

RS BOARD MINUTES

2/18/05

Called Board Meeting

The called meeting of the North Carolina Board of Sanitarian Examiners was held on Friday, February 18, 2005 in Room 103 at the Wake Commons Building in Raleigh, N. C. Those in attendance were Nilla Sloop, Malcolm Blalock, Ann Gilstrap, Terry Pierce, Dr. Burton Ogle, Tim Green, Sheila Nichols, Perry Solice, Mack Dendy and Camille Bishop.

Call to Order – Nilla Sloop, Chairman, called the meeting to order at 9:15 AM

Conflict of Interest Statement – Nilla Sloop asked Board Members if there were any conflicts of interest or potential conflicts of interest outside of what had already been disclosed in the annual Statement of Economic Interest form. There were no conflicts of interest stated.

Approval of the February 1, 2005 Minutes

Board Action: A motion was made by Malcolm Blalock, seconded by Mack Dendy to approve the February 1, 2005 Minutes. All votes affirmative

Approval of the February 1, 2005 Closed Session Minutes

Board Action: A motion was made by Ann Gilstrap, seconded by Terry Pierce to approve the February 1, 2005 Closed Session Minutes. All votes affirmative.

Old Business

Pending Hearings – Nilla Sloop reported that all hearings are on schedule. The next scheduled hearings will be held at 10:00 AM at Wake Commons on March 4, 2005.

Public Health Law – Nilla Sloop informed the Board that a hearing date needs to be set for Matthew Deaton who failed to complete the public health law course within four years of his employment. The Board set the date of June 17, 2005 in Raleigh as the hearing date for Matt Deaton and RS Board meeting. John Barkley will draft a letter to Matt Deaton informing him of the “Intent to Suspend” and the hearing date of June 17, 2005.

Reciprocity - Malcolm Blalock reported that he had sent revised wording on “Reciprocity” out to Board Members last week and no one had objected to the content.

Laptop Computer/Software – Malcolm Blalock reported that he did receive some material from Dr. Burton Ogle at the last meeting, but there had not been enough time to look into purchasing because the deal was expiring that next day. Mr. Blalock asked if the Board was comfortable in giving him the authority to purchase a laptop computer with a dollar cap on the purchase and also with the specifications Dr. Ogle had given him.

Board Action: A motion was made by Mack Dendy, seconded by Dr. Burton Ogle to give Malcolm Blalock the authority to purchase a laptop computer and any appropriate computer software up to \$2,000. All votes affirmative.

Legislative Committee - Ann Gilstrap sent revisions to the laws out recently on the ListServe, asking for any changes to be sent back to her by the end of this month. The Legislative Committee will meet again to finalize. Tim Green reported from the Health Directors’ meeting that the Environmental Health Committee and the Health Directors Association endorsed the revisions of the proposed laws. Terry Pierce stated that he had clarified with the group that the RS Board was not proposing to raise the \$35.00 renewal fee. Malcolm Blalock commented that if we have not already done so, that we need to take out the “Oath of Office” for those persons not working in the public sector. Ms. Gilstrap will check and see if this has been included in the draft.

Mr. Pierce commented on some questions regarding the Oath of Office, i.e., where will the oath be given; would everybody have to go back and take the oath again, etc. Mr. Pierce feels the Board should set when and where the Oath of Office will be given, i.e., NCPHA, supervisors' meeting, etc.

Tim Green stated that at the Health Directors' meeting, it was brought up that health directors need to be informed when there is a disciplinary action being taken against one of their employees. They feel the Board needs to develop some strict guidelines or a policy to address this. Ms. Gilstrap stated that there are reasons why this has not been done. The Legislative Committee will draft a policy on this and bring to the next meeting.

New Business

C.I.T. Committee – Sheila Nichols reported that she attended the C.I.T. Committee on February 2, 2005. Several items of discussion were: (1) The expense of the manuals and the possibility of putting them on the Web or have smaller manuals, (2) appoint a committee to review the modules to check for content, etc., (3) moving C.I.T. back at least a week to take care of December graduates, and (4) keeping persons awake in class and getting them back in the field or putting some modules on the Web. Ms. Nichols also informed the Board that Dan Sproul, ECU, wanted someone from the RS Board to come and speak to their class. Ms. Nichols gave him Nilla Sloop's name. Ms. Sloop stated that Malcolm Blalock will do this. Also, it was noted that the Authorization Committee needs to start meeting again. Ms. Sloop stated that she will attend the next meeting on Tuesday, February 22nd and will report back to the Board.

