

## **RS BOARD MEETING MINUTES**

**December 8, 2006**

### **Board Meeting**

The meeting of the N.C. State Board of Sanitarian Examiners was held on Friday, December 8, 2006 at the Davidson County Health Department in Lexington, NC. Those in attendance were: Malcolm Blalock, Ann Gilstrap, Terry Pierce, Sheila Nichols, Perry Solice, Layton Long, Mack Dendy, Lynn Lathan, Janice Jones and Patricia Hawkins.

**Called to Order** – Terry Pierce, Vice Chair called the meeting to order at 11:25 a.m.

**Conflict of Interest Statement** – Terry Pierce 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.

Mr. Pierce introduced and welcomed Patricia Hawkins from Transylvania County. Ms Hawkins has been appointed by the Governor to serve as a Board Member representing the West effective December 15, 2006. She will be replacing Mack Dendy. Mr. Dendy thanked the Board for their support and expressed pleasure in having served as a Board Member. Terry Pierce then turned over the meeting to the Chair Malcolm Blalock.

### **Approval of Minutes - Janice Jones**

Minutes for the October 5 2006 meeting were sent to all Board Members.

**Board Action:** **A motion was made by Mack Dendy and seconded by Perry Solice to approve the Minutes. All votes affirmative.**

Minutes of the Closed Session were distributed to the Board Members.

**Board Action:** **A motion was made by Terry Pierce and seconded by Mack Dendy to approve the Closed Session Minutes with one correction of a misspelling. All votes affirmative.**

### **Approval of the Financial Report – Janice Jones**

Janice Jones presented the Financial Reports. Bank Balances as of December 6, 2006 were checking account - \$2,109.33, Money Market account - \$3,866.65, Share account - \$32.87 and STIF account - \$ 41,161.73. Total of these accounts are \$47,170.58.

### **Chair's Report – Malcolm Blalock**

- Malcolm Blalock reported updates on several investigations. John Barkley is filing the appeal papers for Gerald Strickland. There is no update on Rhonda Barnes.
- Mr. Blalock reminded everyone of their assignments and reported that he had been working on travel and investigation polices.
- Mr. Blalock shared with the Board Members a couple of letters that he had received from Tony Whitt relative to the technician issue.

#### **Vice-Chair's Report – Terry Pierce**

- Terry Pierce brought up again the discrepancies in a document from Office of State Personnel which lists the wrong requirements for an environmental health specialist. The Board needs to meet with State Personnel and get this matter corrected.
- Mr. Pierce reported that the funding for the new database had met with some delay but was proceeding.

#### **Secretary-Treasurer's Report – Ann Gilstrap**

- Ann Gilstrap reported that the Budget will need to be done for 2007.

#### **Administrative Secretary's Report – Janice Jones**

- Janice Jones reported on an Intern Application received from an employee who is not performing the duties of an environmental health specialist at the present time. The Board agreed that in order to be registered a person must be performing the duties of an environmental health specialist. This person does meet the educational requirements and could be considered for registration once they are employed as an environmental health specialist.
- She reported that the 2007 Renewal Forms had been mailed.
- Ms. Jones reported that the Department of Corrections Print Shop is in the process of printing new certificates for Interns and Registered Sanitarians.
- Renewals are arriving; however, some of them are including Continuing Education Requests with their renewals rather than getting them approved ahead of time. Many inquiries on various subjects have been received recently.
- Ms. Jones reported that she had received a written complaint that needs to be investigated.

Adjourned for lunch at 12:20 p.m.

Meeting reconvened at 1:09 p.m.

#### **Legislative Report – Ann Gilstrap**

Ann Gilstrap reported that a fees increase would require a law change as well as a rules change. She said that the reasoning behind an increase was understood and reactions were positive after giving the report at the NCEH Supervisor's Association meeting.

#### **Investigations**

Layton Long reported that he and Lynn Lathan had made a visit to Cherokee County to interview several people in reference to an ongoing investigation. They have concluded that an investigation was warranted and should be prepared to make recommendations to the Board at the next meeting.

