

RS BOARD MEETING MINUTES

October 24, 2007

Board Meeting

The meeting of the NC State Board of Sanitarian Examiners was held on Wednesday, October 24, 2007 at the Carteret County Health Department in Morehead City NC. Those in attendance were: Ann Gilstrap, Terry Pierce, Malcolm Blalock, Sheila Nichols, Lynn Lathan, Layton Long, Patricia Hawkins, and Janice Jones. John Barkley was present via conference call.

Called to Order – Chair Ann Gilstrap called the meeting to order at 10:24 a.m.

Conflict of Interest Statement – Chair Ann Gilstrap asked does any Board Member wish to speak to the appearance of any actual or potential conflicts of interest. There were none stated.

Approval of Minutes - Janice Jones

Minutes for the September 6, 2007 meeting were sent to all Board Members.

Board Action: Malcolm Blalock made a motion to approve the Minutes. Motion was seconded by Terry Pierce. All votes affirmative.

Copies of Closed Session Minutes were distributed.

Board Action: Motion made by Layton Long to approved Closed Session Minutes with one correction – add “former” to New Hanover County employee. Motion seconded by Lynn Lathan. All votes affirmative.

Approval of the Financial Report – Janice Jones

Janice Jones presented the Financial Report. Bank Balances as of October 23, 2007 were Checking account - \$4,584.72, Money Market account - \$11,453.37, Share account - \$33.29 and STIF account - \$42,662.25. Total of these accounts are \$58,733.63.

Board Action: Layton Long made a motion to accept the Financial Report. Motion was seconded by Malcolm Blalock. All votes affirmative.

Internal Controls of Financial Accounts were discussed including transfer of funds between accounts. A policy will be developed and voted on at the next meeting.

Board Action: Motion made by Malcolm Blalock and seconded by Lynn Lathan to enter into Closed Session to further discuss investigations. All votes affirmative.

In Closed Session at 11:04 a.m.

Back in Open Session at 11: 53 a.m.

Michael Thompson Case – Board scheduled a hearing date for January 17 and 18, 2007 in the western part of the state.

Pamlico County Investigation – A newspaper reporter has requested all public records concerning the Board’s investigation. Records were reviewed with John Barkley. Chair Ann Gilstrap will prepare a packet for delivery to the reporter.

Michael Beane Case – John Barkley will send court documents to Patricia Hawkins. The investigation team will make a recommendation at the next meeting.

Rhonda Barnes Case - John Barkley will prepare the formal licensure revocation and send to the Chair by next Tuesday.

Board Action: Motion made by Terry Pierce and seconded by Lynn Lathan to enter into Closed Session to further discuss investigations. All votes affirmative.

In Closed Session at 12:03 p.m.

Back in Open Session at 12:24 p.m.

Gerald Strickland Case – After some discussion, the following action was taken.

Board Action: Motion made by Layton Long and seconded by Lynn Lathan to drop appeal in Gerald Strickland case contingent on receiving a letter from his attorney verifying that Gerald Strickland has not practiced in excess of one year as a Registered Sanitarian which would fulfill the judge’s order of a one-year suspension. All votes affirmative.

Recessed at 12:34 p.m. for lunch

Reconvened at 1:03 p.m.

Chair’s Report – Ann Gilstrap

Ann Gilstrap reported that she would be meeting with Tobin Shepard from Guilford County next week to discuss the website manager responsibilities and contract. She reported that the 2007 Newsletter had been prepared and delivered to Janice for copying and mailing. Newsletter will be posted on the website and mailed with 2008 Renewal Forms. Former Board Member recognition was discussed. Policy is needed. Malcolm Blalock will draft a policy for review at the next meeting.

Officer elections need to be held at the next meeting. Terry Pierce, Lynn Lathan and Patricia Hawkins were appointed as the Nomination Committee.

Vice Chair’s Report – Terry Pierce

Terry Pierce reported on the Environmental Health Internship Program Planning Committee. EH Students at WCU and ECU would be able to participate in an Internship Program in local health departments and attend CIT after their Junior Year in college. Incubator money would be used for the project. Local health departments will be screened by DEH to determine if program and supervision needs are met.