Continuing Education Requests for February 18, 2005

<u>Training/Meeting</u>	<u>Location</u>	<u>Dates</u>		<u>CE Hrs.</u>
1. Advanced HACCP Workshop	Atlanta, GA.	03/15/05	03/16/05	11.50
2. Spray Irrigation Systems-Operators Training School	Raleigh	05/02/04	05/05/05	15.00
3. Foreign Animal Diseases (FAD) & Avian Influenza	Morganton	04/01/05	04/01/05	2.50
4. Self Assessment: A checklist for Improvement	Chesapeake, VA.	02/03/05	02/03/05	2.00
5. Get On the Same Page: Operations Manual -Rescue	Chesapeake, VA.	02/24/05	02/24/05	2.00
6. Incident Command for Public Health & Partners	Chapel Hill	01/05/05	01/05/05	4.50
7. Role of PH in a nuclear/Radiological Terrorist Incidents	Satellite	02/03/05	02/03/05	1.00
8. Outbreak Investigation & Control: Using the Best -	Wilmington	0209/05	02/11/05	19.25
9. Fundamentals of Radiological Monitoring	Raleigh	01/28/05	01/28/05	3.00
10. West Piedmont Environmental Health Section	Kannapolis	03/10/05	03/10/05	4.25
11. Mountain Environmental Health Section Meeting	Asheville	03/03/05	03/03/05	5.00

Board Action: A recommendation was made by Malcolm Blalock from the Education Committee, to approve to Continuing Education requests as submitted with the exception of #2, needs a timed agenda, #'s 4 & 5 is denied as the content is not appropriate to approve, #6 change the hours to 4.25. All votes affirmative.

Intern Requests for February 18, 2005

<u>Intern</u>	<u>County</u>	<u>Degree</u>	<u>College</u>
Judy L. Melvill	Iredell	BS Soil Science	Oregon State
Kelli L. Cook	Iredell	BS Env. Science & History	Mountain State
Marie J. Hemmen	New Hanover	BS Aquatic Biology	University of CA.
Randy J. Swicegood	Davidson	BS Biology	UNC-W

Pending Transcript

James E Eason	Union	BS Biology	Frostburg State
Daniel H. McNeil	Iredell	BS Biology	NC Central
James M. Godfrey	Cherokee	BS Natural Resource Mgmt.	Western Carolina

Board Action: A recommendation was made by Malcolm Blalock, from the Education Committee to approve the Intern and Pending Transcript requests as listed. All votes affirmative.

NEHA Exam - Dr. Burton Ogle asked if students from Western Carolina University, School of Environmental Health could take the upcoming NEHA part of the exam on April 1st. The Board did not see a problem with doing this as long as there was enough space.

Proctor Application – Donna West – Mr. Blalock reported that Ms. West had sent in the appropriate information.

Board Action: A recommendation was made by Malcolm Blalock, from the Education Committee to approve the proctor application for Donna West. All votes affirmative.

Mr. Blalock brought up for discussion that we now have 3 proctors that have been approved and should the proctors be posted on the Web? Ms. Sloop asked if we should ask the proctors if they objected to their information being posted on the Web. It was decided that the Board’s secretary would be the contact person for proctor information. Also, that we could list on the Website the location of our proctors and to contact the Board Secretary for other information. Malcolm Blalock will follow up on the locations of the proctors and Ms. Sloop will post on the Website.

There was some other discussion regarding some legislative issues by Board Members.

Money Market – Ms. Bishop reported that money had been moved to the Money Market account as requested.

Next Meeting: March 31st – at 11:00 AM at MAHEC, Asheville – Education Committee will meet at 10 AM.

Respectfully submitted,

Ann C. Gilstrap
Secretary/Treasurer

Approved _____