

RS BOARD MEETING MINUTES

March 20, 2007

Board Meeting

The meeting of the NC State Board of Sanitarian Examiners was held on Tuesday, March 20, 2007 at the 2728 Capital Blvd Building in Raleigh, NC. Those in attendance were: Ann Gilstrap, Terry Pierce, Malcolm Blalock, Perry Solice, Dr. Burt Ogle, Sheila Nichols, Lynn Lathan, Layton Long, Patricia Hawkins and Janice Jones.

Called to Order – Chair Ann Gilstrap called the meeting to order at 10:12a.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 February 1, 2007 meeting were sent to all Board Members. Closed Session Minutes were mailed to all Board Members.

Board Action: Malcolm Blalock made a motion to accept the Minutes. Motion was seconded by Burt Ogle. All votes affirmative. Malcolm Blalock made a motion to accept the Closed Session Minutes. Motion was seconded by Perry Solice. All votes affirmative.

Approval of the Financial Report – Janice Jones

Janice Jones presented the Financial Report. Bank Balances as of March 16, 2007 were Checking account - \$13,376.87, Money Market account - \$23,959.65, Share account - \$33.01 and STIF account - \$41,626.92. Total of these accounts are \$78,996.45. Copies of the 2005 Audit prepared by Shelton Hawley, CPA were passed out to all Board Members.

Board Action: Motion made by Lynn Lathan to accept the Financial Report and seconded by Burt Ogle. All votes affirmative.

There was some discussion of having a conference call number available for our Board Meetings. Terry Pierce stated that someone in his office could arrange a call-in number for us.

Chair's Report – Ann Gilstrap

- Ann Gilstrap reported that she attended an Ethics Liaison Training session on February 28, 2007. She discussed some of the points that they brought out. The possibility of someone from the Ethics Commission providing a training session for the Board Members was discussed.
- The Directory Listing by County update was discussed.
- 2007 Registration card was discussed. Several options were suggested.
- Ms. Gilstrap reported that a person has requested to take the RS Exam without being registered with the Board. NEHA was contacted for guidance and what they require. After some discussion, it was the consensus of the Board to administer the exam only to people who were eligible to be registered.

Vice Chair's Report – Terry Pierce

- Terry Pierce reported that the database implementation was moving forward
- He reported that DENR has some interest in receiving payments via credit card and suggested that once it was setup the Board may want to pursue this form of payment.
- Mr. Pierce discussed the Legislative Procedures to introduce the rule changes.

Secretary-Treasurer's Report – Layton Long

- Layton Long reported that he was still working with the State Employees Credit Union to get his name added to the account and Ann Gilstrap's name taken off.

Administrative Secretary’s Report – Janice Jones

- Janice Jones reported that the certificates have been printed and are ready to be signed. Board Members agreed to sign them today.
- Ms. Jones reported that the approved minutes and CE Requests had been sent to Andre Pierce to be posted on the website.
- Applications for the April exam are coming in.
- She reported that all locations have been secured for the 2007 RS Exams. April 20, 2007 will be at the Henderson County Health Department in Hendersonville; July 13, 2007 will be at Wake Commons Bldg in Raleigh; October 25, 2007 will be at the Carteret County Health Department in Morehead City.

Investigations – Ann Gilstrap

The Board’s appeal of the Gerald Strickland decision is still in litigation.

Rhonda Barnes hearing is scheduled for June 4, 2007 in Raleigh

Michael Thompson hearing is scheduled for April 18, 2007 in Hendersonville

Legislative Report – Malcolm Blalock

Malcolm Blalock reported that he had worked on the formatting of the statutory changes. In considering one issue--the name of the Board and what we call the individuals registered by the Board, it was his opinion that we should move forward with changing the name to reflect more modern times. Therefore, the latest draft has substituted “Registered Environmental Health Specialist (and Intern)” for “Registered Sanitarian (and Intern)” as well as “Board of Sanitarian Examiners” for “Board of Environmental Health Specialist Examiners” throughout the statutes. The Board agreed with these changes by consensus. The next step is to identify a legislator to sponsor the proposed amendments. Mr. Blalock asked Board members if they were aware of any legislator(s) who might be friendly to these changes. No one volunteered to approach a legislator.

