

RS BOARD MEETING MINUTES

June 17, 2005

Called Board Meeting

The called meeting of the N.C. State Board of Sanitarian Examiners was held on Friday, June 17, 2005 at 10 a.m. in Room 1A201 at the Parker Lincoln Building, 2728 Capital Boulevard, Raleigh. Those in attendance were: Nilla Sloop, Malcolm Blalock, Ann Gilstrap Terry Pierce, Sheila Nichols, Perry Solice, Mack Dendy and Camille Bishop. Absent: Dr. Burton Ogle, Layton Long. (Layton Long was connected to the meeting by conference call.)

Called to Order - Nilla Sloop, Chairman, called the meeting to order at 10:05 a.m.

Introduction of the New Secretary, Janice Jones - Nilla Sloop introduced Janice Jones, the new secretary to the RS Board. Ms. Jones gave out the new address and telephone number for the Board – PO Box 610, Lumberton, NC, 28359. PH: (910) 608-0196 and Fax: (910) 608-0448. This information will be put on the Web the last week of June. The e-mail address was discussed. Janice Jones will follow up.

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. Camille Bishop read the statement from the NC Board of Ethics regarding the evaluation of statement of Economic Interest filed by L. Layton Long. It stated that they did not find a actual conflict of interest, but did find the potential for conflict of interest. A copy will be filed with other Board Member's statements.

Approval of the March 31, 2005 Minutes and Closed Session Minutes of March 31, 2005 - A change was made on the Closed Session Minutes regarding the date – of April 1, 2005 – to change to March 31, 2005.

BOARD ACTION: A motion was made by Mack Dendy, seconded by Perry Solice to approve the March 31, 2005 Minutes and Closed Session Minutes with the change of date. All votes affirmative.

Layton Long, new RS Board Member, was connected to the meeting by conference call at this time.

Approval of the Quarterly Financial Report – April 1 – June 17, 2005

Camille Bishop reported on the current balances for the Quarter. Total assets for the Board to date are \$67,079.69.

Board Action: A motion was made by Ann Gilstrap, seconded by Terry Pierce to approve the Quarterly Financial Report as presented. All votes affirmative. Camille Bishop will make a final quarterly report at the August 4, 2005 meeting.

Chair's Report – Nilla Sloop

- Swearing in Layton Long, new RS Board Member – Ms. Sloop informed Mr. Long that he can be sworn in his own county. Ms. Sloop will follow up with John Barkley to see that Mr. Long gets the swearing in statement.
- Ms. Sloop commented on the "Thank You Note" from Tim Green thanking us for the donation sent in honor of his father who passed away.
- Ms. Sloop shared a copy of a letter sent to Dennis Salmen from the Department of Justice regarding attorney-client and attorney work product privileges. Ms. Sloop referred to the last page which stated three items that the Board needs to be concerned about: (1) Written communications between members of your staff and attorneys in this office, including e-mail, which could prejudice sensitive legal matters should be avoided; (2) It was emphasized that oral communications with attorney should now be substituted for the creation of written documents to the extent possible when sensitive legal issues are being addressed; and (3) Upon receipt of a public records request for materials which include communications with attorneys or documents related to claims or litigation, please contact our staff for advice concerning an appropriate response. Ms. Sloop emphasized to the Board that it is important that we make sure we

communicate orally instead of writing things down. Ms. Bishop will send Layton Long a copy of the letter. (A copy filed with the minutes.)

