

RS BOARD MEETING MINUTES

February 1, 2007

Board Meeting

The meeting of the NC State Board of Sanitarian Examiners was held on Thursday, February 1, 2007 at the 2728 Capital Blvd Building in Raleigh, NC. Those in attendance were: Ann Gilstrap, Terry Pierce, Malcolm Blalock, Perry Solice, Layton Long, Patricia Hawkins, Janice Jones and John Barkley. Dr. Burton Ogle, Sheila Nichols and Lynn Lathan were present via conference call.

Called to Order – Chair Ann Gilstrap called the meeting to order at 10:11 a.m. Due to the adverse weather conditions, all members agreed to postpone some agenda items until the next meeting.

Conflict of Interest Statement – Chair Ann Gilstrap 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 December 8, 2006 meeting were sent to all Board Members. Correction was noted under NEW RS Approvals, Teresa Dickson and Christina Rodite are from Gaston County, not Union County.

Board Action: Terry Pierce made a motion to accept the Minutes with the correction. Motion was seconded by Perry Solice. All votes affirmative.

Approval of the Financial Report – Janice Jones

Janice Jones presented the Financial Reports. Bank Balances as of January 31, 2007 were checking account - \$13,132.97, Money Market account - \$23,896.80, Share account - \$32.97 and STIF account - \$ 41,323.43. Total of these accounts are \$78,386.17.

Board went into Closed Session at 10:29 a.m.

Reconvened in Open Session at 12:25 p.m.

John Barkley updated the Board on the status of the Gerald Strickland case. Notice of Appeal has been filed with Court of Appeals and the brief is being prepared.

Board Action: Motion made by Perry Solice and seconded by Malcolm Blalock to set a hearing date for Rhonda Barnes. All votes affirmative. Hearing set for June 4, 2007.

Layton Long and Lynn Lathan reported that they have completed their investigation of Michael Thompson, former employee of Cherokee County. Recommendation from the investigative team was made to hold a hearing to take disciplinary action against Michael Thompson for possible violations of G.S. 90A-64 (4) Defrauding the public or attempting to do so; (6) Dishonesty; (8) Inexcusable neglect of duty; (9) Guilty of any unprofessional or dishonorable conduct unworthy of and affecting the practice of his profession.

Board Action: Terry Pierce, Layton Long and Lynn Lathan abstained from voting. All other votes were affirmative. Hearing date was scheduled for April 18, 2007 in Hendersonville NC. John Barkley will proceed with preparing for the hearing.

Board Action: Motion was made by Malcolm Blalock and seconded by Perry Solice for the Board to conduct an investigation on a complaint received concerning a Pamlico County employee. All votes were affirmative.

Chair Ann Gilstrap appointed Malcolm Blalock and Perry Solice to conduct the investigation.

Chair's Report – Ann Gilstrap

- Ann Gilstrap reminded everyone to complete the Economic Interest Statements. All forms and blanks must be filled out or the form will be returned.
- Ms. Gilstrap reminded everyone to continue with their assignments for the Internal Controls Report.

Administrative Secretary's Report – Janice Jones

- Janice Jones reported that the Officers had been changed on the letterhead and the Board Members had been updated on the website.
- She reported that the Secretary-Treasurer needs to be changed on the bank accounts and Insurance Policy.
- Ms. Jones reported that there was an error in the certificates and the Department of Corrections Print Shop is the process of reprinting the certificates for Interns and Registered Sanitarians.
- Over ¾ of the 2007 Renewals have some type of change to be made in the database. Approximately 70% have been entered in the database. Several waited and submitted CE Requests with their renewal application.
- Ms. Jones reported there were problems securing locations for the exams for 2007 for the approved dates. However, details have been worked out for the following: April 20, 2007 exam will be held at Henderson County Health Department in Hendersonville, July 13, 2007 exam will be held at Wake Commons in Raleigh, October 25, 2007 exam location is still being determined. After some discussion, Chair Ann Gilstrap agreed to check to see if facilities at the Carteret County Health Department were available for October.
- Ms. Jones brought up LaserGrade testing and whether or not we need a policy on an exam waiting period. NEHA has a 90-day waiting period. She expressed some of NEHA's concerns about taking the exam too frequently. After some discussion, the Board decided not to develop a waiting period.