#### **Environmental Health Practice Committee – Ann Gilstrap**

Ms. Gilstrap reported on the Environmental Health Practice Committee. The proposed draft was presented at the NCEH Supervisors Association meeting in Southern Pines. The Association agreed that the long overdue guidance will be of significant assistance when hiring non registered employees. The EHPC has also met and suggested that duties outside the existing laws and rules not be recommended unless the Local Health Directors Association made specific suggestions on duties that would be a significant benefit to the position. Additions outside the existing laws and rules would require legislative action. A copy of the report is attached.

**Board Action: Motion made by Layton Long and seconded by Mack Dendy to support the recommendations of the Environmental Health Practice Committee. All votes affirmative.**

**Education Committee Report**

In Dr. Ogle's absence, Perry Solice presented the Education Committee Report.

The following Continuing Education Requests were presented with recommendations:

|           | <b>Name of Education/Training</b>                            | <b>Organization Sponsor</b>        | <b>Location</b>    | <b>Start Date</b> | <b>End Date</b> | <b>Rec. Approval</b> |
|-----------|--|------------------------------------|--------------------|-------------------|-----------------|----------------------|
| <b>1</b>  | Public Disputes-Situation Assessment & Negotiation Skills    | UNC School of Government           | Chapel Hill        | 09/29/06          | 09/29/06        | 6.00                 |
| <b>2</b>  | Advanced Sanitation Workshop                                 | Randolph Associates INC            | Raleigh            | 11/06/06          | 11/08/06        | 15.00                |
| <b>3</b>  | HACCAP Workshop  | AIB                                | Phoenix, AZ        | 02/09/06          | 02/10/06        | 7.75                 |
| <b>4</b>  | Food Safety Sanitation                                       | AIB                                | Phoenix, AZ        | 02/07/06          | 02/08/06        | 14.25                |
| <b>5</b>  | Lead Investigation & Remediation Workshop                    | SOP                                | Winston Salem      | 10/04/06          | 10/06/06        | 17.75                |
| <b>6</b>  | Erosion Control & Sedimentation Control Planning & Design    | WRRRI                              | Hickory            | 11/29/06          | 11/30/06        | 12.00                |
| <b>7</b>  | Trenching "Competent Person" Training                        | ITRE NCSU                          | Raleigh            | 10/12/06          | 10/12/06        | 7.00                 |
| <b>8</b>  | Level I Erosion & Sediment Control/Stormwater Insp/Installer | NCSU                               | Raleigh            | 06/19/06          | 06/19/06        | 6.00                 |
| <b>9</b>  | Level I Erosion & Sediment Control/Stormwater Insp/Installer | NCSU                               | Raleigh            | 08/04/06          | 08/04/06        | 6.00                 |
| <b>10</b> | Level I Erosion & Sediment Control/Stormwater Insp/Installer | NCSU                               | Raleigh            | 10/31/06          | 10/31/06        | 6.00                 |
| <b>11</b> | Level I Erosion & Sediment Control/Stormwater Insp/Installer | NCSU                               | Raleigh            | 11/09/06          | 11/09/06        | 6.00                 |
| <b>12</b> | Level I Erosion & Sediment Control/Stormwater Insp/Installer | NCSU                               | Raleigh            | 11/14/06          | 11/14/06        | 6.00                 |
| <b>13</b> | Level I Erosion & Sediment Control/Stormwater Insp/Installer | NCSU                               | Raleigh            | 11/16/06          | 11/16/06        | 6.00                 |
