

# RS BOARD MEETING MINUTES

December 5, 2007

## **Board Meeting**

The meeting of the NC State Board of Sanitarian Examiners was held on Wednesday, December 5, 2007 at 2728 Capital Blvd Bldg in Raleigh NC. Those in attendance were: Ann Gilstrap, Malcolm Blalock, Sheila Nichols, Perry Solice, Patricia Hawkins, Dr. Burt Ogle and Janice Jones. Lynn Lathan, Terry Pierce and Layton Long were present via conference call.

**Called to Order** – Chair Ann Gilstrap called the meeting to order at 10:30 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. Ms. Gilstrap reminded Board members to recuse themselves whenever the Board was discussing a co-worker, employee, family, or friend. She also reminded members that they should not participate in any discussions involving a co-worker, employee, family member, or friend. There were none stated.

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

Minutes for the October 24, 2007 meeting were sent to all Board Members.

**Board Action: Dr. Burt Ogle made a motion to approve the Minutes. Motion was seconded by Malcolm Blalock. All votes affirmative.**

Copies of Closed Session Minutes were mailed.

**Board Action: Malcolm Blalock made a motion to approve the Closed Session Minutes. Motion seconded by Perry Solice. All votes affirmative.**

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

Janice Jones presented the Financial Report. Bank Balances as of December 3, 2007 were Checking account - \$3,872.83, Money Market account - \$7,399.95, Share account - \$33.44 and STIF account - \$33,166.67. Total of these accounts are \$44,472.89.

**Board Action: Dr. Ogle made a motion to accept the Financial Report. Motion was seconded by Perry Solice. All votes affirmative.**

Copies of the 2006 Audit Report were distributed to Board Members.

## **Chair's Report – Ann Gilstrap**

Ann Gilstrap read a contract submitted by Tobin Shepard from Guilford County to provide website manager services and website hosting for the Board.

**Board Action: Motion made by Malcolm Blalock and seconded by Perry Solice to enter into this contract. All votes affirmative.**

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

Terry Pierce reported on the Environmental Health Internship Program Planning Committee. Several applicants have been received from EH Students at WCU. Several local health departments are interested in participating.

Database Update- testing is still being done and several changes are being made.

Terry Pierce is no longer on conference call.

## **Secretary to the Board's Report - Janice Jones**

Janice Jones presented the October RS Exam scores to the Board Members.

**Board Action: Motion made by Malcolm Blalock to accept exam scores with the exception of Erin Millush, who does not qualify for registration due to job classification . Motion seconded by Dr. Ogle. All votes affirmative. Terry Pierce was not present at the time of motion or vote.**

Ms. Jones reported that 2008 Renewal Forms and Newsletters have been mailed. Renewal fees are slowly been received. She is continuing to work on the new database with Blue Lizard; testing and identifying problems that need to be corrected.

**Board Action: Motion made by Perry Solice and seconded by Patricia Hawkins to enter into Closed Session to discuss investigations. All votes affirmative.**

**In Closed Session at 11:44 a.m.**

**Out of Closed Session and recessed for lunch at 12:02 pm**

**Back in Open Session at 12:40 p.m.**

**Michael Thompson Case** – Hearing has been cancelled for January 17 and 18, 2007. Will be rescheduled.

**Gerald Strickland Case** – John Barkley has received the requested letter from Mr. Strickland’s attorney. Mr. Barkley will withdraw the appeal.

**Pamlico County Investigation** – Investigation completed and no action taken.

**Michael Beane Case** – The investigation team is still waiting on documents from John Barkley.

**New Hanover County Case** - Intern status has expired without becoming fully registered. Intern was notified by letter.

**Rhonda Barnes Case** – Waiting on John Barkley to send the formal licensure revocation to the Chair.

Several other concerns were discussed.

**Education Committee Report**

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

The following Continuing Education Requests were reviewed by the Board:

