

RS BOARD MINUTES

3/25/04

Called Board Meeting

The called meeting of the North Carolina Board of Sanitarian Examiners was held on Thursday, March 25, 2004 at the Carteret County Health Department at 3820 Bridges Street, Morehead City. Dennis Salmen called the meeting to order at 12:23 p.m. Those in attendance were: Dennis Salmen, Ann Gilstrap, William E. Pierce, Nilla Sloop, Mack Dendy, Terry Pierce, Dr. Burton Ogle, Tim Green, Sheila Nichols and Camille Bishop.

Welcome of New Member to the RS Board

Dennis Salmen welcomed Terry Pierce, new DENR representative to the RS Board. Malcolm Blalock has also been appointed to serve as the "Public Spirited Citizen" and replaces William E. Pierce on the RS Board. There has not been a replacement named for Dennis Salmen.

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. Terry Pierce, DENR representative, stated he would have a potential conflict of interest of registering employees that work for him and that he would not be voting or interviewing any of these employees. There were no other conflicts of interest. Mr. Salmen encouraged other Board Members to complete and submit their "Conflict of Interest" Statements to Governor Office before the due date of May 1, 2004.

RS Board Members grading the Essay Exams. Currently the names are not shown on the Essay Exams, but the social security numbers are. After discussion, it was decided that Ms. Bishop will now number the essay exams and block out the social security numbers before sending to the Education Committee for grading.

Approval of Closed Session Minutes of 1/23/04

Board Action: A motion was made by Mack Dendy, seconded by Tim Green to approve the Closed Session Minutes of January 23, 2004. All votes affirmative.

Approval of January 23, 2004 Minutes

A correction was made by Nilla Sloop on the spelling of Purcell Locklear's last name on Page 4 of the Minutes.

Board Action: A motion was made by Mack Dendy and seconded by Ann Gilstrap to approve the January 23, 2004 Minutes with the correction. All votes affirmative.

Financial Reports for January/February 2004

Board Action: A motion was made by Ann Gilstrap, seconded by Dr. Burton Ogle to approve the Financial Reports as submitted. All votes affirmative.

Chair's Report – Dennis Salmen

- The 2-YR NEHA exam contract has been signed. The contract includes a statement offering N.C. an "Open Window of Opportunity" that allows RS's to sign up for NEHA registration at a reduced cost. Mr. Salmen has contacted the credentialing manager of NEHA and was told that they may not be offering a "Window of Opportunity" this year, but the statement is in our recently signed contract. Dennis Salmen will follow up.
- RS Board Educational Policies and Procedures – Mr. Salmen handed out corrected copies of the most updated version and asked Board Members to discard any other previous policies
- Mr. Salmen handed out a packet of information that he E-mailed to John Barkley on March 8, asking for a response on 3 issues.
 - (1) A proposed second letter to Kim Richardson. Kim Richardson had contacted Mr. Salmen requesting another letter be sent to him from the RS Board stating the exact findings and conclusions as a result of the Board's investigation. Mr. Salmen had drafted a letter that would go to Mr. Richardson and E-mailed a copy to John Barkley for his response on March 8. Mr. Salmen has not heard back from John Barkley to date.

Closed Session

Board Action: A motion was made by Tim Green, seconded by Mack Dendy to go into Closed Session to discuss this issue. All votes affirmative.

Open Session 1:25 pm

Mr. Salmen will follow up with John Barkley regarding the proposed second letter to Mr. Richardson.

(2) A copy of the original letter that went to Kim Richardson also went to the complainants. (A copy is filed with the minutes.) Mr. Salmen has not received any communication back from any of the complainants. Mr. Salmen stated that this letter may not be acceptable to the complainants and is asking John Barkley if we should provide them with any more details.

(3) A rule Interpretation on 10A NCAC 46 .0210 - Mr. Salmen had a request from Wake County and a situation in Mecklenburg County requiring interpretation on this rule. Rule language implies or can be defined to mean that those individuals who take water samples, regardless of any other duties, are required to be registered by the Board. Mr. Salmen referred to 10A NCAC 46.0210 and to RS Law GS90A-51 in his letter to John Barkley. (Letter is filed with the minutes). The Board discussed. A critical question requiring answering will be "Should sanitarians be registered to take water samples?" Mr. Salmen will follow up with John Barkley.