Education Committee Report

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

The following Continuing Education Requests were presented with recommendations:

2006 Continuing Education Requests

Name of Education/Training	Organization Sponsor	Location	Start Date	End Date	Recommended Approval
CAPCA Spring Technical Conference	Carolinas Air Pollution Control Assoc	Asheville	04/19/06	04/21/06	10.75
Clean Diesel Forum	Clean Air Comm Trust	Asheville	04/12/06	04/12/06	3.00
8 Hour Refresher in Hazardous Waste Operations	Buncombe Co Hazardous Waste Officer	Asheville	06/20/06	06/20/06	Need Agenda
2006 Spring Ambient Monitoring Workshop	Division of Air Quality	Raleigh	03/07/06	03/08/06	7.25
Clean Water Contractor Training	Watershed Assoc of Tuckasegee River	Cherokee	03/22/06	03/22/06	6.25
NC Waterworks Operators Spring School	W. Piedmont CC/NCWOA	Morganton	04/17/06	04/21/06	15.00
Lead Risk Assessor Refresher	Aerosol Monitoring & Analysis Inc.	Hanover, MD	04/03/06	04/03/06	6.00
EPA AHERA Inspector 3 Day Training	Aerosol Monitoring & Analysis Inc.	Hanover, MD	05/22/06	05/24/06	12.00
VA Dept of Health Training Seminar	Virginia Tech	Richmond, VA	03/06/06	03/08/06	Need Agenda
Earth & Planetary Sciences 270.375 (College Course)	John Hopkins University	Baltimore, MD	09/07/06	12/11/06	15.00
EHST 2110-002 Intro to Env Health	ECU	Greenville	Fall 2006		15.00
EHST 4300/4301 Institutional & Recreational Sanitation	ECU	Greenville	Fall 2006		15.00

2007 Continuing Education Requests

Name of Education/Training	Organization Sponsor	Location	Start Date	End Date	Recommended Approval
2007 NC State Health Directors' Conference	NCALHD, DPH, NCIPH	Raleigh	01/25/07	01/26/07	7.00
Update on the Seychelles Child Development Study	CDC	Atlanta, GA	01/10/07	01/10/07	1.50
CEHB Regional Training	CEHB	Smithfield	02/15/07	02/15/07	5.00
PHRST Region III Quarterly Meeting	PHRST	Fayetteville	01/19/07	01/19/07	4.50
NSF Workshop	NSF & Johnston County HD	Smithfield	01/18/07	01/18/07	4.00
A Life or Meth Situation: NC's Response to Methamphetamine	SR AHEC & Wake AHEC	Raleigh	02/05/07	02/06/07	8.50

Beginning Spanish I	Blue Ridge Comm College	Flat Rock	01/11/07	03/01/07	15.00
CARB 334 Permitting Practices & Procedures	Metro 4/SESARM	Nashville, TN	01/16/07	01/18/07	11.25
EPA Region 4 Air Toxics Summit	Metro 4/SESARM/EPA	Atlanta, GA	02/26/07	03/02/07	13.00
2007 Asthma Summit	Asthma Alliance of NC	Burlington	04/17/07	04/17/07	3.50
Well Drillers Workshop	NCDENR-Fayetteville Reg Office	Pembroke	01/19/07	01/19/07	6.75
Mid-Atlantic Mosquito Control Assoc Annual Ed Conference	Mid-Atlantic Mosquito Control Assoc	Charleston, SC	02/20/07	02/22/07	10.50
Swimming Pool Spa Operators Course (one day)	The Pool Professor	Various	Various	Various	6.25
Swimming Pool Spa Operators Course (two day)	The Pool Professor	Various	Various	Various	11.75
SCC 452/551 Soil Classification	NCSU	Raleigh	01/11/07	04/27/07	15.00
SCC 470/570 Wetlands Soils Online College Course	NCSU	Online	January	May	15.00
Transitional Permitting Food Service & Renovated Spaces	SOP		01/24/07	01/26/07	19.50
Eastern NC Communicable Disease Workshop	Brody School of Medicine	Greenville	01/23/07	01/23/07	4.25