| <b>14</b> | Level I Erosion & Sediment Control/Stormwater Insp/Installer | NCSU                               | Newton             | 11/03/06          | 11/03/06        | 6.00                 |
| <b>15</b> | Level II Erosion & Sediment Control/Stormwater Certification | NCSU                               | Raleigh            | 09/21/06          | 09/21/06        | 6.00                 |
| <b>16</b> | Level II Erosion & Sediment Control/Stormwater Certification | NCSU                               | Newton             | 11/02/06          | 11/02/06        | 6.00                 |
| <b>17</b> | Lead Inspector Refresher                                     | Greenville Tech                    | Greensboro         | 06/06/06          | 06/06/06        | 7.00                 |
| <b>18</b> | Lead Risk Assessor Refresher                                 | Greenville Tech                    | Greensboro         | 06/07/06          | 06/07/06        | 8.00                 |
| <b>19</b> | NC Health Physics Society 2006 Fall Meeting                  | NCHPS                              | Carolina Beach     | 11/02/06          | 11/03/06        | 7.50                 |
| <b>20</b> | Agroterrorism Preparedness                                   | Homeland Security/NCSU             | Kinston            | 10/05/06          | 10/05/06        | 3.50                 |
| <b>21</b> | Bord Na Mona NC Subsurface Operator Certification            | Bord Na Mona                       | Matthews           | 10/17/06          | 10/17/06        | 3.00                 |
| <b>22</b> | Bord Na Mona NC Subsurface Operator Certification            | Bord Na Mona                       | Apex               | 10/24/06          | 10/24/06        | 3.00                 |
| <b>23</b> | NEHA 70th Annual Educational Conference                      | NEHA                               | San Antonio, TX    | 06/25/06          | 06/28/06        | 15.00                |
| <b>24</b> | Environmental Health Training in Disaster Resp Level I       | NEHA/CDC                           | San Antonio, TX    | 06/22/06          | 06/24/06        | 15.00                |
| <b>25</b> | How to Wring More Water Out of the Good Earth                | SOP                                | Black Mountain     | 10/18/06          | 10/20/06        | 19.00                |
| <b>26</b> | Child Care Sanitation Rules Revision                         | SOP                                | Wilmington         | 03/08/06          | 03/08/06        | 6.25                 |
| <b>27</b> | Licensed Aquatics Facility Technician                        | American Swimming Pool & Spa Assoc | Wrightsville Beach | 05/22/06          | 05/22/06        | 9.00                 |
| <b>28</b> | Lead Risk Assessor Refresher                                 | Greenville Tech                    | Raleigh            | 08/09/06          | 08/09/06        | 6.75                 |
| <b>29</b> | Lead Inspector Refresher                                     | Greenville Tech                    | Raleigh            | 08/08/06          | 08/08/06        | 6.75                 |
| <b>30</b> | Lead Supervisor Refresher Training                           | Greenville Tech                    | Raleigh            | 08/10/06          | 08/10/06        | 6.75                 |
| <b>31</b> | Lead Project Designer Refresher                              | Greenville Tech                    | Raleigh            | 08/11/06          | 08/11/06        | 6.25                 |
| <b>32</b> | National Pandemic Conference                                 | Catawba County                     | Conover            | 09/13/06          | 09/13/06        | 3.25                 |
| <b>33</b> | FDA SE Region Annual Food Safety Seminar                     | FDA                                | New Orleans LA     | 09/19/06          | 09/21/06        | 15.00                |