- Ms. Sloop received a request from Ray Silverstone regarding reinstating Dustin R. Edwards. Mr. Edwards had worked for their county for three years as a sanitarian intern but never successfully completed the RS exam. He has now applied for an opening in the OSWW section. The questions from Ray Silverstone were what would be the time frame for Dustin Edwards to complete the requirements for becoming an RS and whether or not he would have to repeat the centralized intern training. Mr. Pierce stated that if he meets the requirements of this board he would not have to repeat the centralized intern training, but for authorization he may have to go back through the part he was authorized in. He will need to get in touch with Kris Joyce. The time frame for Mr. Edwards to become an R.S. would be after he is rehired, passed the RS exam, then he could be fast-tracked based on his experience. Ms. Sloop will follow-up with Ray Silverstone.
- Request from Sheryl Emory from Forsythe County regarding Christy Allred. Ms. Allred has returned from Iraq. Her time was frozen until she returned. She potentially will be re-deployed in August for another 16 to 18 months. Her 3- year time will run out. Ms. Sloop has talked with John Barkley as to what we should do in a case like this. They agreed that on a military appointment, the employer will need to document the time that they are actually on the job with the county and residing in that county. Once they leave and go away, we would freeze the time and start the clock back up time when they return. Ms. Emory should document the time Ms. Allred has been on the job in Forsyth.
- Dicke Sloop will attend the upcoming NEHA meeting on June 27 in Providence, Rhode Island. The new Environmental Health Testing, new test vendor for NEHA will be introduced. They will also be discussing the new direction for the CFSP and the REHS/RS credentialing and the NEHA survey information. Ms. Sloop will bring a report back from this meeting.
- **Insurance Coverage** - Ann Gilstrap
We had discussed at a previous meeting the need to cover not only the Secretary to the Board, but also the Secretary/Treasurer. Our bond is only \$25,000 not enough to cover the assets we have. We need to increase the bonding and the bonding of a new person. For \$75,000, the premium would be \$180 per year or \$540.00 for 3 years. The Board discussed and decided on the one year premium.
Board Action: A motion was made by Malcolm Blalock, seconded by Terry Pierce to increase the bond to \$100,000 for the Secretary/Treasurer and the Administrative Secretary to the Board. All votes affirmative. Camille Bishop will contact Broom Insurance Company.
- Ms. Sloop discussed signatures needed in the Chair's absence and the process to default to would be: Chair, Vice-Chair, and then Secretary/Treasurer

Old Business

Follow-up on Gerald Strickland Case

Ms. Sloop submitted the original transcripts from the hearing to be filed with the Board to Camille Bishop. On June 16, 2005, Ms. Sloop filed and sent to Gerald Strickland, Richard Locklear, and John Barkley the "findings of fact". The 180 days is up on June 18, 2005.

Matt Deaton – "Public Health Law"

It was confirmed from SOP that Matt Deaton did complete the Public Health Law Course in May. A letter was sent to Mr. Deaton informing him that the hearing would not be necessary. There was some discussion regarding the process for hearings with Layton Long.

Fred Smith/Marshall Brothers - Malcolm Blalock

All of the actions have been completed. The letter of reprimand has been sent to Fred Smith. The letters of censure have been sent to both Marshall Brothers and Fred Smith. Part of the arrangements was to require both of these individuals to deed their properties to a non-profit groups and the Board now has copies of these deeds that show that these properties did go to non-profit

groups. Mr. Blalock stated that all of this correspondence would be removed from their files after two years of no complaints.

Vice-Chair's Report – Terry Pierce

- Mr. Pierce discussed HB 900. If this bill passes, it would have an impact on the Board, our laws and rules. The permits issued through the “deemed permitted” process are based on a registered person. Board Members discussed the Bill and implications. Mr. Pierce commented that there is a lot of opposition right now to the bill from the engineers, Soil Scientist’s Board, County Commissioners, Health Director’s Association, Environmental Health Supervisors, Home Builder’s Association, etc.
- The Health Director’s Association is in the process of forming an Environmental Health Reclassification Committee. Layton Long and Danny Staley are co-chairs of this committee. They will review and make recommendations regarding authorization and credentialing processing. Mr. Long commented that it is the intent to develop a “white paper” on Environmental Health in Public Health Departments; what we want it to be and how we want to bring specialists into the department. We are looking at the very beginning to the very end. The RS Board would be a part of this. Another issue they will be considering is looking at is at using non- environmental health specialists to provide some of the services currently provided by registered sanitarians. Mr. Long commented that many issues will be discussed as to what can and cannot be done regarding specialists in health departments, etc. Mr. Pierce stated that a member from the RS Board needed to be appointed to serve on this committee.

Ms. Sloop appointed Malcolm Blalock to serve on the Environmental Health Reclassification Committee.

Centralized Intern Training Proposal Presentation – Tony Arnold, Kris Joyce and Kristi Nixon.