Board Action: Recommendation from committee to approve all of the above requests with the exception of the two which need agenda. All votes affirmative.

Intern Approval – Education Committee

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>			
James R. Smith	Wake Co	BS Bio Med	Texas A & M
Jessica Ann Blizzard	Wayne Co	BS Biology	ECU
Veronica Yavelak	Mecklenburg Co	BS Chemistry	Appalachian State
Amanda S. Waller	Mecklenburg Co	BS Biology	Tennessee Temple U
Lauren F. Silmon	Mecklenburg Co	BA Biology	U of Virginia
Tonya B. Zimmerman	Rowan Co	BS Biology/Math	Pfeiffer U
Geoffey G. Fouad	Mecklenburg Co	BS Env Science	Catawba College
Justin L. Henderson	Yadkin Co	BS Biology	UNC-Charlotte
Leslie McKinney	Toe River Dist	BS Biology	Mars Hill College
Leo S. Mitchell	Mecklenburg Co	BS Env. Studies	Catawba College
Lenesto D. Page	Mecklenburg Co	BS Biology	UNC-Pembroke
Lillian M. Barfield	Davidson Co	BS Env Science	UNC-Wilmington
Sarah M. Makres	Mecklenburg Co	BS Med Techn	Indiana U
Carrie L. Small	Cumberland Co	BS Biology	Methodist U
Pamela H. Lindsay	Duplin Co	Biology	Mt Olive College
Marie A. Meidenbauer	Mecklenburg Co	BS Social Science	U at Buffalo, SUNY
Jessica C. Jones	Duplin Co	BS Poultry Science	NCSU

Needs Emp Verification & Job Description

Eric R. Griffin	Wilson Co	BS EH	ECU
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Waiting on Transcript

Terry L. Watson	Mecklenburg Co	BS Earth Science	UNC-Charlotte
Stephen E. Phibbs	Forsyth Co	BS EH	East Tennessee U
Christopher A. Fletcher	Pitt Co	BS EH	ECU

Not Enough Science Hours

Terry M. Kittrell	Person Co	BS Ext Education	NCSU
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Board Action: Recommendation from committee to approve all of the above interns under Ready to Approve, with Eric Griffin to be approved once paperwork is received. Terry Kittrell does not have enough science hours. The other three waiting on transcripts will be presented at a later time. The Board voted to

approve the committee's recommendations. Lynn Lathan and Layton Long abstained from voting on those interns from their counties. All other votes affirmative.

The following interns were presented for RS Status:

<u>Name</u>	<u>County</u>	<u>Date Eligible</u>
Mason Hoggard	Albemarle Region	11-29-06
David Brewer	Forsyth Co	12-06-06
Chad Gambill	Wilkes Co	1-03-07
Joshua Cumbee	Brunswick Co	1-18-07
Amber Windham	Durham Co	1-24-07
Daniel McNeil	Mecklenburg Co	1-24-07
Judy Melville	Iredell Co	1-24-07
Randy Swicegood	Davidson Co	2-07-07
Justin Jennings	Wake Co	2-27-07
Crystal Buckner	Madison Co	2-28-07

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.

Next meeting is scheduled for March 20, 2007 at 2728 Capital Blvd Building in Raleigh, NC.

Meeting was adjourned.

Respectfully submitted,

Ann Gilstrap, R.S.
Secretary-Treasurer

Date Approved _____