

RS BOARD MEETING MINUTES

September 11, 2006

Board Meeting

The meeting of the N.C. State Board of Sanitarian Examiners was held on Monday, September 11, 2006 at Parker Lincoln Building in Raleigh. Those in attendance were: Malcolm Blalock, Ann Gilstrap, Terry Pierce, Sheila Nichols, Perry Solice, Layton Long, Lynn Lathan, Mack Dendy, Janice Jones and John Barkley. Dr. Burt Ogle was absent.

Called to Order – Malcolm Blalock, Chair called the meeting to order at 10:07 a.m. Mr. Blalock welcomed those present and recognized Lynn Lathan as the newest Board Member. The Board observed a moment of silence in remembrance of 9/11/01.

Conflict of Interest Statement – Malcolm Blalock 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.

Approval of Minutes - Janice Jones

Minutes for the May 11, 2006 meeting, the June 29, 2006 Conference Call and the July 13, 2006 Conference Call were discussed.

Board Action: A motion was made by Terry Pierce and seconded by Mack Dendy to approve all three sets of Minutes as distributed. All votes affirmative.

Board Action: Motion made by Mack Dendy, seconded by Perry Solice to enter into Closed Session to discuss disciplinary actions. All votes affirmative.

Board entered into Closed Session at 10:30 a.m.

Board reconvened in Open Session at 12:15 p.m.

Chair Malcolm Blalock appointed Layton Long and Lynn Lathan to conduct an investigation of several issues involving a former employee of Cherokee County.

Board Action: Motion made by Ann Gilstrap to file an appeal of the Superior Court's decision on the Gerald Strickland case. Seconded by Lynn Lathan and approved.

Adjourned for Lunch at 12:45 p.m.

Reconvened at 1:22 p.m.

Board Action: Motion made by Ann Gilstrap and seconded by Terry Pierce to enter into Closed Session to discuss the Secretarial Contract and other investigations.

Board entered into Closed Session at 1:24 p.m.

Board reconvened in Open Session at 2:08 p.m.

Board Action: Board renewed the Secretarial Contract for another year.

Approval of the Financial Report – Janice Jones

Janice Jones presented the Financial Reports. Bank Balances as of August 16, 2006 were checking account -\$6,214.64, Money Market account - \$13,768.96 and Share account - \$32.72. Since the last meeting, income was \$4,266.84 and expense was \$11,380.12. Discussion followed concerning expenses and the cost of administering the RS exam.

Board Action: A motion was made by Ann Gilstrap and seconded by Terry Pierce to approve the Financial Report as presented. All votes affirmative.

Chair's Report – Malcolm Blalock

- Malcolm Blalock reported that he had corresponded with David Stone, Surry County Health Director, about the Environmental Health Technician position description. He reported that Mr. Stone would like to have some guidance from the Board to develop a job description.
- The Governor's Office has replaced Nilla Sloop's vacancy on the Board with Lynn Lathan of Mecklenburg County.
- Mr. Blalock is scheduled to make a presentation at the Environmental Health Law Course in Black Mountain pertaining to ethics.
- Mr. Blalock received a request for a liaison from the Board to the NC Ethics Commission. He suggested the Board Chair serve in that capacity. Board members were in agreement.
- The Chair reported that he had expanded the Education Committee to four members. Lynn Lathan has been added to the Education Committee.
- Request from the Office of State Controller concerning Internal Controls Report. Mr. Blalock, Ann Gilstrap and Janice Jones will be meeting next Monday to go over the 120 page document and self-assessment.

Vice-Chair's Report – Terry Pierce

- Terry Pierce reported changes on CIT for 2007. The CIT program will be offered six times to address the needs of the local health departments. A portion of the CIT program will be provided online. Both the EHS and OSWP modules will incorporate distance learning into their respective module. By doing this, the EHS module will be reduced one week. The OSWP module will remain three weeks, but this module will include training to address the Private Well Bill (HB 2738) that recently passed. This will help shorten the time in Raleigh by allowing the Interns to obtain some information in their home county. On their first day of in-class training, the individual will be given a short test based upon the online content. He or she is responsible to score a 70 on the test to continue with the training.
- A proposal to use Authorized agents for certain parts of the Well Program will not go into effect until 2008.

