

RS BOARD MEETING MINUTES

October 5, 2006

Board Meeting

The meeting of the N.C. State Board of Sanitarian Examiners was held on Thursday, October 5, 2006 at the 2728 Capital Blvd Building in Raleigh. Those in attendance were: Malcolm Blalock, Ann Gilstrap, Terry Pierce, Sheila Nichols, Perry Solice, Dr. Burt Ogle, Layton Long, Mack Dendy, Lynn Lathan and Janice Jones.

Called to Order – Malcolm Blalock, Chair called the meeting to order at 10:28 a.m.

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 September 11, 2006 meeting were distributed. The following corrections were noted: Lynn Lathan was present at the meeting; add reason for closed session to discuss disciplinary matters.

Board Action: A motion was made by Terry Pierce and seconded by Mack Dendy to approve the Minutes as corrected. All votes affirmative.

Board Action: Motion made by Terry Pierce and seconded by Mack Dendy to enter into Closed Session to discuss Closed Session Minutes. All votes affirmative.

Board entered into Closed Session at 10:40 a.m. to discuss Closed Session Minutes.

Board reconvened in Open Session at 11:00 a.m.

Board Action: Motion made by Layton Long and seconded by Mack Dendy to approve Closed Session Minutes with corrections. All votes affirmative.

Approval of the Financial Report – Janice Jones

Janice Jones presented the Financial Reports. Bank Balances as of September 25, 2006 were checking account -\$7,001.48, Money Market account - \$8,816.16 and Share account - \$32.78. Total of these accounts are \$15,850.42.

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. Ms. Gilstrap reported that Mr. Stone had been asked to attend the next Study Committee Meeting.
- Mr. Blalock reported that he made a presentation at the Environmental Health Law Course in Black Mountain pertaining to ethics on September 20th.
- Mr. Blalock met with Ann Gilstrap and Janice Jones to review the 120 page document from the Office of State Controller concerning Internal Controls Report. They completed the review and the self-assessment tool. Assignments were made for each Board member to work a portion of the Report to develop policies and procedures. Each Board member is to make a report at the next meeting. Mr. Blalock would like to have the final product completed by June 2007.
- Mr. Blalock reported that he had met with DEH and Blue Lizard representatives to discuss moving forward on the creation of the RS Credentialing and Training System.

Vice-Chair's Report – Terry Pierce

- Terry Pierce reported that his department would be funding the joint database development.
- Mr. Pierce presented a copy of a document from Office of State Personnel which lists the wrong requirements for an environmental health specialist. This brought up for discussion what the Board counts as “work experience” for an intern. After much discussion, the consensus was that the Board counts “work experience” as work performed as an Environmental Health Specialist.

Board Action: Motion made by Layton Long and seconded by Dr. Burt Ogle to not count work as a technician for the required work experience for RS registration. Terry Pierce abstained from voting. All other votes were affirmative.

Adjourned for Lunch at 12:00 noon.

Reconvened at 12:25 p.m.

Secretary-Treasurer's Report – Ann Gilstrap

- Ann Gilstrap reported that the Budget will need to be done for 2007. She asked the Board about going to one signature on checks. A recommendation was made to purchase a fire-proof box. She reported that we are also looking at whether or not we can change our fiscal year.

Administrative Secretary's Report – Janice Jones

- Janice Jones reported that the new CE approval list, the latest approved minutes, and the newest Board Member's information has been posted on the website.
- She reported that there are 23 intern applications to be voted on today. There are 32 total applicants for tomorrow's exam. Refunds have been made for two exam applicants.
- Ms. Jones reported that there has been an increase in interns in the past year compared to previous years. There has been an increase in other aspects of the workload.

Database Update – Malcolm Blalock

Mr. Blalock reported that hopefully things will move on quickly. Blue Lizard wants to develop screens first to be reviewed and then implemented.

Legislative Report – Ann Gilstrap

Ms. Gilstrap brought up the need for increasing fees in order to cover operating expenses. Rule changes will reflect fee increases. The Board has never increased fees since its inception. Layton Long and Terry Pierce were appointed to review fees and report back to the Board with some proposed recommendations.

Environmental Health Practice Committee – Ann Gilstrap

Ms. Gilstrap reported on the Environmental Health Practice Committee. A copy of her report is attached.