A presentation was made to the Board on a proposal to allow C.I.T. Training to be used for RS continuing education hours. Mr. Arnold feels that C.I.T. has always been viewed as basic training, but wanted to bring the Board up to date and demonstrate that C.I.T. has evolved to a lot more than just basic training. Kris Joyce and Kristi Nixon presented factors, viewpoints and changes in the C.I.T. as to why they feel it is important for the Board to consider credits for C.I.T. (Copies of their materials are filed with the minutes.) There was discussion by Board Members. Layton Long asked if there was room at C.I.T. for others to attend? He doesn’t feel like a person should be allowed to go every single year; that there would not be enough changes in one year. Mr. Pierce commented that C.I.T. would not have room and would not be a source of getting one’s continuing education. The RS would need to be referred by the regional staff or the local EH supervisors as to what training they needed; i.e. re-authorization in food and lodging, etc. Ms. Sloop brought up another example of a person changing employment and going to another county, but has never gone through C.I.T. It is now required that you go through C.I.T. in whatever you are authorized in. Ms. Sloop feels that Tony Arnold’s office should be the “gate keeper”. Mr. Long signed off, but stated he supported the concept. Malcolm Blalock commented that his concern regarding C.I.T. is that it not be used for persons to come to C.I.T. just to get continuing education hours, but he feels it is appropriate for some persons who need to get a “tune-up” of what’s going on today and get up to date with the changes. If we could allow a process where the person’s knowledge base could be assessed and/or skill level and make a recommendation that the person get C.I.T. and also let it count towards continuing education hours, he would feel comfortable in approving this. The Board discussed at length as what process to use as to approving this. There were various scenarios suggested. Mr. Pierce believes recommendations to attend C.I.T. should come through regional specialists to attend C.I.T. Ms. Gilstrap recommended that a policy be developed on these different types of situations.

Follow-up: Ms. Sloop recommended that the Education Committee work with the C.I.T. training office and develop a proposed policy on C.I.T. and continuing education hours and present back to the Board’s next meeting. Mr. Pierce and Ms. Sloop recommended some suggestions to the Education Committee to consider.

Out of Session at 11:25 a.m.

Back in Session at 11:41

Common Data Base – Rodney Long

Mr. Long reported that he had reviewed the RS Board database and compared it to the DEH database. He feels there are definite areas that could be improved. He explained some of the things that needed to be done to complete a common database for RS Board, C.I.T. and authorization. Mr. Long feels this may be a more complicated process and would take approximately 40 to 60 hours to complete at a cost of \$65 an hour. DEH would volunteer their equipment, staff and time. Data would be available 24 hours a day. RS Board could log in information they wanted. Malcolm Blalock asked if the data could be fixed with varying levels of security, i.e. ranging from some people could see some pieces of information where other people could only change certain pieces of information. Ms. Sloop requested an approximate cost for this project. Mr. Long replied that at this time they he does not have a definite number of hours and cost at this time until he goes over some business rules and security slots. Ms. Sloop stated the approximate cost would be \$4, 225. . Ms. Gilstrap questioned the cost as compared to her cost at work for this same type of arrangement. Mr. Long stated this would be a one-time cost, because DEH is using their equipment and staff. Mr. Blalock stated that what he understands is that DEH will provide the equipment, back-up and technical assistance. The RS Board would be paying for the combining and development of a common database. Ms. Gilstrap asked who is responsible for keeping the database records up to date as far as addresses, etc. Mr. Long commented that this would be discussed under the business rules portion with staff. It could be negotiated. Mr. Pierce stated that we are looking a having the common identifier being the RS number instead of the Social Security number.

Board Action: A motion was made by Malcolm Blalock, seconded by Terry Pierce to move forward in a joint venture with DEH and approve up to \$5,000 for development of a joint database between DEH and RS Board. All votes affirmative.

Ms. Sloop recommended that Andre Pierce be included because of his work with this endeavor. Mr. Blalock recommended that a work group be appointed to work on the development of this joint venture and Mr. Pierce also stated the need for the workgroup to be appointed from the Board to develop and review business plans. The following persons were appointed: Malcolm Blalock, Ann Gilstrap, Janice Jones and Andre Pierce.