|    |  |   |                       |          |          |                |
|----|--|---|-----------------------|----------|----------|----------------|
| 34 | Applied Groundwater Flow & Contaminant Transport Model | Waterloo Hydrogeologics                     | Waterloo Ontario      | 01/24/06 | 01/27/06 | 15.00          |
| 35 | HACCAP On Demand                                       | AIB International                           | Online                |          | 10/09/06 | Need more info |
| 36 | 2006 Food Safety Educational Conference                | USDA/NSF/FDA/CDC                            | Denver CO             | 09/26/06 | 09/29/06 | 15.00          |
| 37 | Avian Pandemic Influenza Tabletop Exercise             | PHRST III/Sampson Co Health Dept            | Clinton               | 10/31/06 | 10/31/06 | 4.00           |
| 38 | ICS 200  | Wake AHEC                                   | Halifax               | 11/07/06 | 11/07/06 | 7.00           |
| 39 | Milk Tanker Truck Sanitizing Exercise                  | Dairy Security Committee(Piedmont Res)      | Salisbury             | 10/11/06 | 10/11/06 | 3.50           |
| 40 | West Piedmont EHS Fall Meeting                         | West Piedmont EHS                           | Lexington             | 09/20/06 | 09/20/06 | 4.00           |
| 41 | Environmental Health Law & Ethics                      | SOP   | Black Mountain        | 09/20/06 | 09/22/06 | 17.25          |
| 42 | ICS 300  | NC Div of Emergency Mgmt                    | Halifax               | 03/28/06 | 03/29/06 | 15.00          |
| 43 | Basic Environmental Crimes Investigations              | Southern Env Enforcement Network            | Greensboro            | 10/23/06 | 10/25/06 | 15.00          |
| 44 | NSF Standards Training                                 | NSF International                           | Winston Salem         | 11/17/06 | 11/17/06 | 4.00           |
| 45 | 2006 Adult Mosquito Identification Workshop            | NC Mosquito & Vector Control Assoc          | Castle Hayne          | 07/11/06 | 07/13/06 | 15.00          |
| 46 | Mountain EHS Meeting                                   | Mountain EHS                                | Asheville             | 10/06/06 | 10/06/06 | 5.00           |
| 47 | ICS 300  | Cape Fear Comm College                      | Burgaw                | 08/01/06 | 08/03/06 | 15.00          |
| 48 | ICS 200  | Cape Fear Comm College                      | Burgaw                | 07/27/06 | 07/28/06 | 12.00          |
| 49 | Chemical Spill Response Training                       | Sigma Consulting & Training                 | Chesapeake VA         | 10/06/06 | 10/06/06 | 7.50           |
| 50 | Asbestos Site Inspector Training                       | ATCAssociates Inc                           | Albany NY             | 09/18/06 | 09/20/06 | 15.00          |
| 51 | NSF Standards Training                                 | NSF International                           | Charlotte             | 12/07/06 | 12/07/06 | 4.00           |
| 52 | Reducing Risk Factors at Retail & Food Service         | USFDA                                       | Satellite             | 11/30/06 | 11/30/06 | 2.50           |
| 53 | Pretreatment and Subsurface Drip                       | Onsite WPS                                  | Carthage              | 12/12/06 | 12/12/06 | 5.00           |
| 54 | Engineering Plan Review                                | Onsite WPS                                  | Carthage              | 12/13/06 | 12/13/06 | 6.00           |
| 55 | Let's Get It Right Before We Have To Move In           | SOP   | Gastonia              | 11/07/06 | 11/09/06 | 19.75          |
| 56 | Seafood Quality & Safety For Environmental Specialists | SOP   | Pine Knoll Shores     | 11/01/06 | 11/03/06 | 18.00          |
| 57 | Hazard Analysis Critical Control Points                | NCSU  | Online College Course | 01/09/06 | 04/28/06 | 15.00          |
| 58 | WNCPPA EH Annual Meeting                               | WNCPPA Env Health Section                   | Clemmons              | 05/24/06 | 05/24/06 | 4.25           |
| 59 | 2006 NC Asthma Summit                                  | NC Asthma Alliance                          | Burlington            | 03/21/06 | 03/21/06 | 5.00           |
| 60 | 58th Annual Interstate Seafood Seminar                 | NE Shellfish Sanitation Association         | Cape May NJ           | 10/23/06 | 10/26/06 | 15.00          |
| 61 | Certified Indoor Environmentalist Course               | Chelesa Training & Indoor Air Quality Assoc | Chicago IL            | 04/10/06 | 04/14/06 | 15.00          |
| 62 | Instructor Certification Preparedness Course           | Homeland Security/NCSU                      | Raleigh               | 11/15/06 | 11/15/06 | Need more info |
| 63 | Agroterrorism Preparedness                             | WIFSS                                       | Greensboro            | 11/16/06 | 11/16/06 | 5.00           |
| 64 | West Piedmont EHS Fall Meeting                         | West Piedmont EHS                           | Charlotte             | 12/07/06 | 12/07/06 | 4.00           |
| 65 | Lead Inspector Initial Training/Risk Assessor          | VA Commonwealth University                  | Richmond VA           | 01/23/06 | 01/28/06 | 15.00          |
| 66 | ICS 700  | FEMA  | Online                | Anytime  |          | 3.00           |
| 67 | ICS 800  | FEMA  | Online                | Anytime  |          | 3.00           |
| 68 | Southeast Regional Seminar                             | USFDA                                       | Nashville TN          | 11/06/06 | 11/09/06 | 15.00          |
| 69 | Clean Water Compliance Institute                       | ABS Consulting                              | Hilton Head SC        | 06/20/06 | 06/22/06 | 15.00          |
| 70 | Food Safety Symposium                                  | FMI/Berkel/EcoLab                           | Greensboro            | 10/25/06 | 10/25/06 | 5.00           |