- Mr. Salmen had a call from a EH supervisor wanting to know if one of his interns who had not passed the RS exam to date could be terminated and rehired before his intern certificate had expired which is not until May of this year. The individual would then apply for a new intern certificate and be rehired. The supervisor also wanted to know if the intern could surrender his registration before our next Board meeting and then re-apply as an intern at that same meeting. Was there anything that would prevent intern him from doing this? NOTE-The individual did not elect to take the exam on the 3/26/04 date. Mr. Salmen has contacted John Barkley regarding his legal opinion. The Board discussed. Mr. Dendy commented that the Board could not take any action at this time because we have not had a request from the individual wanting to renew his intern certificate. Mr. Salmen will contact John Barkley to get a final ruling on this issue.

Secretary/Treasure's Report – Ann Gilstrap

- SOP Committee Meeting – Ms. Gilstrap will be attending all SOP Committee meetings for consistency. Some issues addressed were (1) Adding another class requirement in addition to Public Health Law and (2) NEHA sent out a survey regarding name change for EH specialists, which included various names sanitarians would like to be called.
- Legislative Committee did not meet this time. Ms. Gilstrap would like to set a date in coordination with the next Board Meeting date and will plan to invite other appropriate people in the same profession.
The Legislative Committee has some major issues to address: Standards and the use of RS with names, etc.
- All complaint and investigation files should be filed in the Secretary's files at the RS Board office. Closed Minutes should also be filed in a separate file at the RS Board Office. Closed Session minutes would not be filed in an individual's RS file.
- Ann Gilstrap also has copies of information on Shellfish Sanitation. The notes need to put together. Ms. Gilstrap will send her information to Dennis Salmen and he will forward complete file to Ms. Bishop.

Secretary to the Board's Report – Camille Bishop

- 2004 Renewal Cards went out successfully. (Ms. Gilstrap remarked that several sanitarians had voiced their concern about the cards going out late – first of February and that it sometime causes problems with the accreditation process.)
- List of RS's whose license has expired in 2003 has been sent to Stephanie Wicks.
- Corrections have been made to the Classified Directory for County Listing and posted on the Website.
- Ms. Bishop will be working on the 2003 Audit in the upcoming months.

Old Business

ID Badges

Sheila Nichols reported that someone in DENR will take the Board's pictures and make ID badges the next time the Board meets in Raleigh. Sheila Nichols and Terry Pierce to follow up with design, etc.

Vulnerability Assessors Follow-up – Dennis Salmen has not heard back from John Barkley

Military Hardships Follow-up – Resolved. Mr. Salmen will attach Minutes to the Military Hardship file.

Education Committee – Nilla Sloop

- **Private Proctoring Policy** – Dr. Burton Ogle reported that they will be using the criteria from the policy and procedures manual from Exuperior and will modify it to meet our needs. There is no mention of compensation in their policy. Tim Green suggested that we put in our private proctoring policy that the RS Board is not responsible for accepting any fees for proctoring exams. Dr. Ogle will draft a policy and have it ready by the next RS Board Meeting. When the policy is finalized, it will be put on the Board's Website
- **New Essay Questions – Nilla Sloop**
It is the Education Committee's recommendation to table the essay questions we have now until mid-summer and initiate a whole new list of questions. Ms. Sloop listed the 8 areas and assignments.
They are as follows: West Nile Virus – Dennis Salmen, Listeria – Sheila Nichols, Wells – Greg Bright, OSWW – Ann Gilstrap, Shigella – Shelia Nichols (& someone from Gaston County), Lead – Tim Green, Indoor Air – Dr. Burton Ogle, Rabies – Nilla Sloop will talk to Lee Hunter. The Committee would like any other input on these or other areas. Nilla Sloop needs questions and answers back by May 1st.
- **Public Health Law Course – NC State University, etc.**
Nilla Sloop will compare syllabus with SOP and handle on a case-by-case basis.
- **Reciprocity from Ohio**
Ms. Sloop had question from Renee Martino about being registered in NC. She submitted statutes and rules from Ohio. Everything is stringent or more stringent in their rules other than one area where it states "Science courses approved by the Board shall be in Biology, Chemistry, Physics, Geology or **Mathematics**." Mr. Salmen commented that we would not accept the rules from Ohio because it is less stringent – we do not accept **Mathematics** as a Science Course. The only state that has been approved in the past is Minnesota. Ms. Sloop will reply to Ms. Martino that we cannot accept, but that she can apply for fast-tracking when she transfers here.
- **Question from Kris Joyce about CIT Training**
If a person wants to take a part of CIT Training for CE hours if they are in a new work situation., can they do so? Ms. Sloop stated this was brought up in Education Committee. She stated that this is "**Centralized Intern Training**" – not for "**Registered Sanitarians**". Ms. Sloop gave a scenario regarding a situation in Wake County of someone retiring and coming back to do the Pool Program or Migrant Labor, etc. If he went back for CIT for training for "Pools", would we approve CE hours? Ms. Sloop also discussed interns taking CIT training over a year's period. The Board has already ruled that the intern could not get credit for the CIT training until completion of the training. Ann Gilstrap commented that she feels if someone is required to get their authorization in pools, migrant labor, or food and they are required to take CIT training to get it, we should look at approving CE hours. Since this is **Centralized Intern Training and not RS Training**, it was decided to leave the RS Board policy as it is regarding CIT training. Nilla Sloop will reply to Kris Joyce.