SOP Report – Ann Gilstrap

No Report

Education Committee Report – Sheila Nichols

Dr. Ogle 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	Requested	Approval
1	Orientation Training For LSS	DENR/DEH/OSWS	Murphy	09/12/06	09/12/06	4.00	4.00
2	Voluntary National Retail Food Regulatory Prog Standards	FDA	Atlanta GA	07/11/06	07/12/06	7.50	7.50
3	NCPHA Educational Conference	NCPHA, Inc	New Bern	10/11/06	10/13/06		7.00
4	Stream Restoration in the Southeast	NCSU	Charlotte	10/03/06	10/04/06	15.00	15.00
5	2006 Watershed Symposium & Drinking Water Forum	American Water Works Association	Charleston SC	09/13/06	09/15/06	13.00	12.00
6	Water Distribution System Equipment	NC Rural Water Association	Harmony	08/23/06	08/23/06	6.00	5.00
7	8 Hour Hazwoper Refresher	Guilford County Emergency Services	Greensboro	09/20/06	09/20/06		7.00
8	Community Based Emergency Response	Louisville Metro Health/CDC/Metro Crisis	Louisville KY	05/09/06	05/12/06	24.00	15.00
9	Planning for Growth: Aquatic Ecosystems & the Env Review	NC Wildlife/NCDENR	Brown Summit	08/24/06	08/24/06	5.00	5.50
10	Toxicology Workshop	Environmental Testing Solutions Inc	Asheville	05/24/06	05/24/06	6.00	6.00
11	North Central EH District Meeting	North Central EHD	Hillsborough	09/13/06	09/13/06	4.75	4.75
12	Avian & Pandemic Flu: An Introduction	NC Center for PH Preparedness	Online	09/21/06	09/21/06	1.00	1.00
13	Pandemic Flu Conference: Is Our Community Ready?	Davidson Co Health Department	Lexington	09/22/06	09/22/06	6.00	5.00
14	Child Care Sanitation: New Rules, New Plans & New Roles	SOP	Winston Salem	09/06/06	09/08/06	18.00	18.00
15	Northeastern District EH Meeting	Northeastern EHD	Greenville	10/06/06	10/06/06	4.00	4.00
16	Southeastern District Educational Meeting	Southeastern EHD	Wilmington	09/22/06	09/22/06	4.00	4.00
17	ICS 300	Central Piedmont Community College	Charlotte	10/04/06	10/05/06	8.00	8.00
18	ICS 400	Central Piedmont Community College	Charlotte	11/08/06	11/09/06	8.00	8.00
19	ICS 200	Central Piedmont Community College	Charlotte	08/25/06	08/25/06		8.00
20	ICS 100/200	Wilson Co Emergency Management	Wilson	03/20/06	03/21/06		8.75
21	ICS 100/200	Wilson Co Emergency Management	Wilson	03/01/06	03/02/06	11.50	9.25
22	ICS 200	Central Piedmont Community College	Charlotte	07/25/06	07/25/06	8.00	7.00
23	ICS 200	Central Piedmont Community College	Charlotte	08/08/06	08/08/06	8.00	7.00
24	ICS 300	Haywood Co Emergency Mgmt	Waynesville	08/28/06	08/29/06	10.50	8.25
25	ICS 400	Haywood Co Emergency Mgmt	Waynesville	08/29/06	08/30/06	10.75	10.25
26	National Pandemic Conference	Catawba Co HD, C of C,Alex Lee Inc	Conover	09/13/06	09/13/06	3.25	3.00
27	On-site Wastewater Rules Update	NCSU	Raleigh	01/19/06	01/19/06	4.00	4.00
28	Northeastern District EH Meeting	Northeastern EHD	Greenville	07/14/06	07/14/06	4.00	4.00
29	ICS 300	Cape Fear CC	Burgaw	08/11/06	08/13/06	18.00	15.00
30	ICS 300	Cape Fear CC	Burgaw	08/21/06	08/23/06	18.00	15.00
31	ICS 300	Cape Fear CC	Burgaw	09/08/06	09/10/06	18.00	15.00
32	ICS 400	Cape Fear CC	Burgaw	08/24/06	08/25/06	14.00	14.00
33	ICS 400	Cape Fear CC	Burgaw	09/23/06	09/24/06	14.00	14.00
34	Treatment Chemistry	Walters Environmental Consulting	Wilmington	08/02/06	08/02/06	6.00	6.00
35	Auditor Recalibration Workshop	Food Products Association	San Diego CA	01/10/06	01/11/06	11.00	Need more info
36	56th Annual Pest Control Technician's School	NC Pest Control Assoc/NCSU	Raleigh	01/17/06	01/18/06	8.50	15.00
37	2006 Regional Meeting: Back to Basics	AIB International	Orlando FL	02/28/06	03/03/06	28.50	15.00
38	Regional Avian Influenza Tabletop Exercise	NC Emergency Management	Halifax	03/23/06	03/23/06	7.50	7.50
39	FDA Southeast Region Food Safety Conference	Louisiana Dept of Health	New Orleans LA	09/18/06	09/21/06	11 or 12	14.50
40	NC Mosquito Vector Control Assoc Educational Mtg	NC Mosquito Vector Control Association	Greenville	11/07/06	11/09/06	9.50	9.50
41	Fall Workshop-Virginia Env Health Association	VEHA	Charlottesville VA	10/20/06	10/20/06	5.00	4.00
42	Transitional Permitting Food Service Renovated Spaces	SOP	Wilson	10/27/06	10/29/06	19.50	19.50
43	ICS 200	NC Div Of Emergency Management	Louisburg	09/13/06	09/13/06		8.00
44	Mountain EH Education Meeting	Mountain EHS	Asheville	10/06/06	10/06/06	5.00	5.00
45	Pandemic Flu Preparedness	UNC	Satellite Video	10/29/06	10/29/06	1.00	1.00
46	CFSP/Certified Food Safety Professional	ECOLAB	Greensboro	06/20/06	06/21/06	14.00	14.00
47	Fourth Annual One Medicine Symposium	DHHS/NCDA/CS	Durham	12/06/06	12/07/06	14.00	14.00
48	Understanding The Dangers of Aæroterrorism	NC Food Safety & Defense Taskforce	Burlington	10/05/06	10/06/06	4.00	4.00