Database Update- testing is still being done. Appropriated funds are being exhausted. RS Board and DEH will determine what is remaining to get the database up and running.

Secretary-Treasurer’s Report – Layton Long

SECU signature and authorization process seems to be complete.

Secretary to the Board’s Report - Janice Jones

Janice Jones reported that the CPA is almost finished with the 2006 Audit. RS Cards have been mailed. Some need to be reprinted. The 2008 Renewal Form is ready and will be mailed with the Newsletter. She is continuing to work on the new database with Blue Lizard.

Education Committee Report

Malcolm Blalock, Education Committee Chair presented the Education Committee Report.

The following Continuing Education Requests were reviewed by the Board:

	Name of Education/Training	Organization Sponsor	Location	Start Date	End Date	Hrs Requested	Rec'd Approval
242	Managing Retail Food Safety	DEH	Satellite	08/28/07	08/30/07	17.25	15.00
243	IS-702	FEMA	Online	Various	Various	3.00	Need documentation on time
244	IS-001	FEMA	Online	Various	Various	10.00	Need documentation on time
245	IS-324	FEMA	Online	Various	Various	10.00	Need documentation on time
246	Sustainability Conference & Green Products Expo	Am Inst of Architects & Green Bldg Coun	Charlotte	10/10/07	10/10/07	4.00	0.00

247	2007 SE Stormwater Assoc Annual Conference	SESWA	Nashville TN	10/24/07	10/26/07	7.50	9.75
248	NC Planning Conference	NC Institute of Government	Chapel Hill	09/26/07	09/28/07	10.00	1.25
249	On-site Waste Water: Repairing Small Systems for Field Personnel	SOP	Various	Various	Various	19.00	19.00
250	8 Hr HAZWOPER Refresher for Env Professional	NCSU	Raleigh	03/22/07	03/22/07	8.00	Need timed agenda
251	Fourth Annual NC Epi Teams Conference	NCPHP&R	RTP	05/17/07	05/17/07	5.50	5.50
252	ICS-200	PHRST VI	Hayesville	08/16/07	08/16/07	7.00	7.00
253	Regulatory Review of Hydrogeology Studies	Waterloo Hydrogeologics	Waterloo ONT	12/04/07	12/07/07	15.00	Need timed agenda
254	IS-700	FEMA	Online	Various	Various	3.00	Need documentation on time
255	Virginia Building Code Core Training Course	Virginia Bldg Code Academy	Sterling VA	12/11/07	12/13/07	15.00	0.00
256	Child Care Sanitation:New Rules, New Plans & New Roles	SOP	Various	Various	Various	18.00	18.00
257	Clandestine Lab Recognition Training	NC SBI	Halifax	09/28/07	09/28/07	3.00	Need timed agenda
258	Decentralized Wastewater Options Workshop	NC Coop Ext Service	Monroe	08/16/07	08/16/07	3.00	3.50
259	24 Hr HAZWOPER Initial Training	NCSU	Raleigh	01/29/07	01/31/07	24.00	Need timed agenda
260	2007 International Assoc of Food Protection	IAFP	Kissimmee FL	07/09/07	07/11/07	15.00	15.00
261	2007 Assoc of Food & Drug Officials Conference	AFDO	San Antonio TX	06/16/07	06/20/07	18.00	13.25
262	OSHA Inspection Techniques & Legal Aspects	NC OSHA	Raleigh	03/19/07	03/23/07	16.00	?
263	OSHA Trenching & Excavation "Competent Person" Training Prog	NC OSHA	Raleigh	05/15/07	05/15/07	8.00	6.25
264	Technical Writing	NC OSHA	Raleigh	05/22/07	05/23/07	8.00	Need timed agenda
265	OSHA Guide to Industrial Hygiene	Rochester Institute of Technology	Rochester NY	03/13/07	03/16/07	15+	14.50
266	135th APHA Annual Meeting & Expo	APHA	Washington DC	11/03/07	11/07/07	20.00	15.00
267	Avian Influeza - Emergency Responder-Train The Trainer	Blue Ridge Comm College	Flat Rock	03/18/07	03/19/07	14.25	Need timed agenda
268	Agriculture Emergency Response Training	FEMA/Center for Domestic Preparedness	Anniston AL	09/24/07	09/27/07	30.00	15.00
269	CDPims Training	CDP	Fayetteville	10/02/07	10/02/07	5.00	5.00
270	Meters, Valves & Hydrants	NCRWA	Various	Various	Various	6.00	6.25
271	Newton Raw Water Intake Tour/Emergency Mgmt Plans, Etc	NCWOA - North Piedmont Section	Newton	01/11/07	01/11/07	2.00	2.00
272	Rules & Regulations Seminar	DENR- PWSS	Mooreville	01/31/07	01/31/07	3.00	3.00
273	CMU's De-Chlorination System	NCWOA	Huntersville	07/26/07	07/26/07	2.00	2.00
274	Chemical Feed Applications/Math for Small Water & Wastewater Sys	NCRWA	Wilkesboro	09/12/07	09/12/07	6.00	Need timed agenda
275	NE EH District Meeting	NEEHD	Greenville	11/02/07	11/02/07	4.00	4.00
276	5th Annual One Medicine Symposium	NCDHHS/NCDA& CS	Durham	12/12/07	12/13/07	12.50	12.50
277	ICS-200	PHP&R	Hendersonville	02/13/07	02/13/07	7.00	Need timed agenda
278	8 Hr HAZWOPER Refresher for Env Professional	Guilford Co Emer Services	Greensboro	09/19/07	09/19/07		7.75

