

RS BOARD MEETING MINUTES

August 4, 2005

Called Board Meeting

The called meeting of the N.C. State Board of Sanitarian Examiners was held on Thursday, August 4, 2005 at 12:00 noon in Room 1A201 at the New Hanover County Health Department, Wilmington. Those in attendance were: Nilla Sloop, Malcolm Blalock, Ann Gilstrap, Terry Pierce, Sheila Nichols, Perry Solice, Mack Dendy, Dr. Burton Ogle, Layton Long, Janice Jones and Camille Bishop.

Called to Order - Nilla Sloop, Chairman, called the meeting to order at 12:40 p.m.

Conflict of Interest Statement - Nilla Sloop asked Board Members if there were any conflicts of interest or potential conflicts of interest since the last meeting. There were no conflicts of interest stated. As a matter of record, Ms. Sloop said that she had contacted the Ethics Board and they did not have a record of Dr. Ogle's, Mr. Dendy's or her statement on file. They were able to access a form online and complete. She asked that in the future if a member did not receive their packet to go to the website and complete the form and return after it is notarized.

Approval of the June 17, 2005 Minutes - A change was made on page 2, first bullet, third line "in the OSWW" should read "in their OSWW". A change on page 3, first sentence should read "removed from their files after two years of no complaints" and end there, deleting the following other comments. Bottom of page 1, last sentence change "verbally talk" to "communicate orally".

BOARD ACTION: A motion was made by Malcolm Blalock, seconded by Mack Dendy to approve the June 17, 2005 Minutes with the changes. All votes affirmative.

Approval of the Quarterly Financial Report – June 17–August 4, 2005

Camille Bishop reported on the current balances for the Quarter. Total assets for the Board as of the end of the fiscal year June 30th are \$63,675.86. She informed the Board that NEHA has not charged us for the last exams. It may be because of the problem with them sending the wrong parts of the exam. Malcolm Blalock mentioned that the \$1,747.92 was for the laptop. She reported that the Audit has been completed and there were no audit findings or discrepancies. Mr. Hawley is waiting on a letter from John Barkley before the official audit report is sent.

Board Action: A motion was made by Mack Dendy, seconded by Terry Pierce to approve the Quarterly Financial Report as presented. All votes affirmative. .

Chair's Report – Nilla Sloop

- Larry Sullivan had inquired about an employee who was being deployed. Ms Sloop informed him that as far as continuing education, the employer will need to document the time that they are actually on the job with the county and residing in the county. Once they leave and go away, we would freeze the time and start the clock back up, when they return to their current position. Mr. Sullivan asked about how we would handle renewal. Ms. Sloop stated that she had contacted John Barkley and it was decided that the spouse or designated person specified by the employee could sign the renewal form and note that the employee was deployed and return the form to the Board with the renewal fee.
- Nilla Sloop reported on the NEHA meeting. She attended the State Board Forum and several things were discussed. The Environmental Health Testing, located in Florida is the new test vendor for NEHA and they will service the exam and be updating the CFSP and the REHS/RS and this should take place by March 1, 2006. There is a transition period going on between Exporior and EHT. NEHA is still talking about purchasing the PES exam and it would be owned by NEHA and administered by EHT. NEHA plans on a new study guide being ready by March 2006. They assured us that they would have the study guides out before the new exam was implemented. They are recruiting subject matter experts to sit in and help with developing the exam. Ms. Sloop has applications if anyone is interested. Standardized test dates with NEHA will still be twice a month. State affiliates administering the exam as we are, will be charged \$125.00 per exam if less than 50 candidates and \$115.00 if more than 50. Our rules state the charge will be the cost of the exam so there does not need to be a vote to increase the cost of the exam. Notification will be sent out informing everyone of the increase effective with the October exam.
- Received a call from Kay Zimmerman with NCSU requesting if our Board would put a survey on our website. The purpose of the survey is that they are potentially going to be offering a Soil Science

Degree through Distance Education and want to know if there is any interest. There was some concern that it may look like an endorsement and was suggested that maybe it could be put on the EH listserve. It was decided to refer her to Andy Adams.