|    |   |                               |                  |          |          |       |
|----|---|-------------------------------|------------------|----------|----------|-------|
| 71 | North Central EH District Meeting                       | NCEHD                         | Raleigh          | 11/29/06 | 11/29/06 | 4.50  |
| 72 | ICS 200   | Randolph Comm College         | Asheboro         | 09/14/06 | 09/15/06 | 12.00 |
| 73 | Advanced Epi Info Training                              | NCPHP                         | RTP              | 05/18/06 | 05/18/06 | 7.00  |
| 74 | ICS 300   | Beaufort CC/NCEM              | Washington       | 07/17/06 | 07/18/06 | 15.00 |
| 75 | Flushes to Faucets                                      | NC Cooperative Ext Service    | Fletcher         | 08/22/06 | 08/22/06 | 3.75  |
| 76 | Plan Review Roundtable Meeting                          | DEH/EHSS                      | Raleigh          | 12/12/06 | 12/12/06 | 4.00  |
| 77 | Keep Swimming Safe & Healthy: Pool Insp & Plan Review   | SOP                           | Gastonia         | 11/27/06 | 12/01/06 | 18.75 |
| 78 | CEHB Regional Education Meeting                         | CEHB/DENR                     | Tarboro          | 11/07/06 | 11/07/06 | 5.25  |
| 79 | On-Site Wastewater Training                             | DENR                          | Fletcher         | 11/02/06 | 11/02/06 | 5.75  |
| 80 | On-Site Wastewater Training                             | DENR                          | Waynesville      | 11/29/06 | 11/29/06 | 6.00  |
| 81 | On-Site Wastewater Training                             | DENR                          | Asheville        | 12/12/06 | 12/12/06 | 5.00  |
| 82 | Mountain EHS Meeting                                    | Mountain EHS                  | Asheville        | 12/06/06 | 12/06/06 | 5.00  |
| 83 | Auditor Recalibration Workshop                          | Food Product Assoc            | San Diego, CA    | 01/10/06 | 01/11/06 | 2.00  |
| 84 | Eastern EH Supervisors' Association Meeting             | Eastern EH Supervisors' Assoc | Greenville       | 12/07/06 | 12/07/06 | 3.75  |
| 85 | CEHB Regional Education Meeting                         | CEHB/DENR                     | Monroe           | 09/28/06 | 09/28/06 | 4.00  |
| 86 | Understanding New Embargo Authority                     | DENR                          | Chapel Hill      | 11/28/06 | 11/28/06 | 4.00  |
| 87 | West Piedmont EHS Meeting                               | West Piedmont EHS             | Charlotte        | 12/07/06 | 12/07/06 | 4.50  |
| 88 | Alternative Methods of Centralized Wastewater Treatment | NEHA                          | Homestudy Course |          |          | 5.00  |
| 89 | Intro to Indoor Air Quality                             | NEHA                          | Homestudy Course |          |          | 10.00 |
| 90 | Western Biological Wastewater Operators School          | West Piedmont Comm College    | Morganton        | 07/17/06 | 07/21/06 | 15.00 |

