he will follow up and put on the Board's Website.

New Business

Continuing Education Requests for 03

Event Name	Organization	Location (NC unless otherwise indicated)	Start Date	End Date	CE Hrs.
1. 59th Annual Educational Conference	Mich. Env. Health Assoc.	Midland, MI.	03/12/03	03/14/03	5
2. West Nile Virus Prevention Seminar	Washtenaw Co. Dept. PH	Washtenaw Co. Mich	04/14/03	04/14/03	3.5
3. Michigan West Nile Virus Conference	Mich. Dept. of Env. Quality	Lansing, MI.	04/23/03	04/23/03	5
4. Food Program Self-Assessment - Certificate	Mich. Dept. of Agriculture	Lansing, MI.	10/15/03	10/15/03	5
5. Violation Identification In Food Establishments	Mich. Dept. of Agriculture	Lansing, MI.	11/25/03	11/25/03	5
6. Risk Based Inspection Techniques - Certificate	Mich. Dept. of Agriculture	Lansing, MI.	12/02/03	12/02/03	5
7. NC Pest Control Technician's School	NC State University	Raleigh	01/21/03	01/23/03	14
8. National Food Processor's Assoc	Nat. Food Processor Assoc.	Chicago, IL.	02/25/03	02/28/03	15
9. Stop Mold Problems before they Stop You	Well Comm. & Marketing	Charlotte	10/21/03	10/21/03	7.5
10. Homeland Security Symposium	Mecklenburg Co. Hlth. Dept.	Charlotte	12/11/03	12/11/03	6
11. NSF International Food Safety Mgr. Certification	NEHA	Ann Arbor , MI.	01/06/03	01/10/03	11.5
12. Food Safety Manager Certification	NEHA		01/06/03	01/07/03	5
13. Exploring New Horizons	Carolina Recycling Associat.	Greenville, SC	03/18/03	03/21/03	15
14. RCRA State Directors' Meeting	RCRA	Lexington, KY	05/20/03	05/22/03	12
15. Environmental Health & Safety School	NCDENR/NCDOL	Research Tr. Park	08/18/03	08/19/03	4
16. 8 Hour Hazwoper Supervisors		Raleigh	12/04/03	12/04/03	4
17. RCRA State Directors' Meeting	Well Comm.. & Marketing	Ft. Meyers, Fla.	12/12/03	12/17/03	12
18. Smart Growth & Development - Env. Planning	NC Bar Association	Greensboro	02/07/03	02/07/03	6
19. The Keys to Environmental Sustainability: Educ.	Div. Of Natural Resources	Charleston, West Va.	03/16/03	03/16/03	7
20. West Virginia Conference on the Environment		West Va.	10/28/03	10/28/03	5
21. Pump School - Completed Certificate	Deleware Rurual Water Ass.	Deleware	03/12/03	03/12/03	6.5
22. Disinfection By- Product Rue - Certificate	Deleware Rurual Water Ass.	Deleware	04/15/03	04/15/03	4.5
23. CCR Workshops - Certificate	Deleware Rurual Water Ass.	Deleware	04/23/03	04/23/03	3
24. Lead & Copper - Certificate	Deleware Rurual Water Ass.	Deleware	05/14/03	05/14/03	6
25. Instrumentation & Tank Monitoring Equip.	Deleware Rurual Water Ass.	Deleware	05/27/03	05/27/03	4
26. Backflow Prevention & Cross Connect.	Deleware Rurual Water Ass.	Deleware	10/15/03	10/15/03	2
27. Filtration	Deleware Rurual Water Ass.	Deleware	11/12/03	11/12/03	6
28. Atlantic Coast University's Env. Health & Safety	UNC – Chapel Hill	Raleigh	9/28/03	9/30/03	10
29. Emergency Operations – Mgmt. & Operations	NC Div. Of Emergency Mgmt.	Greenville	7/22/03	7/24/03	15
30. Adult CPR – Certificate of Completion	National Safety Council	Wilmington	6/26/03	6/26/03	5

Continuing Education Rquests for January, 23, 2004

Event Name	Organization	Location (NC unless otherwise indicated)	Start Date	End Date	CE Hrs.	Appr
31. Northeastern Dist. Quarterly Meeting	NE District, Environmental	Greenville	01/09/04	01/09/04	4	
32. Safety for Refuse Collectors	NCAPWA- Solid Waste	Cary	01/28/04	01/28/04	3.5	
33. Soil Science Society - 47th Annual Meeting	Soil Science Society of NC	Raleigh	01/20/04	01/21/04	10	
34. Institutional Sanitation - Lets Get it Right	SOP	Cornelius	01/14/04	01/16/04	19.75	
35. Basic Supervision	SOP	Southern Pines	02/04/04	02/05/04	10	
36. What to do with them when we catch them?	SOP	Wilmington	02/11/03	02/13/04		
37. Supervisor's Update	SOP	Southern Pines	03/02/04	03/02/04	5.75	
38. Epi-Ready - Foodborne Disease Epi. & Surv.	SOP	Asheville – UNC	03/23/04	03/25/04		
39. Environmental Health Law Course	SOP	Fayetteville	5/28/04	5/28/04	19	
40. Environmental Health Law Course	SOP	Winston-Salem	10/6/04	10/8/04	19	