279	Basic Private Wells: Groundwater Protection, PH & Authorization	SOP	Various	Various	Various	21.00	21.00
280	2007 NC Mosquito & Vector Control Conference	NCMVCA	Atlantic Beach	11/14/07	11/16/07	13.50	12.25
281	Emergency Preparedness Seminar	Central Piedmont Safety Council	Winston-Salem	09/20/07	09/20/07	4.00	2.50
282	Safety & Health Mgmt Systems for Small Business	NCSU	Online	Various	Various	8.00	Need timed agenda
283	Mountain EH District Meeting	MEHD	Asheville	07/20/07	07/20/07	5.00	5.00
284	Mountain EH District Meeting	MEHD	Asheville	09/05/07	09/05/07	5.00	5.00
285	An Innovative Approach to Fighting Disease in Uganda	PH Ground Rounds	Satellite	09/29/07	09/29/07	1.00	1.00
286	Mosquito Abatement in Louisiana Post Katrina/Rita	Alabama PH Training Network	Satellite	10/11/07	10/11/07	1.50	1.50
287	Certified Pool Technician (CPT) Course	Aquatic Training Institute	Online	Various	Various	16.00	11.00
288	PH GIS Rapid Response Project	NC PHPR&R/PHRST	Kill Devil Hills	06/21/07	06/22/07	12.00	10.50
289	NC EH Supervisors Assoc Fall Meeting	NC EHSA	Southern Pines	11/01/07	11/02/07	7.00	7.50
290	Training the Trainer to Ensure OSHA Compliance	PHRST VI	Boone	04/12/07	04/12/07	6.75	6.50
291	ICS-200	Wake AHEC/PHPR	Various	Various		7.00	6.75
292	ICS 300	Wake AHEC/PHPR	Various	Various		18.00	15.00
293	ICS 400	Wake AHEC/PHPR	Various	Various		14.00	11.50
294	SOP Lead Investigation and Remediation	SOP	Greensboro	10/17/07	10/19/07	17.75	17.75
295	Public Works: Planning for and Responding to Terrorism	Dept of Homeland Security	Newport News VA	09/11/07	09/13/07	18.75	15.00
296	Diversity in the Workplace	DENR/AG's Office	Winston-Salem	07/19/07	07/19/07	6.00	Need timed agenda
297	WPEHS Meeting	West Piedmont Ed. Dist.	Greensboro	09/13/07	09/13/07	4.50	Need timed agenda
298	Drip System Training	OSWPS	Winston-Salem	09/01/07	09/01/07	5.25	5.25
299	Introduction to ARC GIS	ESRI	Charlotte	05/21/07	02/22/07	16.00	Need timed agenda
300	Introduction to ARC GIS	ESRI	Charlotte	06/20/07	06/22/07	24.00	Need timed agenda
221	RM&D Training Exercise	Wake County EMS	Various	Various			3.00
222	RM&D Training Exercise	Wake County EMS	Various	Various			3.00
223	RM&D Training Exercise	Wake County EMS	Various	Various			5.00

Board Action: Recommendation from Education Committee to approve all of the above requests with the exception of #243 thru # 245, #250, #253, #254, #257, #259, #264, #267, #274, #277, #282, #296, #297, #299 and #300 which all need a timed agenda or other documentation. All votes affirmative.