Out of Session at 3:30 p.m.

Back in Session at 3:45 p.m.

New Business

Website Future – Review of Current Website

The RS Board reviewed the current Website and listed the following suggestions.

- Add a box on the 2005 Renewal form to ask if individuals would rather receive this form by E-mail or by mail.
- Need to add agendas for December 2003, January 2004, and March 2004
- Suggestion to put home buttons across the top of our Web Page
- Add new Board Members to Website

Dennis Salmen suggested that the new Board appoint a Web Committee. The URL Registration is good for 10 years. Mr. Salmen has also received the password from Malcolm Blalock and he has sent this to Camille Bishop. After March 31st the Board will need to make a decision on Andre Pierce's contract. Dicke Sloop advised that Mr. Pierce says he will continue until the Board decides to do something else. It was the consensus of the Board to extend Andre Pierce's contract for another 3 months. Mr. Salmen will e-mail Mr. Pierce of the Board's decision.

CIT Committee – Sheila Nichols

Sheila Nichols attended the CIT-AC meeting on February 5, 2004, as the RS Board representative. Jane Bozarth made a presentation about E-Learning. There was much discussion about interns having problems staying awake during Centralized Intern Training. There was discussion and approval of various modules to be added to CIT when resources are made available. Discussion about CIT sewage topics dominated conversation during the meeting. There was also much discussion about tiered authorization, the issue of specialist vs. generalist, and the issue of forming a committee to revisit the authorization rules.

The next CIT-AC meeting is May 6th. Nilla Sloop, Dr. Burton Ogle and Sheila Nichols, members of the Educational Committee, will share the responsibilities of attended future CIT-AC meetings.

Terry Pierce commented on RS training that if someone needs to go back and get some additional training, to use a SOP course instead of Centralized Intern Training.