Secretary/Treasurer’s Report – Ann Gilstrap

- Ms. Gilstrap reported on the Quarterly Report for the Department of Commerce – Approval was given to 7 RSI’s and 9 RS’s.
- Ms. Gilstrap revised the “Expired License” letter that recently went to Johnny Strickland. It was felt by the Board that copies of “Expired License” letters should go to Kris Joyce and DEH division head. Camille Bishop to send a copy of the recent letter sent to Gerald Strickland to Kris Joyce and Tony Arnold. It was also suggested that Ms. Bishop e-mail copies of all the form letters to RS Board members before the next meeting in August to review.
- Quicken-Books Update – Mr. Blalock has not yet brought this product but is looking into it. He will talk with Camille Bishop Janice Jones before purchasing.

Secretary to the Board’s Report – Camille Bishop

- Ms. Bishop reported that the state rate for the hotels in Wilmington for our August 4 & 5 meetings were \$72 at Hampton Inn and Fairfield Inn.

Board Action: A motion was made by Ann Gilstrap, seconded by Terry Pierce to approve the rate of \$72 state rate for hotel sites in Wilmington for our August 4 & 5 meeting dates. All votes affirmative.

- Bishop reported that the Exam Scores for the April 1, 2005 exam were sent to RS Board Members.
- Ms. Bishop commented that this was her last official meeting and how much she enjoyed working with the Board. She will be training Janice Jones, the new secretary to take over her duties the first of July.

Out of Session at 12:15 p.m.

Back in Session at 12:52 p.m.

Old Business – continued.

Legislative – Rules Revisions Report – Ann Gilstrap

Ann Gilstrap reported that George Givens had contacted her regarding the rules revisions. They did not understand the terminology of using “Environmental Health Specialist” and “R.S.” and who we were regulating. They could not get passed the first part. Ms. Gilstrap tried to explain this to him. She also told him that we had spent a lot of time on it to make sure it was clear. She asked Mr. Givens to read it again to see if he understood it any better; that the content of the rules are basically the same. There were not that many changes. Mr. Givens explained that presently the Legislature is getting a lot of blank bills and this has been one of the problems. This session has been very difficult to get blank bills in. Mr. Givens commented that we need to find an eligible vehicle to attach it to. Mr. Givens is going to review the rules revisions again, clean it up and keep trying to get it included. Malcolm Blalock asked if it was worth trying to keep using R.S., recognizing that the legislature does not understand this terminology as well as some environmental health specialists and just use REHS? Ms. Gilstrap discussed this with George Givens. We would have to use NC-REHS, and she felt this would be too cumbersome. They had also discussed this in earlier committee meetings and it did not work. Mack Dendy suggested just using “R.S.” and leaving it at that. He felt the legislature would understand this better and it would be easier. Malcolm Blalock stated he would be in favor of doing whatever we needed to do to get it passed. He also suggested discussing the reciprocity issue. George Givens will review and get back to Ms. Gilstrap as to what changes need to be made.

Policy on Computer Courses – Burt Ogle - Tabled until the next meeting.

New Business

SOP – Will meet next week.

Closed Session

Board Action: A motion was made by Malcolm Blalock, seconded by Terry Pierce to go into Closed Session. All votes affirmative.

Back in Session at 1:20 p.m.