Layton Long shared with the Board a letter he had received in reference to the WaDE employees and experience requirement for RS Registration. After some discussion, the Board decision was that experience began when the position reclassification became effective, which was October 1, 2006, and/or employed as an EHS in a local health department. Malcolm Blalock will draft a response letter which will be reviewed and signed by the Chair.

Malcolm Blalock and Dr. Burt Ogle will develop a policy for science educational requirements based on NEHA interpretation.

After some discussion, it was determined that a policy is needed for acceptance of PES/NEHA test scores for registration. Policy will be drafted before the next meeting.

Intern Approval – Education Committee

<u>Name</u>	<u>County</u>	<u>Degree</u>	<u>University</u>
Duane J. Crawley	Lincoln Co	BS Env Sciences	UNC-Asheville
Alicia M. Stein	Lincoln Co	BS EH	Bowling Green State
Monica S. Randolph	Appalachian Dist	BS Economics	East Tennessee State
Renee N. Brown	Macon Co	BS EH	WCU
Richard F. Bowling III	Cleveland Co	BS Env Studies	Montreat College
LaRue A. Fuller	New Hanover Co	BS Biology MBA Bus Adm	Fayetteville State Webster University
Melissa Lombardi	New Hanover Co	BS Biology	UNC-Wilmington
Robert H. Snow	Forsyth Co	BS Nat Resources	NCSU
Charles T. Valentine	Franklin Co	BS Env Health	ECU
David A. Hill	Montgomery Co	BS Math	Excelsior College
Chris A. Alexander	DENR	BS Biology	Appalachian State
Christopher Blackmon	Pender Co	BS Env Technology	NCSU
Justine Carpenter	Stanly Co	BS Env Science	Pfeiffer Univ
William M. Wade	Lenoir Co	BS EH	ECU

Board Action: Recommendation from committee to approve all of the above. All votes affirmative with Terry Pierce abstaining from voting on Chris Alexander.

INTERNS ELIGIBLE FOR RS STATUS

<u>Name</u>	<u>County</u>	<u>Date Eligible</u>
Patrick Eaton	Durham Co	10/24/07
Rebecca Bigford	Brunswick Co	10/31/07
Andrew Haines	DENR-SS	11/16/07

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 with Terry Pierce abstained from voting on Andrew Haines. .

Legislative Report

Board needs to review Legislative Changes and limit focus to three items. Executive Committee will meet on December 3, 2007 in Raleigh to work on developing these items.

Policies

Policy & Procedure Manuals are needed for all Board Members. They will be updated when revisions are made. Manuals are to be returned to the Board prior to Board Member leaving the Board.

Internal Controls

A workshop was held on October 19, 2007 to develop policies designed to meet the requirements of Internal Controls. In attendance were: Ann Gilstrap, Malcolm Blalock, Terry Pierce, Perry Solice and Janice Jones. Significant advances were made in outlining policies needed specifically in Sections A, C and D. As a result, several responsibilities were noted that need to be included in Board Member responsibilities, mostly with the Secretary-Treasurer position. Malcolm Blalock has agreed to develop an Organizational Chart listing members, positions, committees and their responsibilities. Several other concerns were raised, such as needing work sessions devoted to audits and developing more policies for internal controls and review of renewals and CE hours. The following assignments were made: Fixed Asset Inventory & Policy – Perry Solice; Budget – Layton Long; Complaint Policy, Policy on Policies and Internal Audits Policy – Malcolm Blalock.

Well Technician Report

There is a need to review Well Program and determine what duties can be assumed by a non RS ; looking at conditions and situations in which a technician could inspect and what and how much training is needed. Patricia Hawkins and Dr. Burt Ogle will form a small group to discuss and make recommendations.

