

RS BOARD MEETING MINUTES

March 27, 2008

Board Meeting

The meeting of the NC State Board of Sanitarian Examiners was held on Thursday, March 27, 2008 at the Transylvania County Library in Brevard NC. Those in attendance were: Ann Gilstrap, Sheila Nichols, Malcolm Blalock, Patricia Hawkins, Lynn Lathan, Terry Pierce, Layton Long, Dr. Burt Ogle and Janice Jones. Perry Solice was absent.

Called to Order – Chair Ann Gilstrap called the meeting to order at 4:30 p.m.

Conflict of Interest Statement – Chair Ann Gilstrap asked if any Board Member wishes to speak to the appearance of any actual or potential conflicts of interest. There were none stated. Ms. Gilstrap reminded Board members to recuse themselves when action on a staff member, family, or friend is under consideration by the Board. She also reminded Board members that they should refrain from participation in any discussions in which they may have a potential or existing conflict of interest.

Education Committee Report

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

The following Continuing Education Requests were reviewed by the Board:

| ID # | Name of Education/Training | Organization Sponsor | Location | Start Date | End Date | Hours Requested | Recommended Approval |
|-------|-----------------------------------------------------------|------------------------------------|-----------------|------------|----------|-----------------|----------------------|
| 08020 | North Central Regional Meeting | Alamance County | Burlington | 02/07/08 | 02/07/08 | 2.00 | 2.00 |
| 08021 | Guilford Co. Well Contractor Day 2008 | Guilford County | Greensboro | 02/25/08 | 02/25/08 | 8.00 | 6.50 |
| 08022 | FEMA IS 120A-An Introduction to Exercises | FEMA | Internet | Various | | 5.00 | 5.00 |
| 08023 | Wetland Soils SSC-470 | NCSU | Internet | Various | | 15.00 | 15.00 |
| 08024 | NIMS Logistics Section Chief | Johnston CCC; Johnston Emer. Mgmt. | Smithfield | 02/12/08 | 02/14/08 | 24.00 | 15.00 |
| 08025 | Introduction to ARCGIS I | ESRI | New Bern | 03/05/08 | 03/06/08 | ? | Need timed agenda |
| 08026 | Food Service Plan Review | DEH | Raleigh | 05/20/08 | 05/22/08 | 15.00 | 15.00 |
| 08027 | 57th Annual NC Dairy Conference | NC Dairy Producers Assn; NCSU Ext | Salisbury | 01/23/08 | 01/23/08 | 4.00 | Table |
| 08028 | NC Dairy Foods Safety and Quality Conference | NCSU Food Science Extension | Salisbury | 0/22/08 | 01/22/08 | 4.25 | 3.50 |
| 08029 | 2008 State Health Directors Conference | NCDPH, NCALHD, PHP, OCE-UNC | Raleigh | 01/24/08 | 01/25/08 | 8.00 | 6.25 |
| 08030 | BMP Conference | EPA | Internet | 02/06/08 | 02/06/08 | 2.00 | 2.00 |
| 08031 | NCEHSA Annual Spring Conference | NC EH Supervisors Association | Southern Pines | 04/09/08 | 04/11/08 | 12.25 | 11.50 |
| 08032 | AFDOSS Spring Conference 2008 | AFDOSS | Myrtle Beach SC | 03/30/08 | 04/02/08 | 15.00 | 12.50 |
| 08033 | Train-the-Trainer Training for Lead-Safe Work Practices | DEH/EHSS/CEHB | Greenville | 03/25/08 | 03/26/08 | 14.50 | 13.00 |
| 08034 | WNCPHA Environmental Health Meeting | WNCPHA Environmental Health Sect. | Clemmons | 04/03/08 | 04/03/08 | 5.25 | 5.25 |
| 08035 | NC Recycling Association Conference | Carolina Recycling Association | Raleigh | 03/25/08 | 03/28/08 | 18.00 | Table |
| 08036 | EDNCPHA Environmental Health Meeting | EDNCPHA Environmental Health Sect | Atlantic Beach | 05/08/08 | 05/08/08 | 5.00 | 5.00 |
| 08037 | North Central Environmental Health District Meeting | NCEHD | Sanford | 03/06/08 | 03/06/08 | 4.25 | 4.25 |
| 08038 | What is the Future of Global Fresh Produce Safety Meeting | Conference for Food Protection | San Antonio TX | 04/12/08 | 04/12/08 | 5.00 | 4.75 |
| 08039 | Conference for Food Protection 2008 Biennial Meeting | Conference for Food Protection | San Antonio TX | 04/15/08 | 04/16/08 | 14.00 | 14.00 |