Continuing Education Request for June – Malcolm Blalock

<u>Meeting</u>	<u>Location</u>	<u>Dates</u>	<u>Hrs.</u>
1. Radiation Safety Training/Radiation Safety	Raleigh	04/19/05	04/19/05 6.00
2. Incident Command System 200	Oxford	05/05/05	05/06/05 12.00
3. Incident Command System 200	Oxford	06/02/05	06/03/05 12.00
4. Incident Command System 200	Henderson	05/26/05	05/27/05 12.00
5. Incident Command System 200	Henderson	08/18/05	08/19/05 12.00
6. Gulf & South Atlantic States Shellfish Conference	Myrtle Beach, SC	05/23/05	05/25/05 15.00
7. Interstate Environmental Health Seminar	Hagerstown, MD	07/20/05	07/22/05 12.50
8. West Piedmont Summer Meeting	Lexington	06/02/05	06/02/05 4.00
9. NC Environmental Health Supv. Assoc. Spring Meet.	Southern Pines	04/13/05	04/15/05 12.00
10. North Central Environmental Health Dist. Meeting	Roxboro	06/09/05	06/09/05 4.50
11. Advanced On-Site Wastewater Workshop	Winston-Salem	06/21/05	06/21/05 5.25
12. Lead Safe Work Practice Class	Winston-Salem	04/26/05	04/26/05 5.00
13. Improve your Odds for Success	Hampton, VA.	05/11/05	05/13/05 5.75
14. National Incident Mgmt System: First Responder	Greensboro	06/23/05	06/23/05 1.50
15. Spray Irrigation Systems Operators Training School	Raleigh	05/02/05	05/05/05 15.00
16. WNCPHA 59th Annual Meeting	Boone	05/19/05	05/19/05 7.00
17. Adult Mosquito Identification Workshop	Salisbury	05/24/05	05/25/05 13.75
18. WMD Incident Command	Anniston, Ala.	05/15/05	05/18/05 15.00
19. WMD Hands On Training Course	Anniston, Ala.	05/19/05	5/121/05 15.00
20. Precursor Gas Training Workshop	Raleigh	05/17/05	05/18/05 7.50

21. Getting Into a Site While Staying Out of Trouble"	Raleigh	06/15/05	06/15/05	5.00
22. Central NC Environmental Health Supv. Assoc.	Asheboro	04/29/05	04/29/05	2.00
23. Health Directors' Legal Conference	Chapel Hill	04/21/05	04/22/05	6.50
24. State On-site Regulators Conference	New Orleans, LA	05/07/05	05/11/05	15.00
25. Environmental Management Systems	Chesapeake, VA.	04/12/05	04/12/05	1.50
26. Lead Inspector Refresher /Lead Risk Assessor Ref.	Greenville, SC	05/14/05	05/15/05	10.50
27. Tracking Public Works Technology	Chesapeake, VA.	05/23/05	05/23/05	2.00
28. Psychological Sequelae of Weapons of Mass Dest.	Greensboro	05/06/05	05/06/05	1.50
29. Historical Roots of Bio-Terrorism & Implications, etc.	Greensboro	04/27/05	04/27/05	1.50
30. Medical Effects of Ionizing Radiation	Kirkland AFB,NM	02/21/05	02/25/05	15.00
31. Inter-Agency Meeting on the Expanded Shoreline	Morehead City	04/12/05	04/12/05	4.25
32. Epidemiology Teams Conference	Durham	06/08/05	06/09/05	11.50
33. Regional Lead/Child Care Meeting	Tarboro	04/28/05	04/28/05	5.00
34. Regional Lead/Child Care Meeting	Morehead City	04/14/05	04/14/05	4.50
35. Environmental Health Law & Ethics	Wilmington	05/25/05	05/27/05	18.00
36. Healthcare Leadership/Administrative Dec. Making	Anniston, Ala.	02/21/05	02/25/05	15.00
37. Terrorism & Other Public Health Emergencies	Winston-Salem	05/04/05	05/06/05	19.00
38. Environmental Health & Sanitation Training Program				
39. Let's Get It Right Before We Have to Move In	Wilmington	06/08/05	06/10/05	19.75
40. Toxicology Tools and Principles for ATSDR, etc.	Atlanta, GA.	04/14/05	04/15/05	9.75
41. Current Issues in Indian Health Policy	Atlanta, GA.	06/01/04	06/02/04	11.50
42. Naturally Occurring Asbestos Mineralogy, Dist., etc.	Atlanta, GA	06/14/05	06/14/05	2.00
43. CSENV, 202, 417 & 617 (Soils, Weed Morph & Ecology.	Clemson, SC	08/22/05	12/22/05	15.00
44. BRAT (Basic Recog. & Awareness Training for Commonly transported radioactive material	TBA	TBA	TBA	TBA
45. Annual Chesapeake Environmental Conference	MD	5/24/05	5/25/05	12.00
46. Epi Info Training	RTP	6/07/05	6/07/05	5.50