Board Action: Motion made by Burt Ogle and seconded by Perry Solice to proceed with amendments to the Law. All votes affirmative.

Adjourned for lunch at 12:30 p.m.

Reconvened at 1:10 p.m.

Education Committee Report

Malcolm Blalock, Education Committee Chair 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	Hours Requested	Recommended Approval
Medical Effects of Ionizing Radiation	Armed Forces Radiobiology Res. Ins.	Portsmouth, VA	01/30/07	01/31/07	13.50	11.25
Eastern Environmental Health Supervisor Assoc.	Eastern EH Supv. Assn.	Greenville	02/01/07	02/01/07	3.00	3.00
ICS 300	NC Div. Emergency Mgmt.	Smithfield	03/31/07	02/02/07	17.50	15.00
ICS 400	NC Div. Emergency Mgmt.	Smithfield	02/06/07	02/07/07	14.00	11.50
Keep Swimming Safe and Healthy: Pool Inspection	SOP	Various	Various			15.75
2007 BEST Conference	Wake County LEPC	Raleigh	02/08/07	02/07/07	6.00	4.50
Eastern NC Communicable Disease Workshop	Eastern AHEC	Greenville	04/11/07	04/11/07	4.75	4.25
Understanding Public Health’s New Embargo Authority	DENR/DEH	Various (PHTIN)_	Various		5.25	6.00
Understanding the Risks: Risk Control Plan	DENR/DEH	Various (PHTIN)_	04/04/07	04/04/07	6.50	5.75
Pesticide Education/License	NC Extension	Asheville	01/30/07	01/30/07	4.00	4.00
2007 North Carolina GIS Conference	NC Center for GIS	Winston Salem	03/01/07	03/02/07	8.50	8.75
24 Hour Hazardous Site Worker (HAZWPER)	NCSU	Raleigh	01/29/07	01/31/07	24.00	15.00
ICS 800	FEMA	Online	Various		3.00	3.00
ICS 300	NC Div. Emergency Mgmt.	Louisburg	02/06/07	02/07/07	15.00	14.75

50th Annual Meeting of Soil Science Society of NC	SSSNC	Raleigh	01/16/07	01/17/07	9.50	7.50
Carolina Association of Food Protection	CAFP Affiliate of IAFP	Concord	03/01/07	03/01/07	3.00	3.00
2007 Community Mosquito Control Workshop	Clarke Mosquito Control	Wilmington	03/07/07	03/07/07	2.00	3.75
Virginia Recycling Association 2007 Conference	Virginia Recycling Association	Williamsburg VA	04/30/07	05/02/07	9.25	9.25
Northeastern EHS Meeting	Northeastern EHS	Greenville	02/09/07	02/09/07	4.00	4.00
PH Pest Management ULV Mosquito Spray Calibration	NC DENR/PH Pest Management	Various	Various		2.75	2.50
Smart Pest Management	Agronomy & Horticulture Serv, LLC	Wilmington	03/12/07	03/12/07	5.50	5.25
2007 NC GIS 10 th Anniversary Conference	CGIA; ESRI	Winston Salem	03/01/07	03/02/07	14.00	8.25
First in Responding Supervisor Training	City of Chesapeake PWD	Chesapeake VA	02/22/07	02/22/07	4.25	3.00
NCEHSA Annual Spring Educational Meeting	NCEHSA	Southern Pines	04/18/07	04/20/07	11.50	11.50
Risk Based Frequency and Risk Control Training	DENR/DEH	Various	Various		3.75	3.75
ICS 400	NC DEM	Louisburg	02/26/07	02/27/07	12.00	Need Agenda