Vice-Chair's Report – Terry Pierce

- Mr. Pierce discussed HB 900. They are now working on version 5 of this bill. Andy Adams and John Williams have been trying to negotiate the wording. The term “deemed permitted” was taken out, but the definition of deemed permitted was left in. Board Members discussed the Bill and implications. The one thing that we have held out for is to create a certified site evaluator who is essentially is a licensed soil scientist that has gone through some certification. This bill sets up a Board just like the RS Board. They would set an educational training and certification that they would have to complete. A survey has been sent out to determine the backlog statewide. So far, about 40 counties have responded. House Bill 688 will probably pass the House this week. It exempts general contractors.
- There is an Environmental Health Study Committee called by the Health Director's Association. Layton Long and Danny Staley are co-chairs of the committee. Malcolm Blalock, Burt Ogle, Andy Adams and I are on the committee. At yesterday's meeting, Milton Heath gave about an hour of history. The general purpose is to look at how environmental health specialists can be more efficient and productive. CIT is being scrutinized as to the length of the training. Several proposals such as making everyone state employees therefore they would not be jumping from county to county or going with a specialized two-year degree especially in the onsite program. Ms. Sloop commented on the fact that we had worked so hard to get the standards to the point that we are today. She hopes that the committee looks very hard at this proposal.

Secretary/Treasurer's Report – Ann Gilstrap

- Ms. Gilstrap commented that Camille had sent to the Board Members an email containing form letters being sent out. Please review and send any comments or corrections to her.
- Ms. Gilstrap stated that we got a new contract from Shelton Hawley for 2005-2009.
Board Action: A motion was made by Burt Ogle, seconded by Mack Dendy to accept the audit contract. There was some discussion as to there not being a price included in the contract and it was determined that it would be difficult to do that given that reporting procedures may change. There is a termination clause in the contract. All votes affirmative.
- Ms Gilstrap reported that she had attended a Rule Making Training Course in Cary. Gov Ops Committee will review the financial part. Impact statement has to be done no matter how small the impact. She said that she would have to get some more training on the format of the rules.
- No report on the Legislature. Ms Sloop had contacted Pryor Gibson and had not gotten a report back.

Went into Closed Session

Back in Open Session at 2:35 p.m.

Secretary to the Board's Report – Janice Jones

- Ms. Jones reported that she has the NEHA contract which Ms. Sloop just signed. The Bond Contract has been received, signed and paid. The Bond was increased to \$100,000 for both Janice Jones and Ann Gilstrap.
- At the end of June, Ms Jones received two days of training with Camille Bishop and at the end of the second day all records and equipment were transferred from Camille Bishop's home to Janice Jones's home in Lumberton.
- The Board authorized Ms. Jones to buy a cross-cut shredder.
- There was some discussion of the old records and records retention. Ms. Jones said she would go through some of the boxes over time and determine what is in the boxes.
- There is an old small printer and a large copier that have been replaced with newer equipment. The Board authorized Ms Jones to dispose of these items if they no longer work or if they do work to donate them to Goodwill or a similar organization. It was determined that she could handwrite the intern cards and dispose of the typewriter as well.
- Ms Jones reported that she had received a call from someone who said he did not think he had renewed for 2005. After much discussion, he can renew with the late fee provided he has the continuing education for last year. It was determined that his job does not require registration. Ms. Jones was advised to send him a letter giving him two weeks to renew.
- Ms Gilstrap asked Ms. Jones to order three date stamps

New Business

SOP Report

Ann Gilstrap mentioned some concern that the SOP sign up sheets need to be more thoroughly reviewed especially on the 80% rule or successfully completed. Credit should not be given for less than 80% completion. There was some discussion from the SOP committee concerning Registered Sanitarians getting credit for attending CIT. Some of the instructors were asked if new material was taught at CIT that RS's may not know. They agreed that new material was regularly added to CIT. The Board discussed in some depth and determined that credit should be given when the RS is switching programs and has not had the specified training required for authorization or in situations where specified in writing by the Regional Specialist that additional training is required. Credit can not be received unless five years has elapsed if CIT had been previously taken.

Education Committee Report

Malcolm Blalock discussed the request from an RS in Moore County who wanted to read the NEHA Journal and take the test associated with them and received continuing education credits. Recommendation from committee to allow 1 hour credit per article and exam and a maximum of 2 hours credit per year. Board discussion followed. Nilla Sloop offered to take one of the tests and see what type of certificate or proof of passing is received. Tabled until a later date.