	<b>Name of Education/Training</b>	<b>Organization Sponsor</b>	<b>Location</b>	<b>Start Date</b>	<b>End Date</b>	<b>Hours Requested</b>	<b>Recommended Approval</b>
<b>331</b>	ICS 200	FEMA	Elizabeth City	01/29/07	01/29/07	7.00	7.75
<b>332</b>	Smart Pest Management	Agronomy & Horticulture Services	Asheville	10/19/07	10/19/07	5.50	5.50
<b>333</b>	Lead Supervisor Initial Training	EI, Inc	Morrisville	07/10/07	07/13/07	15.00	15.00
<b>334</b>	Lead Inspector	Greenville Technical College	Greenville SC	02/19/07	02/21/07	22.00	15.00
<b>335</b>	Lead Risk Assessor	Greenville Technical College	Greenville SC	02/22/07	02/23/07	15.00	13.00
<b>336</b>	FDA Model Food Code Training	USFDA	Anchorage AK	02/27/07	03/01/07	19.00	15.00
<b>337</b>	ICS 100	FEMA	Online	Various		2.50	2.50
<b>338</b>	ICS 200	FEMA	Online	Various		3.00	3.00
<b>339</b>	ICS 700	FEMA	Online	Various		3.00	3.00
<b>340</b>	Effects of Radiological Agents	Univ of Michigan SOPH	Online	Various		7.25	6.25
<b>341</b>	Chemical Sleuthing: Web Based Tools for Public Health	Univ of Michigan SOPH	Online	Various		5.25	5.25
<b>342</b>	Mid-Atlantic Interstate Seafood Seminar	ISSC	Rehoboth B DE	10/10/07	10/12/07	15.50	15.00
<b>343</b>	Chemical Spill Response Training	Sigma Consulting	Chesapeake VA	10/19/07	10/19/07	7.50	7.50
<b>344</b>	Mass Dispensing Exercise	New Hanover Co	Wilmington	03/30/07	03/30/07	4.00	Denied
<b>345</b>	Water Water Everywhere	NCPHA EHS	Durham	09/27/07	09/27/07		1.00
<b>346</b>	Assessing Retail Establishments After Disaster	NCPHA EHS	Durham	09/27/07	09/27/07		1.00
<b>347</b>	Risk Factors, Risk Based Inspection & Risk Frequency	NCPHA EHS	Durham	09/27/07	09/27/07		1.00
<b>348</b>	Sleep Tight Don't Let the Bed Bugs Bite	NCPHA EHS	Durham	09/27/07	09/27/07		1.00

349	Wood Lecture: You Can Create Magic Too	NCPHA	Durham	09/28/07	09/28/07		1.50
350	SAFT 6001 Regulatory Aspects of Occupational & Env Safety	ECU	College Course	08/29/07	12/11/07	15.00	15.00
351	NC Central EHSA Meeting	NCCEHSA	Asheboro	09/20/07	09/20/07	3.50	2.00
352	EH Internship Program Planning Committee Meeting	HD EH Committee	Raleigh	08/16/07	08/16/07	2.00	Denied
353	Health & Medical Drought	PHP & R	Conference Call	10/25/07	10/25/07	1.00	1.00
354	SE District Educational Meeting	SEDEHS	Salemburg	09/14/07	09/14/07	4.00	4.00
355	Hazard Communication/Material Safety Data Sheets/Fire Safety	Clover Enterprises	Asheville	08/07/07	08/07/07	6.00	3.00
356	GA Environmental Health Association Conference	GA EH Association	Helen GA	07/11/07	07/13/07	14.00	9.50
357	2007 Erosion and Sedimentation Control Planning & Design	NCDENR/Water Resource Institute	Boone	04/17/07	04/18/07	12.00	8.25
358	Reducing Risk Factors at Retail & Food Service	USFDA	Online	Various		2.50	2.00
359	Emergency Preparedness Seminar	Central Piedmont Safety Council	Winston-Salem	09/20/07	09/20/07	4.00	3.50
360	Erosion & Sedimentation Control Planning & Design Workshop	WRRRI	Hickory	10/30/07	10/31/07	12.00	Needs Agenda
361	ICS 200	PHP & R	Charlotte	02/07/07	02/07/07	7.00	7.75
362	Part I Basic Processes in Hydric Soils	NCSU	Cary	09/24/07	09/25/07	7.50	7.75
363	Part II Advanced Problems in Hydric Soil Evaluation	NCSU	Cary	09/26/07	09/27/07	7.50	7.25
364	Seafood Quality & Safety for EH Specialists	SOP	Pine Knoll Shores	10/31/07	11/02/07	18.00	18.00
365	FDA Engineering Correspondence Courses	ORA-U/FDA	Online	01/02/07	07/19/07	35.00	15.00
366	Water & Wastewater Disinfection	Blue Ridge Community College	Flat Rock	03/08/07	03/08/07	6.00	6.00
367	CDPims & CDP Mobile Training OSWW	CDP & Catawba Co	Newton	08/01/07	08/01/07	6.00	5.75
368	CDPims & CDP Mobile Training OSWW	CDP & Catawba Co	Newton	10/18/07	10/18/07	4.00	3.75
369	CDPims & CDP Mobile Training OSWW	CDP & Catawba Co	Newton	11/08/07	11/08/07	5.00	4.75
370	FDA NE Region Annual Food Protection Seminar	FDA	Southbury CT	08/22/07	08/24/07	15.00	14.25
371	ICS 300	US Dept of Homeland Security	Anniston AL	06/18/07	06/19/07	15.00	15.00
372	ICS 400	US Dept of Homeland Security	Anniston AL	06/20/07	06/21/07	11.50	11.50
373	Chemical Terrorism	State Laboratory of PH	PHTIN	11/27/07	11/27/07	2.50	2.50
374	Lead Inspector Refresher	Greenville Technical College	Greenville SC	06/11/07	06/11/07	8.00	Needs Agenda
375	Lead Risk Assessor Refresher	Greenville Technical College	Greenville SC	06/12/07	06/12/07	8.00	Needs Agenda
376	Northeastern EH District Meeting	NEEH	Greenville	07/27/07	07/27/07	4.00	4.00
377	North Central EH District Meeting	NCEHD	Durham	11/29/07	22/29	3.75	3.75
378	WNCEHSA Meeting	WNCEHSA	Asheville	03/06/07	03/06/07	2.00	2.00
379	CEHB Regional Meeting	CEHB	Greenville	12/19/07	12/19/07	5.25	5.25
380	CDPims & CDP Mobile Training OSWW	CDP & Western Incubator	Asheville	12/18/07	12/18/07	6.00	6.00
381	CDPims & CDP Mobile Training OSWW	CDP & Western Incubator	Asheville	12/19/07	12/19/07	6.00	6.00
382	EPA Region IV Monitoring Managers Meeting	EPA	Raleigh	04/03/07	04/05/07	16.50	13.25
383	Carolina Air Pollution Control Agencies Spring Conference	CAPCA	Asheville	04/11/07	04/13/07	18.50	11.75
384	Hazardous Waste Operations and Emergency Response Course	Buncombe County	Asheville	06/06/07		8.00	Needs Agenda
385	On Site Wastewater	OSWPS	Fletcher	10/30/07	10/30/07	5.25	6.25
386	On Site Wastewater	OSWPS	Waynesville	11/14/07	11/14/07	5.00	5.00