Requests for Continuing Education - March

Name of Education/Training	Organization Sponsor	Location	Start Date	End Date	CE Hours
1. Eastern Dist. "Community Needs: Above & Beyond"	Eastern District, EHS-NCPHA	Atlantic Beach	04/28/04	04/29/04	11.00
2. Drug Lab Decontamination	Office of PH Preparedness	Charlotte	01/21/04	01/22/04	14.00
3. NEHA IAQ/Asthma Triggers Workshop	NEHA	Washington, DC	02/18/04	02/20/04	11.25
4. Infiltrator Educational Conference	Albemarle Regional Health Services	Elizabeth City	02/02/04	02/02/04	3.50
5. Incident Command System for Public Health	PH Regional Surveillance Team 5	Yadkinville	02/25/04	02/25/04	2.75
6. Health & the Built Environment	UNC-School of Public Health	Chapel Hill	02/27/04	02/27/04	5.50
7. Eastern NC Supervisors Assoc	Eastern NCSA	Greenville	02/12/04	02/12/04	3.50
8. Virginia Emergency Management Conf - 2004	VA Dept. of Emergency Management	Williamsburg, VA	03/16/04	03/19/04	15.00
9. Food Service Plan Review	DEHS/EH Services Section	Raleigh	05/18/04	05/20/04	15.00
10. Central, NC Environmental Health Supervisor's Assoc.	CNCEHSA	Asheboro	02/13/04	02/13/04	3.00
11. Tools for Schools	NC Cooperative Extension/NCSU	Keansville	02/11/04	02/11/04	2.75
12. Seafood HACCP Alliance	Carteret Community Collage	Morehead City	02/17/04	02/19/04	15.00
13. SE District NCPHA Educational Meeting	SE District - NCPHA	Burgaw	03/05/04	03/05/04	4.50
14. American Mosquito Control Association	American Mosquito Control Assoc.	Savannah, GA	02/22/04	02/26/04	15.00
15. WNCPHA - Mountain District EH Section	Mountain District, EHS-WNCPHA	Asheville	02/19/04	02/19/04	5.00
16. Swimming Pool Educational Meetings	DENR/EHS -Pools/Tattoos Branch	Williamston	03/02/04	03/02/04	4.45
17. Swimming Pool Educational Meetings	DENR/EHS -Pools/Tattoos Branch	Raleigh	03/03/04	03/03/04	4.45
18. Swimming Pool Educational Meetings	DENR/EHS -Pools/Tattoos Branch	Wilmington	03/09/04	03/09/04	4.45
19. Swimming Pool Educational Meetings	DENR/EHS -Pools/Tattoos Branch	Greensboro	03/11/04	03/11/04	4.45
20. Swimming Pool Educational Meetings	DENR/EHS -Pools/Tattoos Branch	Fletcher	03/17/04	03/17/04	4.45
21. Incident Command System for Public Health	PH Regional Surveillance Team 6	Franklin	01/12/04	01/12/04	6.00
22. North Central Environmental Health District	North Central District, EHS-NCPHA	Pittsboro	03/25/04	03/25/04	4.50
23. Advanced Subsurface Wastewater Systems	SE District - NCPHA	Bolivia	03/18/04	03/18/04	6.00
24. Beginning Spanish I	Buncombe Tech. Community College	Asheville	02/09/04	04/12/04	15.00
25. NC Environmental Health Supervisors Assoc.	NC Environmental Health Supv. Asso.	Southern Pines	04/14/04	04/16/04	11.00
26. Respiratory Protection Training	PH Regional Surveillance Team 5	Mocksville	03/03/04	03/03/04	4.25
27. Avian Influenza Training on PHTIN	NC Public Health Response Plan	PHTIN Sites	03/08/04	03/08/04	3.00
28. NC Mosquito & Vector Control Association	NC Mosquito/Vector Control Assoc.	Washington	03/23/04	03/25/04	15.00
29. Lead Safe Work Practices	MasiMax Env. Health & Safety	Arden	03/02/04	03/02/04	7.00