Board Action: Recommendation from committee to approve all of the above requests with the exception of the last one listed, which needs an 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>			
Anthony Coker	Iredell Co	BS Biology	USC
Wesley W. Bintz	Macon Co	BS Chemistry	WCU
John M. Brooks	DENR	MS Chemistry	WCU
Shelby M. McLean	Guilford Co	BS Biology	UNC-G
Jacob P. Helms	Rowan Co	BS Env Science	Catawba College
Melissa Parker	Craven Co	BS Hosp Mgmt	ECU
Jacob D. Nelms	Graham Co	BS Nat Res Mgmt	WCU
Benjamin C. Wooten	Cabarrus Alliance	BS Political Science	NCSU

Waiting for Official Transcript

Kathryn E. Sheets	RPM District	BS Env Health	WCU
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Question of Science Hours and Job Description

Claudia Rumpfelt-Wright	DEH/DENR	MSW	San Diego State
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Not Enough Science Hours

Terry L. Watson	Mecklenburg Co	BS Earth Science	UNC-Charlotte
Christopher A. Fletcher	Pitt Co	BS	EKU

Board Action: Recommendation from Committee to approve all of the above interns under Ready to Approve. Terry Pierce abstained from voting on John Brooks. All other votes affirmative. Recommendation from Committee to approve Kathryn E. Sheets upon receipt of her official transcript. All votes affirmative. Recommendation from Committee to deny registration for Terry Watson and Christopher Fletcher based on not meeting the required science hours. Lynn Lathan abstained from voting on Terry L. Watson. All other votes affirmative. Recommendation from Committee to deny application of Claudia Rumpfelt-Wright based on a determination that her job duties do not require registration. Terry Pierce abstained from voting. All other votes affirmative.

The following interns were presented for RS Status:

<u>Name</u>	<u>County</u>	<u>Date Eligible</u>
Frederick Watkins	Brunswick Co	2-23-07
Jeffery Stepp	Henderson Co	3-07-07

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.

Fast-tracking Request

A request was received from Bonnie Simpson to receive credit for prior work experience in the field of environmental health.

Board Action: Recommendation from Education Committee to grant approval of prior work experience for Bonnie Simpson. All votes affirmative.

Request was received from Merle Terry from Person County to appeal the Board’s denial of registration due to lack of science hours. Chair Gilstrap will consult with John Barkley concerning this request.

Administrative Secretary Position

Layton Long reported that after consulting with the Institute of Government it was determined that the Administrative Secretary position is a non-exempt employee rather than a contract person. After much discussion, Mr. Long will research how to proceed.

Board Action: Motion made by Terry Pierce and seconded by Malcolm Blalock to enter into closed session to discuss Personnel Matters. All votes affirmative.

In Closed Session at 2:20 p.m.

Out of Closed Session 2:42 p.m.

Chair Ann Gilstrap called the meeting back to order at 2:44 p.m. She stated that after review and discussion of the Administrative Secretary’s added duties, expectations and hours spent performing the job it was decided to pay for the hours worked over 20 per week since January 1, 2007 at her current rate of pay. Beginning April 1, 2007, the Board will pay for hours worked at the current hourly rate. Working over 30 hours a week will have to be prior approved by the Chair. Monthly time record will be sent to the Chair for approval of payment at the end of each month.

Policies & Procedures – Malcolm Blalock

Malcolm Blalock presented guidelines and policies pertaining to Investigations, Travel, Education Committee, Election of Officers, Executive Committee, Notification of Failure to Pass Exam within Three Years, and Failure to Renew Notification. The Board approved the presented guidelines and policies with several changes.

Layton Long will compile a manual that will contain these guidelines and policies.

SOP Report – Ann Gilstrap

Ms. Gilstrap reported that she had attended a SOP Meeting in Black Mountain. Public Health Workforce Development Assessment was discussed. Proposed courses for Risk Management and New Well Program were also discussed.

Next meeting is scheduled for April 19, 2007 at Henderson County Health Department in Hendersonville, NC.

RS Exam will be administered on April 20, 2007 at Henderson County Health Department in Hendersonville, NC.

Meeting was adjourned.

Respectfully submitted,

Layton Long, RS
Secretary-Treasurer

Date Approved _____