Secretary-Treasurer's Report – Ann Gilstrap

- Ann Gilstrap reported that she had received a copy of policies and procedures from Layton and one from her county. She will continue working on developing a manual on policies for the Board.
- Ms. Gilstrap reported that the Commerce Department has their website up and running. She has a user id so that she can add and change information pertaining to our Board.

Administrative Secretary's Report – Janice Jones

- Janice Jones reported the Renewal Form needs to be updated and put on the website. She will make changes and get the Board's approval before placing on the website.
- She reported on the NEHA exam results from the August 11th date. Fifty-one percent of those taking the exam passed. Twelve people passed all three parts on their first attempt. The information received concerning the new exam will be posted on the website.
- Ms. Jones presented a letter from Angela Midkiff requesting credit for prior work experience. Ms. Midkiff has passed all the examination requirements for registration.

Board Action: Motion made and seconded to grant credit for prior work experience for Angela Midkiff and to grant her full RS registration. All votes affirmative.

Legislative Report – Ann Gilstrap

Ms. Gilstrap brought up for discussion rule changes. No decisions were made.

Environmental Health Practice Committee – Ann Gilstrap

Ann Gilstrap distributed a report from the Environmental Health Practice Committee including a survey concerning environmental health technicians that was conducted. Discussion followed concerning the roles of an Environmental Health Specialist.

SOP Report – Ann Gilstrap

SOP Committee met in June. Training will be needed for the new well rules. Committee requested that the information received concerning the new exam be posted on the website. Janice will see that this is done. The committee is still working on the communications workshop.

Database Update – Malcolm Blalock

The Board needs to make a decision on whether to move forward with the new database. This would be a joint database with the Division of Environmental Health contributing to the cost of development and implementation.

Board Action: Motion made by Layton Long and seconded by Mack Dendy to authorize the Board to pay up to \$5000.00 for the new system and DEH to cover the remainder and to move forward with Blue Lizard. All votes affirmative.

Education Committee Report – Sheila Nichols

In Dr. Ogle’s absence, Sheila Nichols presented the Education Committee Report.

The following Continuing Education Requests were presented with recommendations:

	Name of Education/Training	Organization Sponsor	Location	Start Date	End Date	Hours Requested	Recommended Approval
1	ICS 100	FEMA	Online	02/23/06	02/23/06	4.00	3.00
2	ICS 200 for Single Resources & Initial Action Incidents	FEMA - Nash Community College	Rocky Mount	04/27/06	04/27/06	9.00	7.00
3	Advanced Erosion & Sedimentation Control Workshop	UNC Water Resources Research Institute	Charlotte	04/19/06	04/20/06	13.00	13.00
4	ICS 300	Emergency Management NC	Morehead City	05/17/06	05/19/06	16.00	15.00
5	Emergency Management Disaster Drill	NC 4 Triad RAC	Mocksville	02/02/06	02/02/06	2.00	Denied
6	ICS 800	FEMA	Online	02/02/06	02/02/06	0.50	0.50
7	NC Environmental Health Law & Ethics	SOP	Wilson	05/24/06	05/26/06	18.00	18.00
8	2006 55th Annual NC Dairy Conference	NC Dairy Producers/NCSU Animal Sci	Salisbury	02/16/06	02/16/06	4.25	4.25
9	Mobile GIS Training	PHP Grant Project 516	Hickory	05/10/06	05/12/06	15.00	15.00
10	Mobile GIS Training	PHP Grant Project 516	Smithfield	04/11/06	04/13/06	15.00	15.00
11	Mobile GIS Training	PHP Grant Project 516	Emerald Isle	04/18/06	04/20/06	15.00	15.00
12	Mobile GIS Training	PHP Grant Project 516	Manteo	05/01/06	05/03/06	15.00	15.00
13	Mobile GIS Training	PHP Grant Project 516	Winston Salem	05/30/06	06/01/06	15.00	15.00
14	SAFT 6288:Contemporary Issues in Occupational Safety	ECU	Greenville	01/06/06	04/29/06	15.00	14.50
15	EPA/NSSP Water Quality Monitoring Requirements	EPA/Interstate Shellfish Sanitation	Virginia Beach, VA	05/23/06	05/23/06	6.50	6.50
16	3rd Annual EPI Teams Conference” Leading the Investigation”	NCPHP & R	RTP	05/17/06	05/17/06	7.00	7.00
17	RBI Inspections	DENR/DEH	Asheboro	04/04/06	04/04/06	4.00	4.00
18	RBI Inspections	DENR/DEH	Hickory	04/05/06	04/05/06	4.00	4.00
19	RBI Inspections	DENR/DEH	Waynesville	04/18/06	04/18/06	4.00	4.00
20	NIMS 700	FEMA	Online	02/06/06	02/06/06	3.00	3.00
21	North Central EHD Educational Meeting	North Central EHD	Sanford	03/08/06	03/08/06	4.25	4.25
22	North Central EHD Educational Meeting	North Central EHD	Roxboro	06/14/06	06/14/06	5.00	5.00
23	West Piedmont EHS Educational Meeting	West Piedmont EHS	Monroe	06/08/06	06/08/06	4.00	4.00
24	Respiratory Protection Training	PHRST IV	Granville Co	03/13/06	03/13/06	2.00	2.00
25	Respiratory Protection Training	PHRST IV	Vance Co	03/23/06	03/23/06	2.00	2.00
26	Residential Lead Based Paint Abatement	Forsyth Co School System	Winston Salem	05/16/06	05/17/06	15.00	13.50