Continuing Education Request for August – Malcolm Blalock

1	Environmental PH Leadership Institute	CDC/St Louis University	St Louis, MO	08/20/05	08/22/05	15.00
2	2005 Jubilee Well Drillers Convention	NC Well Drillers Assoc	Myrtle Beach, SC	07/30/05	08/02/05	15.00
3	Preparedness & Response to Agricultural Terrorism	NC Div of Emer Management	Fayetteville	08/31/05	09/01/05	10.00
4	Licensed Aquatic Facility Technician	American Swim Pool & Spa Assoc	Atlantic Beach	05/12/05	05/12/05	7.33
5	AWR-160: WMD Awareness Course	Union Co Hlth Dept/PHRST Team	Monroe	07/22/05	07/22/05	4.25
6	Children's EH Initiative GIS Training Workshop	CEHI/Duke U Nicholas Sch of Env	Durham	09/09/05	09/10/05	10.00
7	Economic Development & Wastewater Mgmt	NC Rural Communities Asst Proj	Pittsboro	08/11/05	08/11/05	6.00
8	Public Health GIS Workshop	PHRST-5	Greensboro	06/13/05	06/15/05	15.00
9	Public Health GIS Workshop	PHRST-5	Greensboro	06/20/05	06/22/05	15.00
10	Public Health GIS Workshop	PHRST-5	Greensboro	06/27/05	06/29/05	15.00
11	Public Health GIS Workshop	PHRST-5	Greensboro	07/11/05	07/13/05	15.00
12	Accreditation Preparedness: How to Gear Up	PH Nursing Cont Ed Adv Comm		08/23/05	0823/05	5.50
13	Food Service Plan Review	DEH/EHSS	Raleigh Black Mountain	11/08/05	11/10/05	15.00
14	Terrorism & Other Public Health Emergencies	NC EHSOP	Mountain	07/13/05	07/15/05	19.00
15	NEHA Annual Educational Conference	NEHA	Providence, RI	06/26/05	06/29/05	15.00
16	Water Supply Inspection & Survey Prog GPS Training	NC DENR	Waynesville	08/08/05	08/08/05	2.75
17	Water Supply Inspection & Survey Prog GPS Training	NC DENR	Hickory	08/09/05	08/09/05	2,75
18	Water Supply Inspection & Survey Prog GPS Training	NC DENR	Greensboro	08/10/05	08/10/05	2.75
19	Water Supply Inspection & Survey Prog GPS Training	NC DENR	Fayetteville	08/11/05	08/11/05	2.75
20	Clearstream Wastewater & Drip System Technology	Albemarle Reg Health Services	Elizabeth City	06/02/05	06/02/05	3.00
21	Chemical & Radiological Events: PH Preparedness	Wake AHEC	Asheville	08/01/05	08/02/05	14.50
22	Chemical & Radiological Events: PH Preparedness	Wake AHEC	Greenville	08/04/05	08/05/05	14.50
23	CNCEHSA Meeting	CNCEHSA	Asheboro	08/19/05	08/19/05	3.00
24	Mountain EHS Educational Meeting	Mountain District, EHS, NCPHA	Asheville	07/12/05	07/12/05	5.00
25	NE District EHS Quarterly Educational Meeting	NE District, EHS, NCPHA	Greenville	07/08/05	07/08/05	4.00
26	Concord WTP Tour/Particle Counters	NC Waterworks Operator Assoc	Concord	07/14/05	07/14/05	1.50
27	Hickory WTP/E. Coli Testing	NC Waterworks Operator Assoc	Hickory	07/21/05	07/21/05	2.00
28	Small Water System Operation & Maintenance	NCRWA/NCAWWA	Monroe	05/20/05	05/20/05	6.00
29	Public Water Supply Rules & Regulations	NC Rural Water Association	Greensboro	05/18/05	5/18/05	1.00
30	NITRON Training	NITRON	Baltimore, MD	05/11/05	05/11/05	5.25

Board Action: A recommendation was made by Malcolm Blalock, from the Education Committee, to approve the Continuing Education List with the following exceptions: #3, #6, 28 & 30 – deny, pending a timed agenda. All votes affirmative.