After some discussion, it was decided that Renewal Applications received without Board approved CE shall be returned with a cover letter stating that the application is incomplete and must be resubmitted before December 31<sup>st</sup> or a late fee shall be required and that it is unlawful to practice as a Registered Sanitarian until properly renewed. Discussion was held concerning establishing a deadline for CE Requests two weeks prior to a Board Meeting. A policy will be developed and brought to the Board for approval.

Some new essay questions have been written to add to the existing ones.

**INTERNS ELIGIBLE FOR RS STATUS**

<u>Name</u>	<u>County</u>	<u>Date Eligible</u>
Steve A. Simandle	Surry Co	11/30/07
Tyler McKeithan	Appalachian District	12/13/07
Kimberly Palasch	Beaufort Co	12/16/07
Daniel Squirewell	Union Co	12/19/07
April Bumgarner	Lincoln Co	1/23/08
Jessica Perry	Davie Co	1/30/08

**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.**

**Legislative Report**

Executive Committee met on Monday morning to review the legislative changes. Recommendation of the Executive Committee is to move forward with the legislative package as last reviewed by the Board. The committee is of the opinion that the majority of the proposed changes are technical and not substantive.

**Future Meetings**

After some discussion, the following dates were set for Board Meetings and RS Exams for 2008:

- January 29, 2008 --- Board Meeting - Raleigh
- March 27, 2008 --- RS Exam - Brevard
- March 28, 2008 --- Board Meeting - Brevard
- June 4, 2008 --- RS Exam - Raleigh
- June 5, 2008 --- Board Meeting - Raleigh
- October 2, 2008 --- Board Meeting - Morehead City
- October 3, 2008 --- RS Exam - Morehead City
- December 11, 2008 --- Board Meeting - Raleigh

Other Board Meetings may be scheduled throughout the year.

**Elections of Officers for 2008**

Nominating Committee presented the following slate of officers for 2008:

- Chair Ann Gilstrap
- Vice Chair Terry Pierce
- Sec-Treasurer Layton Long
- Past Chair Malcolm Blalock

**Board Action: All votes were affirmative for accepting the recommendation from the Nominating Committee.**

Chair Ann Gilstrap appointed Patricia Hawkins to the Education Committee effective January 1<sup>st</sup>.

Meeting was adjourned at 3:50 p.m.

Respectfully submitted,

Layton Long, RS  
Secretary-Treasurer

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

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