27	NC's Changing Waterfronts: Coastal Access & Trade Uses	NC Sea Grant	New Bern	06/05/06	06/05/06	5.00	5.00
28	After Katrina: Building a Better PH System for the Future	CDC & UNC Sch of PH	Satellite	06/09/06	06/09/06	1.00	1.00
29	EPI Info Training Workshop	NC PH Preparedness UNC Chapel Hill	Smithfield	06/13/06	06/14/06	7.00	7.00
30	Northeastern EHS District Meeting	Northeast District EHS	Greenville	07/14/06	07/14/06	4.00	4.00
31	Southeastern EHS District Meeting	Southeastern District EHS	Lumberton	06/23/06	06/23/06	4.00	4.00
32	15th Annual Technical Education Conference	NOWRA	Denver, CO	08/28/06	08/31/06	15.00	15.00
33	SSC 200 Soil Science & SSC 200L Lab	NCSU	Raleigh	08/23/06	12/14/06	4 credit hrs	15.00
34	SSC 341 Soil Fertility & Fertilizers	NCSU	Raleigh	08/23/06	12/14/06	3 credit hrs	15.00
35	ICS 200	Wake AHEC	Numerous	1 day		7.00	7.00
36	ICS 300	Wake AHEC	Numerous	2 days		14.00	14.00
37	ICS 400	Wake AHEC	Numerous	2 days		14.00	14.00
38	RBI Inspections	DENR/DEH	Raeford	06/06/06	06/06/06	4.00	4.00
39	ICS 300	FEMA/CPCC	Charlotte	05/06/06	05/07/06	13.00	13.00
40	Food Waste Recovery Workshop	EPA/VA Dept of Environmental Quality	Chesapeake VA	08/08/06	08/08/06	3.75	3.75
41	Rising Professionals Conference	City of Chesapeake VA	Chesapeake VA	01/25/06	01/25/06	4.50	Denied
42	Learning from Katrina: Tough Lessons in Preparedness	CDC	Online	03/31/06	03/31/06	1.00	1.00
43	SARS:When a Global Outbreak Hits Home	CDC/UNC SPH	Satellite	06/12/06	06/12/06	1.00	1.00
44	Indoor EH & Technologies Conference/Lead & Healthy Homes	National Assoc of Lead & Healthy Homes	Charleston SC	03/28/06	03/31/06	20.00	15.00
45	IS 100 Intro to Incident Command System	FEMA	Online	07/13/06	07/13/06	3.00	3.00
46	IS 200 ICS for Single Resources & Initial Action Incidents	FEMA	Online	07/13/06	07/13/06	3.00	3.00
47	IS 700 National Incident Management System	FEMA	Online	07/13/06	07/13/06	3.00	3.00
48	Albemarle Region Epi Training	NC Center for PHP & ARHS	Elizabeth City	08/29/06	08/30/06	10.00	8.25
49	Keep Swimming Safe & Healthy	SOP	Winston Salem	07/12/06	07/14/06	18.75	18.75
50	Child Care Sanitation: New Rules, New Plans & New Roles	SOP		06/21/06	06/23/06	18.00	18.00
51	Mountain EHS NCPHA Educational Mtg	Mountain EHS	Asheville	07/11/06	07/11/06	5.00	5.00
52	The Public Health & Animal Welfare Link	Southern Reg AHEC	Fayetteville	10/27/06	10/27/06	6.00	6.25
53	Understanding Public Health's New Embargo Authority	UNC Institute of Government	Chapel Hill	11/28/06	11/28/06	4.25	4.00
54	Third Annual Epi Teams Conference	NCPHP & R	RTP	05/17/06	05/17/06	5.00	6.00
55	Basic Epi Info Training	NCPHP & R	RTP	05/16/06	05/16/06	5.50	More info needed
56	IS 800	US Dept of Homeland Security	Online	anytime		3.00	3.00
57	NC Health Physics Society 2006 Spring Mtg	NC Health Physics Society	Asheville	03/23/06	03/24/06	8.00	6.26
58	Basic Chemistry	Walters Env Consulting	Asheville	08/08/06	08/08/06	6.00	6.00
59	NC Environmental Health Law & Ethics	SOP	Wilson	05/24/06	05/26/06	18.00	18.00