30. Certified Pool/Spa Operators Course	Nat. Swimming Pool Foundation	Charlotte	02/20/04	02/21/04	13.00
31. Certified Pool/Spa Operators Course	Nat. Swimming Pool Foundation	Hendersonville	03/10/04	03/11/04	13.00
32. Certified Pool/Spa Operators Course	Nat. Swimming Pool Foundation	Charlotte	03/12/04	03/13/04	13.00
33. Certified Pool/Spa Operators Course	Nat. Swimming Pool Foundation	Monroe	04/09/04	04/09/04	13.00
34. Certified Pool/Spa Operators Course	Nat. Swimming Pool Foundation	Fayetteville	04/16/04	04/17/04	13.00
35. Certified Pool/Spa Operators Course	Nat. Swimming Pool Foundation	Charlotte	04/23/04	04/24/04	13.00
36. Certified Pool/Spa Operators Course	Nat. Swimming Pool Foundation	Greensboro	05/10/04	05/11/04	13.00
37. Certified Pool/Spa Operators Course	Nat. Swimming Pool Foundation	Asheville	05/14/04	05/15/04	13.00
38. Certified Pool/Spa Operators Course	Nat. Swimming Pool Foundation	Wilmington	05/17/04	05/18/04	13.00
39. Certified Pool/Spa Operators Course	Nat. Swimming Pool Foundation	Winston-Salem	05/24/04	05/25/04	13.00
40. Certified Pool/Spa Operators Course	Nat. Swimming Pool Foundation	Hickory (1 day)	05/26/04	05/26/04	6.25
41. Certified Pool/Spa Operators Course	Nat. Swimming Pool Foundation	Charlotte	05/27/04	05/28/04	13.00
42. Certified Pool/Spa Operators Course	Nat. Swimming Pool Foundation	Charlotte	06/18/04	06/19/04	13.00
43. Certified Pool/Spa Operators Course	Nat. Swimming Pool Foundation	Charlotte	08/13/04	08/14/04	13.00
44. WPEHS Spring Meeting	West Piedmont Environmental Health	Mocksville	03/24/04	03/24/04	5.00
45. O & M Pumps and Controls	NC State University	Plymouth	02/11/04	02/11/04	6.00
46. O & M Pumps and Controls	NC State University	Fletcher	02/25/04	02/25/04	6.00
47. Tech 100: Basis of On-Site Sewage	NC State University	Raleigh	02/16/04	02/16/04	6.00
48. Tech 102: On-Site System Technologies	NC State University	Raleigh	02/17/04	02/17/04	6.00
49. Tech 102: On-Site System Technologies	NC State University	Bolivia	04/08/04	04/08/04	6.00
50. Tech 103: Soil Structure	NC State University	Bolivia	04/07/04	04/07/04	6.00
51. Tech 200: Septic System Options for Difficult Sites	NC State University	Greensboro	05/03/04	05/04/04	12.00
52. Tech 201: Wastewater in the Environment	NC State University	Greensboro	05/25/04	05/25/04	6.00
53. Soils 310: Introduction to DRAINMOD	NC State University	Raleigh	03/09/04	03/10/04	14.00
54. Soils 103: Soil Structure	NC State University	Bolivia	04/07/04	04/07/04	6.00
55. Soils 202: Saturated Hydraulic Conductivity	NC State University	Fletcher	06/02/04	06/02/04	6.00
56. Soils 101: Field Description of Soils	NC State University	Fletcher	06/03/04	06/04/04	6.00
57. Soils 211: Soils of the Coastal Plain	NC State University	Greenville	03/29/04	03/30/04	12.00
58. Soils 220: Water Movement and Soil Treatment	NC State University	Greensboro	05/26/04	05/26/04	6.00
59. GIS 121: Field Data Collection Using GPS	NC State University	Raleigh	03/09/04	03/09/04	6.00
60. GIS 101: Introduction to GPS and GIS3/7/04	NC State University	Raleigh	03/07/04	03/07/04	6.00
61. GIS 101: Introduction to GPS and GIS3/7/04	NC State University	Raleigh	06/08/04	06/08/04	6.00
62. GIS 101: Introduction to GPS and GIS3/7/04	NC State University	Raleigh	08/03/04	08/03/04	6.00
63. GIS 111: Using GIS Resources on the Internet	NC State University	Raleigh	06/09/04	06/09/04	3.00
64. O&M 100: Subsurface Operator Training School	NC State University	Raleigh	08/10/04	08/12/04	15.00
65. O&M 100: Subsurface Operator Training School	NC State University	Bolivia	06/07/04	06/09/04	15.00
66. WMD Incident Response to Terrorist Bombings	US Dept. of Homeland Security	Socorro, NM	02/24/04	02/27/04	15.00
67. Northeastern Dist. Quarterly Meeting	NE District, EHS-NCPHA	Greenville	04/02/04	04/02/04	4.50
68. An Encore for Oysters	NCLF, US/EPA Shellfish Sanitation	Morehead City	03/16/04	03/17/04	10.50
69. Eastern Regional CDC Epidemic Intelligence (EIS)	UNC-School of Public Health	Chapel Hill	03/29/04	03/29/04	5.00
70. Risk-Based Inspection: Make Most /Your Inspecting	DEHS/Dairy & Food Protection	PHTIN Sites	04/06/06	04/07/07	10.50
71. Virginia Mosquito Control Association Annual Meet.	Virginia Mosquito Control Assoc.	Williamsburg, VA	02/04/04	02/06/04	7.25
72. Focus on Field Epidemiology 1, 2, & 3	UNC-School of Public Health	Computer	03/19/04	03/19/04	3.00
73. WNCPPA	WNCPPA	Asheville	05/20/04	05/20/04	5.75
74. Winn-Dixie Sanitarians Pest Control Meeting	Winn-Dixie Stores, Inc.	Charlotte	04/27/04	04/28/04	9.00
75. West Nile Virus & Community Mosquito Control	Clark Mosquito Control	Wilmington	03/18/04	03/18/04	4.00
76. CDC Smart Growth Conference	NEHA, etc.	Portland, OR	01/22/04	01/24/04	15.00
77. ADAPCO Spring Workshops – Mosquito Control	ADAPCO, Inc.	Greenville Mocks	04/06/07	04/06/07	4.25
78. ADAPCO Spring Workshops – Mosquito Control	ADAPCO, Inc.	Corner, SC	04/07/04	04/07/04	4.25
79. ADAPCO Spring Workshops – Mosquito Control	ADAPCO, Inc.	Columbia, SC	04/08/04	04/08/04	4.25