Board Action: Recommendation from committee to approve all of the above requests with the exception of numbers 35 (need more information) and 49 (denied). All votes affirmative.

The following new intern applications were presented for consideration:

<u>Name</u>	<u>County</u>	<u>Degree</u>	<u>University</u>
Justin Mintz	Cherokee Co	BS Agriculture	Berea College
Lucy Stack	Wake Co	BS Microbiology	S. Dakota State
Eric Adrignola	Henderson Co	BS Zoology	NCSU
Tashaunda Hill	Pitt Co	BS Env Health	ECU
Sarah Matthews	Granville-Vance	BS Biology	NCSU
Jodie Underwood	Stanly Co	BS Biology	UNCC
Jason Lycans	Hoke Co	BS Env Science	Averett Univ
Caroline Suggs	Wake Co	BS Env Health	WCU
Lee Holcomb	Wake Co	BS Nat Resources	NCSU
Terri Pfistner	Montgomery Co	BS Biology	UNCP
Jeffrey Calloway	Appalachian Dist	BS Biology	ASU
Amanda Glisson	Wayne Co	BS Env Health	ECU
Harold Faircloth	Macon Co	BS Biology	Florida State
Timothy Bass	Wake Co	BS Env Technology	NCSU
Adam Jones	Lincoln Co	BS Env Studies	Montreat College
Joshua Early	Haywood Co	BS Env Health	WCU
Erin Lunsford	RPM Dist	BS Env Health	WCU
Philip S. Brinson	DENR/OSWW	BS Env Health	WCU
Christopher Jernigan	Duplin Co	BS Geography	ECU

Not Enough Science Hours:

Jason Pierce	Appalachian Dist	BS Env Technology	NCSU
Virgilio Cabilin	Craven Co	BS Health Science	Touro Univ

Board Action: Recommendation from committee to approve all of the above interns, with the exception of Jason Pierce and Virgilio Cabilin. From transcripts presented to the Board these two individuals do not appear to have the required 30 semester hours of science. Following discussion, the Board voted to approve the committee's recommendation. All votes affirmative.

The following interns were presented for RS Status:

<u>Name</u>	<u>County</u>	<u>Date Eligible</u>
Angela Manning	Pitt	7-26-06
Dianna Hester	Bladen	8-11-06
Alisa Moser	Alamance	8-11-06
Thomas Thornton	Brunswick	8-11-06
Catherine Burdick	New Hanover	8-31-06
Jessica Crawford	Warren	10-11-06

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.

Fast Tracking Request

The Board received a request from Marie Hemmen with New Hanover County Health Department to consider prior work experience as an Environmental Health Specialist in Florida.

Board Action: Recommendation from Education Committee to grant approval of prior work experience for Marie Hemmen. Ms. Hemmen has passed the RS exam and this recommendation would also approve her as an RS. After considering all documentation provided, all votes were affirmative.

Next meeting will be December 8, 2006 in Lexington at the Davidson County Health Department beginning at 11:00 a.m.

Meeting was adjourned.

Respectfully submitted,

Ann Gilstrap, R.S.
Secretary-Treasurer

Date Approved _____