60	2006 South Atlantic Well Drillers Jubilee	South Atlantic Well Drillers	Myrtle Beach SC	07/29/06	07/31/06	6.00	
61	Naturally Occurring Contaminants & Water Resource Planning	NC Rural Communities Asst Project	Albemarle	09/12/06	09/12/06	4.50	4.50
62	Eastern EH Supervisors Assoc Mtg	Eastern EH Supervisors Assoc	Greenville	08/24/06	08/24/06	4.00	4.00
63	North Central EHD Educational Meeting	North Central EHD	Hillsborough	09/13/06	09/13/06	4.75	4.75
64	Epi-Ready: Response Training for Food borne Illness & BT Ev	Appalachian Health Dept	Distr Boone	03/08/06	03/10/06	18.00	15.00
65	Epi-Ready: Response Training for Foodborne Illness & BT Ev	Appalachian Health Dept	Distr Boone	04/19/06	04/21/06	18.00	15.00
66	Pandemic-Preparing for the Unthinkable	Catawba CC, Alex Lee Inc	Conover	09/13/06	09/13/06	3.50	Need agenda
67	Intro to Comm Disease Surveillance in NC	NC Center for PHP	Online	08/14/06	12/04/06		15.00
68	New On-site Wastewater Pretreatment Rule Training	DENR/DEH OSWW	Nags Head	07/06/06	07/06/06	2.50	2.50
69	New On-site Wastewater Pretreatment Rule Training	DENR/DEH OSWW	New Bern	07/13/06	07/13/06	2.50	2.50
70	New On-site Wastewater Pretreatment Rule Training	DENR/DEH OSWW	Asheville	08/16/06	08/16/06	2.50	2.50
71	New On-site Wastewater Pretreatment Rule Training	DENR/DEH OSWW	Asheboro	09/14/06	09/14/06	2.50	2.50
72	New On-site Wastewater Pretreatment Rule Training	DENR/DEH OSWW	Raleigh	09/29/06	09/29/06	2.50	2.50
73	Fundamentals of Control Systems for Water & WW Oper	NC American WW Assoc/NC WE Assoc	Burlington	08/03/06	08/03/06	6.00	6.25
74	Intro to Code Enforcement Practices	NY State Dept of Code Enforcement	Albany NY	11/14/06	11/16/06	15.00	Denied
75	ICS 300 Intermediate ICS for Expanding Incidents	Cape Fear Comm College	Wilmington	02/24/06	02/27/06		13.00
76	2006 Florida Assoc of Food Protection Annual Edu Conf	Florida Association of Food Protection	St Augustine FL	05/16/06	05/18/06	11.25	10.50
77	2006 AFDO Annual Conference	Assoc of Food & Drug Officials	Albany NY	06/17/06	06/21/06	17.00	14.75
78	60TH Annual Interstate EH Seminar	Georgia Association	EH St Simons GA	07/18/06	07/21/06	12.50	8.50
79	Pump Controlled On-site Wastewater Systems	SOP				18.00	18.00
80	Wetland Determination & Delineation	Dept of Forestry & Env Res, NCSU	Raleigh	06/19/06	06/23/06	15.00	15.00
81	Environmental Health 101	UNC Chapel Hill	College Course	01/05/06	05/02/06	48.00	15.00
82	Epidemiology 160	UNC Chapel Hill	College Course	05/01/06	08/09/06	48.00	15.00
83	Hazard Analysis Critical Control Point	Raleigh	Online	01/09/06	05/01/06	15.00	15.00
84	Lead Safe Work Practices	Forsyth	Winston Salem	04/23/06	04/23/06	6.00	5.50
85	American Red Cross CPR	NCDME Marine Patrol	Morehead City	06/09/06	06/09/06	6.00	Denied
86	ICS 200	FEMA	Online	02/27/06	02/27/06	3.00	3.00
87	NSF Equipment Class	Macon Co	Waynesville	08/13/06	08/13/06	4.00	4.00
88	CEHB Ed Meeting	CEHB EHSS	Weldon	08/17/06	08/17/06	5.00	5.00
89	2006 ULV Machine Annual Spring Calibration	PH Pest Management	Whiteville	05/25/06	05/25/06	2.00	2.25
90	Transitional Permitting	SOP	Cornelius	08/30/06	09/01/06	18.75	18.75
91	West Piedmont EHS Educational Meeting	West Piedmont EHS	Monroe	06/08/06	06/08/06	4.00	4.00
92	Effective Discipline in Work Place	DENR	Wilmington	03/14/06	03/14/06	2.00	no agenda