**Board Action: Recommendation from committee to approve all of the above requests with the exception of #35 and #62 which need more information. All votes affirmative.**

### **Internal Controls Report**

Malcolm Blalock reported that he has drafted a couple of policies on Board operations.

Ann Gilstrap reported that she has identified a number of accounting policies and is working to determine how they can apply to the Board.

Terry Pierce reported that he has talked with staff concerning records retention schedules and the procedures for developing a schedule for Board documents.

Sheila Nichols reported that she has read her assignment and is trying to understand how they apply to the Board. After some discussion, she agreed to continue working on her assignment.

Perry Solice reported that he has read his assignment and talked with Janice Jones about the Board's assets. Ann Gilstrap commented that she had found a policy on assets management and that she would share it with Perry. He agreed to continue working on his assignment.

Lynn Lathan reported that she had not done any work on her assignment.

Layton Long reported that he had not done any work on his assignment.

Malcolm Blalock asked all members with assignments to continue working and to be prepared to bring a written report to the next meeting.

### **SOP Committee Report – Ann Gilstrap**

Ann Gilstrap reported that at their last meeting she presented to them the Environmental Health Practice Committee recommendations, upcoming Board vacancy, possible fees increase and that dress and communications needs to be addressed. Online courses are being looked at.

### **LaserGrade Testing**

Janice Jones reported on LaserGrade testing. According to NEHA, the licensing Board must complete an application form for a candidate that wishes to take the NEHA exam through LaserGrade. The candidate would submit a check made payable to NEHA to the Board's Administrative Secretary. She will complete the application form and forward it along with the check to NEHA. Upon receipt, NEHA will issue a voucher to the candidate. Once received the candidate will contact LaserGrade and schedule an appointment to take the exam. Upon completion of the exam, the candidate will receive an unofficial score. NEHA will submit an official score to the Board within a couple of weeks.

### **Intern Approval – Education Committee**

#### **The following new intern applications were presented for consideration:**

| <b><u>Name</u></b>              | <b><u>County</u></b> | <b><u>Degree</u></b> | <b><u>University</u></b> |
|---------------------------------|----------------------|----------------------|--------------------------|
| <b><u>Ready to Approve:</u></b> |                      |                      |                          |
| Christopher Chambers            | Cherokee Co          | BS Biology           | Western State College    |
| Danny Huffman                   | Alamance Co          | BS Food Science      | NCSU                     |
| Shannon Alley                   | Alamance Co          | BS Env Science       | UNC-Chapel Hill          |
| Jesse Dail                      | Carteret Co          | BS Atmospheric Sc    | UNC-Asheville            |
| Jamie Tilley                    | Surry Co             | BS Nat Res Mgmt      | WCU                      |
| Andrew Lake                     | Onslow Co            | BS Geology           | WVU                      |
| Bonnie Simpson                  | Onslow Co            | BS Env Health        | Oregon State             |
| Shakib Levine                   | Edgecombe Co         | BS Env Health        | ECU                      |

#### **Waiting on Payment**

|                  |        |                   |                |
|------------------|--------|-------------------|----------------|
| Jonathan Godfrey | Lee Co | M Ext Education   | NCSU           |
| Shannon Cagle    | Lee Co | BS Food/Nutrition | UNC-Greensboro |

#### **Waiting on Official Transcript**

|              |                      |                   |      |
|--------------|----------------------|-------------------|------|
| Jason Pierce | Appalachian District | BS Env Technology | NCSU |
|--------------|----------------------|-------------------|------|

**Board Action: Recommendation from committee to approve all of the above interns, with the two from Lee County to be held until payment is received and Jason Pierce approval to be held until official transcript is received and verified. The Board voted to approve the committee's recommendation. All votes affirmative.**

#### **The following interns were presented for RS Status:**

| <b><u>Name</u></b> | <b><u>County</u></b> | <b><u>Date Eligible</u></b> |
|--------------------|----------------------|-----------------------------|
| Susan Gywnn        | Alamance             | 5-17-06                     |
| Christina Rodite   | Gaston               | 10-06-06                    |
| Teresa Dickson     | Gaston               | 10-06-06                    |
| Lisa Corbitt       | Mecklenburg          | 10-06-06                    |
| Wesley King        | Buncombe             | 10-06-06                    |
| Jason Koontz       | Davidson             | 11-29-06                    |
| Karla Crowder      | Davidson             | 12-28-06                    |
| Kelli Cook         | Iredell              | 1-24-07                     |
| Randy Dabbs        | Guilford             | 1-24-07                     |

**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.**

**Board Action: Motion made to go into Closed Session to discuss investigations and personnel issues.**

Board went into Closed Session at 4:40 p.m.

Reconvened in Open Session at 5:05 p.m.

**Board Action: Motion made by Ann Gilstrap and seconded by Mack Dendy to consider a request from the Administrative Secretary (contractor) to renegotiate the current contract. All votes affirmative.**

**Election of Officers**

Malcolm Blalock presented the following slate of officers for 2007:

Ann Gilstrap, Chair

Terry Pierce, Vice Chair

Layton Long, Secretary-Treasurer

**Board Action: Motion made by Mack Dendy and seconded by Perry Solice to accept the slate of officers as presented. All votes affirmative.**

**Tentative Exam Dates**

After discussion, the following tentative dates to administer the RS Exam in 2007 were set:

April 20          Asheville

July 13          Raleigh

October 25      Wilmington

Once facilities are identified, the dates will be finalized and posted.

Next meeting will be February 1, 2006 in Raleigh at Capital Blvd at 10:00 a.m.

Ann Gilstrap appointed Malcolm Blalock as Chair of the Legislative and Education Committees.

Meeting was adjourned.

Respectfully submitted,

Ann Gilstrap, R.S.  
Secretary-Treasurer

Date Approved \_\_\_\_\_