Board Action: A recommendation was made by Malcolm Blalock, from the Education Committee, to approve the Continuing Education List with the following exceptions: #12 – change to 5 hrs., #17 – change to 13.75 hrs. #20 – change to 7.5 hrs. #21 – change to 5.0 hrs., #22 – change to 2.0 hrs., #23 – change to 6.5 hrs., #31 – change to 4.25 hrs., #32 – change to 11.5 hrs., #40 – change to 9.75 hrs., #1 –deny pending an agenda, #38 – EHC Academy Training Program (discussed) - tabled until we have more time to review, #42 – deny pending an agenda. All votes affirmative.

Mr. Blalock had received a separate request from Purcell Locklear for the self-study NEHA course. He forwarded information to Board Members. Mr. Blalock feels there is some value to this and would be willing to give 1 hr credit for this. A person should not be allowed to get all of their continuing education for reading these journals. Mr. Blalock to develop a policy and bring back to the Board in August.

Closed Session – 1:53 P.M.

Board Action: A motion was made by Ann Gilstrap, seconded by Perry Solice to into Closed Session. All votes affirmative.

Back in Session – 2:10 PM
Proctor Application Approvals

Camille Bishop
Johnny Johnson

Malcolm Blalock discussed Johnny John's application. He feels Mr. Johnson is trying to get lined up for a lot of exams with other companies. Some discrepancies were noted. Other Board Members discussed.

Board Action: A recommendation was made by Malcolm Blalock, from the Education Committee, to approve Camille Bishop's application for Proctor and to table Johnny Johnson's application until further review. All votes affirmative.

Intern Applications for June

<u>Intern</u>	<u>County</u>	<u>Degree</u>	<u>University</u>
Jennifer Davis	ASI Food Safety Consultants	BS Nutritional Sciences	Oklahoma State
Angela Crets	Hyde County	BS Human Nut. & Foods	Virginia Tech
Douglas McVey	Madison County	BS Env. Science	Duke Univ.
Chad Burchfield	Graham County	BS Env. Health	Western Carolina
Crystal Maney	Madison County	BS Zoology	Mars Hill
Tanya Cable	Toe River Health Dist.	BS Biology	Mars Hill

Board Action: A recommendation was made by Malcolm Blalock from the Education Committee to approve all of the intern requests as listed with the exception of Jennifer Davis, whose transcript is being reviewed by Dr. Burt Ogle. Also to approve Tiffany Mason’s application pending approval of her transcript. All votes affirmative.

RS Status Approval

- . April Underwood – RS Date – 4/1/05
- . Lori Morrison – RS Date – 4/1/05
- . Adrienne Brown – RS Date – 4/1/05
- . Charles Dial – RS Date – 4/1/05
- . Frank T. Prince, Jr. – RS Date – 6/30/05
- . Jason Riggsbee – RS Date – 6/30/05
- . Allison L. Costa – RS Date – 7/1/05

Board Action: A recommendation was made by Malcolm Blalock, from the Education Committee, to approve the R.S. status for the names listed. Nilla Sloop abstained on voting for Adrienne Brown. All other votes affirmative.

Fast Track Request

Rebecca Rosso – has met all the requirements – asking for fast track based on prior experience.

Board Action: A recommendation was made by Malcolm Blalock, from the Education Committee, to approve the fast-track request for Rebecca Rosso based on 2 years of experience. All votes affirmative.

Reciprocity Request

Walter Thomas Crawley, R.S. asking approval for Reciprocity from State of Ohio. Mr. Blalock stated that Ohio is not a state that we can grant reciprocity to.

Board Action: A recommendation was made by Malcolm Blalock, from the Education Committee, to deny reciprocity to Walter Crawley. All votes affirmative. Mr. Blalock will write him a letter.

Secretary’s Training Schedule – Ms. Bishop will be training the new secretary, Janice Jones, on July 22 and 23.

Motion to Adjourn.

Respectfully submitted,

Ann C. Gilstrap, Secretary/Treasurer

Date

Next Meeting dates – August 4 and 5, Wilmington, N.C.