Board Action: A recommendation was made by Nilla Sloop, from Education Committee, to approve the Continuing Education List with the following exceptions -Add Mich. to the beginning of #1 & 2, #18, change to 3 hrs. #s21-27 hold for review of agendas, #30 – deny, #32 change to 1.5 hrs. All votes affirmative.

New Intern Applications for January 23, 2004

<u>Intern</u>	<u>County</u>	<u>Degree</u>	<u>University</u>
Kevin Whetstine	Cleveland	BS Biology	East Carolina
David Brewer	Forsyth	BS Biology	High Point Univ.
Macon L. Winslow	Wilson	BA Biology	Barton College
Megan C. Clayton	Albemarle Reg.	BS Agricul. Bus. Mgmt.	NC State Univrsity
Jermemy A. Michael	Lincoln	BS Env. Health	Western Carolina
Purcell Locklear	Unemployed	BS Env. Health	East Carolina
Christine Nitt	Carteret	BS Biology	Molloy College
Trevor Thomason	Mecklenburg	BS Biological Eng.	NC State
Lucy S. Love	Stokes	BS Poultry Science	NC State Univ.
Cina A. Buchanan	Mecklenburg	BS Biology	UNC-Charlotte
Melissa Weston	Guilford	BA Biology	UNC - Greensboro

Pending Transcript

Brandon G. Joyce	Stokes	BS Fish/Wildlife Science	NC State Univ.
Phyllis Y. Foster	Mecklenburg	BS Biology	Winthrop
Ronald Honeycutt	Edgecombe	BS Food Science	NC State

Board Action: A recommendation was made by Nilla Sloop, from the Education Committee, to approve the Intern and Pending List with the following exceptions – to deny Purcell Locklear who did not send in a current job description, Melissa Weston –tabled until she can provide a current job description and a hold on Lucy Love until her science courses are verified. All votes affirmative. Ann Gilstrap abstained from voting on Christine Nitt. Ms. Bishop will contact Lucy Love regarding her science courses. Nilla Sloop and Dr. Burton Ogle to look up college courses for science on Lucy Love on the computer.

Military Hardship Approval

Robert Keith Rowland, Buncombe Co. Health Dept. – Currently deployed for operation Iraqi beginning January 03 and will not be released until April 04.

Board Action: A recommendation was made by Nilla Sloop, from the Education Committee to approve 2004 renewal for Robert K. Rowland and grant the military hardship. All votes affirmative.

Discussion followed by the Board that in the future we should always get written orders from the persons requesting military hardship.

Permanent Registration for RS Approval

<u>Intern</u>	<u>Organization</u>	<u>Date due for Permanent Registration</u>	<u>Still Employed</u>
David R. Swinney	Albermarle Reg. Hlth.	4-22-04	yes
Marcus Allen	Rockingham Co Hlth.	5/13/04	yes

Tabled. Camille Bishop will get in touch with the Board electronically to get votes on these in the future.

Public Health Law Course from NC State University – Internet Course

Mr. Salmen asked the Board to review this. The Education Committee will look at this. Ms. Sloop commented that we need to look at the syllabus to see how it compares to the SOP course.

SOP Meetings - Richard Diideriksen had asked for attendance at the SOP meetings throughout the year from our Board. The following persons were asked to attend.

March 4 –	Asheville – Mack Dendy
June 17 – 18 -	Pine Knoll Shores – Ann Gilstrap
August 24 –	New Bern – Nilla Sloop
December 9 –	Carboro – Tim Green

Election of Officers – Tabled until the next meeting.

NEHA Contract

Board Action: A recommendation was made by Nilla Sloop, from the Education Committee, to approve the NEHA Contract. All votes affirmative.

Exam Notification – Streamlining paperwork

We will not be sending letters out to interns that need to take the exam. Interns can get this information now off of the Board’s Website. Dennis Salmen will send notice of this out on the ListServe.

Motion to Adjourn

Respectfully submitted,

Ann C. Gilstrap
Secretary/Treasurer to the Board

Date Approved: _____