Intern Applications for August

<u>Name</u>	<u>County</u>	<u>Degree</u>	<u>University</u>
Shelly M. Miles	Pamlico Co	BA Biology	Peace
Renee R. Shearin	Franklin Co	BS Biology	Barton
Jill Hutchinson	Davidson Co	BA Biology	UNC-Charlotte
Alisa K. Zastoupil	Craven Co	BS General Science	University of Oregon
Christopher Walker	Edgecombe Co	BS Env Health	East Carolina
Tara G. Aker	Randolph Co	BS Foods & Nutr	Bob Jones University
Barbara J. Davis	Rowan Co	BA Biology	Catawba College
Melanie Hudson	Edgecombe Co	BS Biology	Winston-Salem State
Lori D. Durham	Appalachian Dist	BS Biology	Appalachian State
Alison Cochran	Swain Co	BS Env Science	UNC-Asheville
Charles Regan	Swain Co	BS Env Health	Western Carolina
Aubrie L. Welch	Yadkin Co	BS Env Science	UNC-Wilmington
Robert T. Kessel III	Brunswick Co	BS Fisheries/Wildlife	West Virginia
Travis C Hewett	Brunswick Co	Forestry	NC State
Charles R. Rhinehart	Caldwell Co	BS/Masters Wildlife Bio	NC State
James Randall Ross	Caldwell Co	BS Biology	Appalachian State
Matthew T. Ramsey	Johnston Co	BS Fisheries/Wildlife	NC State
Jonathan B. Jones	Swain Co		
Dustin Edwards	Craven Co	BA Interdisciplinary Studies	VA Polytechnic Inst
Alex Pipes	Brunswick Co	BS Env Health	Western Carolina

Board Action: A recommendation was made by Malcolm Blalock, from the Education Committee, to approve all of the intern requests as listed with the following exceptions; Dustin Edwards and Travis Hewett do not appear to have enough science hours. Also to approve Charles Rhinehart and James Randall Ross pending receipt of job descriptions. To approve Matthew T Ramsey pending receipt of job description and additional transcript. To approve Jonathan B. Jones pending receipt of additional transcript. To approve Alex Pipes pending receipt of official transcript. All votes affirmative, except Layton Long abstained from voting on Jill Hutchinson.

Fast Track Request

Ryan Ryczek is asking for credit for prior experience with the US Public Health Service.

Board Action: A recommendation was made by Malcolm Blalock, from the Education Committee, to approve Ryan Ryczek's request and grant 3 months experience. All votes affirmative.

Proctor Application Approval

Malcolm Blalock discussed Johnny Johnson's application. References were checked and appeared legitimate.

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

Science Courses

Malcolm Blalock presented a document that explains what is credited as a science course. Recommendation to post on website to help people know what science courses are acceptable. Changes are to be made and approved before posting.

Environmental Health Continuing Education Academy offer numerous courses that they want approved. The Education Committee is apprehensive in recommending blank approval for all their courses. Recommend to table until a later meeting.

Malcolm Blalock reported on an intern from Mecklenburg Co who wants to withdraw his registration. The question is does his job description require registration. A job description has been requested but not received. Ms. Sloop said she would call and follow-up with this situation.

Next meeting is October 20 & 21 in Raleigh.

Meeting adjourned at 5:15 p.m. to be reconvened on Friday morning.

Respectfully submitted,

Ann C. Gilstrap
Secretary-Treasurer

Date Approved

RS BOARD MEETING MINUTES

August 5, 2005

Called Board Meeting

The called meeting of the N.C. State Board of Sanitarian Examiners was reconvened on Friday, August 5, 2005 at 9:15 a.m. Those in attendance were: Nilla Sloop, Malcolm Blalock, Terry Pierce, Sheila Nichols, Perry Solice, Mack Dendy, Dr. Burton Ogle and Layton Long.

Called to Order - Nilla Sloop, Chairman, called the meeting to order.

Board members reviewed and discussed the faxed documentation on the following Wake County interns:

Laura Cole
Naterra McQueen
Glory Beshears
Katherine Jarman
Alan Alcock
James Kelly Casper
Bryan Reed

Board Action: Motion made and seconded to approve these interns pending receipt and verification of original documents and college transcripts. All votes affirmative, except Malcolm Blalock and Terry Pierce abstained from voting on Laura Cole.

Meeting was adjourned at 9:45 a.m.

Respectfully submitted,

Ann Gilstrap
Secretary-Treasurer

Date Approved