93	EPA/NSSP Water Quality Monitoring Requirements	FDA	Virginia Beach, VA	05/23/06	05/23/06	8.00	8.00
94	NC Supervisors Fall Meeting	NC EHSA	Southern Pines	11/16/06	11/17/06	6.50	6.50
95	Field Days Exercise	PHRST V	Charlotte	08/08/06	08/09/06	10.25	10.25
96	Lead Abatement Supervisor Training	Greenville Technical College	Greenville SC	07/17/06	07/20/06	15.00	15.00
97	Gulf & South Atlantic States Shellfish Conference	Shellfish Sanitation	New Bern	08/27/06	08/30/06	15.75	15.00

Board Action: Recommendation from committee to approve all of the above requests with the exception of numbers 5, 41, 55, 66, 74, 85 and 92 as indicated in the table above. All votes affirmative.

The following new intern applications were presented for consideration:

<u>Name</u>	<u>County</u>	<u>Degree</u>	<u>University</u>
<u>Ready to Approve:</u>			
Wayne Padolik	Stanly Co	BS Geology	Florida State
Scott Martin	Craven Co	BS Env Health	ECU
Corey Morris	Toe River	BS Biology	UNC-A
Erin Moyer	Onslow Co	BS Biology	Concord Univ
Evan Grady	Randolph Co	BS Biology	Wingate Univ
Daniel Allen	Carteret Co	BS Zoology	NCSU
Elizabeth Lee	Union Co	BS Env Biology	Wingate

Need Job Description:

Leslie Bromberg	Burke Co	BS Env Sciences	UNC-W
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Transcript Needs Review:

Jamie Hardison	Pitt Co	BS Biology	Barton College
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Board Action: Recommendation from committee to approve all of the above interns, with the exception of Leslie Bromberg and Jamie Hardison. Following discussion, a motion was made by Terry Pierce to approve all of the above listing, pending receipt of an acceptable job description of Leslie Bromberg and the approved transcript for Jamie Hardison. Motion seconded by Mack Dendy. All votes affirmative.

The following interns were presented for RS Status:

<u>Name</u>	<u>County</u>	<u>Date Eligible</u>
Nathan McNeilly	Cleveland	7-25-06
Charles A. Reagan	Swain	7-25-06
Paige Medlin	Catawba	7-26-06
James Gambill	Appalachian District	7-26-06
Catherine Burdick	New Hanover	8-31-06
John Sealy	Rockingham	8-11-06
Rod Thornton	Dare	9-07-06

Board Action: Recommendation from Education Committee to grant RS status to the above named individuals who have met all requirements on the listed effective date. All votes affirmative.

In reference to a previous matter, the Education Committee reviewed the official job description for Amadou Jallow which the Board requested that he provide. The review and Board discussion revealed that his job in Pest Management does not require registration.

Board Action: Recommendation from Education Committee to deny Amadou Jallow's application for registration based on his job duties. Terry Pierce abstained from voting. All other votes were affirmative.

Next regular scheduled meeting will be October 5, 2006 in Raleigh with the exam be administered on October 6, 2006.

Meeting was adjourned.

Respectfully submitted,

Ann Gilstrap, R.S.
Secretary-Treasurer

Date Approved _____