Continuing Education Requests - #'s 73-79 were added. The Board discussed language classes and whether they were appropriate for continuing education. The Education Committee looks at these on a case- by- case basis.

Board Action: A recommendation was made by Nilla Sloop from the Education Committee to approve the Continuing Education Request List with the following exceptions: #4 – need more information, #74 – denied. All votes affirmative

New Intern Applications for March 25, 2004

<u>Intern</u>	<u>County</u>	<u>Degree</u>	<u>University</u>
Lucy Love	Stokes	BS Poultry Science	NC State
Teresa T. Dickson	Gaston	BS Biology	UNC – Charlotte
Willard Dunlop	Moore	Masters Science	NC State
Terri C. Ritter	Chatham	BS Biology	Meredith
Jonathan H. Fouts	Jackson	BS Environmental Hlth.	Western Carolina
Carie K. Irving	Cabarrus	BS Chemistry	Davidson
Patrick Daugherty	Forsyth	BS Earth & EH Science	UNC-C
Thomas Whaley	Wake	BS Environmental Health	East Carolina
Michael J. Merrell, II.	Forsyth	BS Environmental Health	Western Carolina
Christine H. Hayes	Wake	BS Conservation/EH	NC State
William Mosley, Jr.	Wilson	BS Meteorology	NC State
Carissa W. Ferguson	Jackson	BS Environmental Health	Western Carolina
Kenneth Bowyer, Jr.	Forsyth	BS Biology	Averett
Trevor Vanderplaats	Pitt	BS Environmental Health	East Carolina
Monica T. Kiker	Union	BS Biology	NC State
Hiram Casebolt	Wake	Campbell College	Geology
<u>Pending Transcript</u>			
Sandra O'Connor	Mecklenburg	BS Biology	UNC-Charlotte
Michael J. Roberson	Pitt	BS Biology	East Carolina

Hiram Casebolt was added to the list to be approved by Nilla Sloop

Board Action: A recommendation was made by Nilla Sloop, from the Education Committee, to approve the Intern list as submitted, and Sandra O'Connor and Michael J. Roberson pending their transcripts. All votes affirmative.

Nick Webb - Ms. Sloop will request an official transcript from him.

Election of Officers – Tabled until the next time.

Board Action: A motion was made by Tim Green, seconded by Terry Pierce for the Chairman to appoint a Nominating Committee to elect Officers for this year. All votes affirmative. A Nominating Committee was appointed by the Chairman: Dennis Salmen, Tim Green, and Sheila Nichols will serve on this committee and make a recommendation at the next meeting.

Exam Participants – Camille Bishop reported that 19 people will be taking the exams on 3/26/04.

Next Meeting Date: Tuesday, May 25, 2004 at the Parker Lincoln Building Board Room at 9:30 a.m. The Legislative Committee will meet on May 24 at 10:30 a.m. The Education Committee will meet at 8:30 a.m.

Motion to Adjourn.

Respectfully submitted,

Ann Gilstrap, Secretary Treasurer

Approved _____