SOP – No Report

Next regular meeting is scheduled for December 5, 2007 at 2728 Capital Blvd Building in Raleigh.

Meeting was recessed at 5:00 pm. Board will reconvene tomorrow morning before the RS Exam.

Meeting reconvened at 8:30 a.m. on October 25, 2007.

Education Committee presented the following CE Requests that were not considered earlier.

	Name of Education/Training	Organization Sponsor	Location	Start Date	End Date	Hrs Requested	Rec'd Approval
301	Regional CEHB Quarterly Educational Meeting	CEHB	Black Mountain	12/13/07	12/13/07	4.00	4.50
302	O&M 110: Intro to LPP Operation, Maintenance and Troubleshooting	NCSU	Plymouth	11/28/07	11/28/07	6.00	6.00
303	Install 100: Installation of the Basic Gravity System	NCSU	Raleigh	09/24/07	09/24/07	6.00	6.00
304	Install 110: Installation Field Practicum for Basic Gravity Systems	NCSU	Raleigh	09/25/07	09/25/07	6.00	6.00
305	Soils 270: The Science Behind the Soil and Site Rules	NCSU	Greensboro	12/14/07	12/14/07	6.00	6.00
306	Getting the Dirt on Soils	NCSU	Greensboro	12/13/07	12/13/07	6.00	6.00
307	Soils 140: Soil Texture	NCSU	Greensboro	08/30/07	08/30/07	6.00	6.00
308	Soils 312: Soils of the Slate Belt	NCSU	Hillsborough	09/07/07	09/07/07	6.00	6.00
309	O&M 103: Subsurface Operator Refresher: Drip Irrig. Systems	NCSU	Raleigh	12/12/07	12/12/07	6.00	6.00
310	Tech 100: Basics of Onsite Sewage	NCSU	Raleigh	12/03/07	12/03/07	6.00	6.00
311	Rule 100: Navigating the Rules	NCSU	Plymouth	11/30/07	11/30/07	6.00	6.00
312	Soils 250: Matching the System to the Site	NCSU	Plymouth	11/29/07	11/29/07	6.00	6.00
313	O&M 210: Advanced LPP & Pump Syst Monitoring and Troubleshooting	NCSU	Raleigh	12/13/07	12/13/07	6.00	6.00
314	Design 225: Pressure Dispersal System Design	NCSU	Nags Head	10/12/07	10/12/07	6.00	6.00
315	Design 220: Pump System Design	NCSU	Nags Head	10/11/07	10/11/07	6.00	6.00
316	Design 210: Design of Flow Equalization Systems Using Timed Dosing	NCSU	Nags Head	10/10/07	10/10/07	6.00	6.00
317	Tech 220: Remote Systems	NCSU	Fletcher	10/05/07	10/05/07	6.00	6.00
318	Soils 210: Measuring Soil Hydrolic Conductivity	NCSU	Fletcher	10/04/07	10/04/07	6.00	6.00
319	Install 200: Installation of Certification Grade Level II Systems	NCSU	Various	Various		6.00	6.00
320	Install 300: Installation of Certification Grade Level III Systems	NCSU	Various	Various		3.00	2.75
321	Install 400: Installation of Certification Grade Level IV Systems	NCSU	Various	Various		3.00	3.00
322	Soils 101: Field Description of Soils	NCSU	Various	Various		12.00	12.00
323	Tech 200: Septic System Options for Difficult Sites	NCSU	Various	Various		12.00	12.00
324	Design 100: Principles of Gravity System Design	NCSU	Various	Various		6.00	6.00
325	Design 200: Designing Onsite System Layouts	NCSU	Various	Various		6.00	6.00
326	Tech 102: Onsite System Technologies	NCSU	Various	Various		6.00	6.00
327	Shoring	NCAWW/NCWEA	Fayetteville	04/10/07	04/10/07	6.00	5.00
328	B Distribution	NCAWW/NCWEA	Fayetteville	Various		6.00	5.00

Board Action: Recommendation from Education Committee to approve all of the above requests. All votes affirmative.

Meeting was adjourned at 8:47 a.m.

Respectfully submitted,

Layton Long, RS
Secretary-Treasurer

Date Approved _____

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