| | | | | | | | |
|--------------|----------------------------------------------------------------|------------------------------|------------------|----------|----------|-------|-------------------------|
| 08040 | Licensed Aquatic Facility Technician Training | ASP&SA | Various | Various | | 6.75 | 6.75 |
| 08041 | Body Piercing & Tattoo Artists Course | New Hanover County | Wilmington | 03/10/08 | 03/10/08 | 7.00 | 0.50 |
| 08042 | WPEHS Meeting | WPEHS | Yadkinville | 03/06/08 | 03/06/08 | 4.50 | 4.00 |
| 08043 | Successful Students: Spring Forward With Local Wellness Policy | NCAHK/NCDPI/NCDPH | Raleigh | 03/11/08 | 03/11/08 | 5.00 | Denied Due to Relevance |
| 08044 | Food Labeling and Approved Sources | FDA | Monroe | 03/19/08 | 03/19/08 | 2.00 | 2.00 |
| 08045 | EDNCPHA Annual Meeting General Sessions | EDNCPHA | Atlantic Beach | 05/07/08 | 05/09/08 | 5.00 | Denied Due to Relevance |
| 08046 | Food Service Establishment Inspection Form Training | Food Protection Branch | Video Conference | Various | | 2.50 | 2.50 |
| 08048 | Avian Influenza Master Training | Blue Ridge CC | Flat Rock | 03/18/08 | 03/19/08 | 14.25 | 10.00 |
| 08049 | Application & Design of Drip Dispersal Systems of NC | Carolina Aerobic Systems Inc | Murphy | 04/18/08 | 04/18/08 | 5.00 | 4.50 |
| 08050 | Behavioral Health All-Hazards Readiness & Response Training | NC Institute of PH | Chapel Hill | 06/10/08 | 06/10/08 | 3.50 | 3.50 |

Board Action: Recommendation from Education Committee to approve all of the above requests with the exception of #08025, which needs a timed agenda; #08027 and #08035, which were tabled until next meeting; #08043 and #08045, which were denied for reasons stated above. All votes affirmative.

Intern Applications for March 27, 2008

| <u>Name</u> | <u>County</u> | <u>Degree</u> | <u>University</u> |
|---------------------|-----------------|-----------------|-------------------|
| Jonathan B. Wiley | Person Co | BS EH | WCU |
| Nancy A. Whitt | Lee Co | BA Chemistry | UNC-CH |
| Joshua L. Jordan | Davidson Co | BS Biology | High Point Univ |
| Debra E. Harmon | Davidson Co | BS Biology | High Point Univ |
| Bruce Grooms | Transylvania Co | BS Civil Eng | NCSU |
| Karen D. Wallace | NCDENR | MS Soil Science | NCSU |
| Frederick S. Nelson | NCDENR/SS | BS Biology | ECU |
| Breona C. Barr | Mecklenburg Co | BS Biology | UNC-Charlotte |
| Matthew A. Muris | Mecklenburg Co | BS Biology | UNC-Charlotte |
| Blakely Dahlem | Halifax Co | BS Forestry | Mississippi U |
| Bryon Stroble | Forsyth Co | BS Geology | Guilford College |
| Edwin Evans | Hertford Co | BS Env Biology | Chowan College |
| William D. Brown | NCDENR | BS EH | ECU |

No Job Description

| | | | |
|----------------------|--------------|--------------|--------------------|
| Jonathan A. Stepp | RPM District | BS Biology | Appalachian State |
| Tracey A. Hutchinson | RPM District | BS Education | Slippery Rock Univ |
| Earl B. Edwards | RPM District | BS Biology | Davidson College |

Board Action: Recommendation from Education Committee to approve RS Intern status to the above named individuals once all documents are received and verified. Layton Long, Terry Pierce, Lynn Lathan and Patricia Hawkins abstained from voting on interns from their counties/DENR. All votes were affirmative.

INTERNS ELIGIBLE FOR RS STATUS

| <u>Name</u> | <u>County</u> | <u>Date Eligible</u> |
|----------------------|---------------|----------------------|
| Kent Brandon | Wilkes | 5/1/2008 |
| Christopher McKenzie | Jackson | 5/1/2008 |

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.

Fast Tracking Requests

A request was received from Jason Lycans, RS Intern from Hoke County asking for the Board's consideration of granting credit for prior work experience with the Virginia Department of Health's Office of Drinking Water. Job description and verification of dates of employment were received.

Board Action: Recommendation from Education Committee to deny credit for prior work experience for Jason Lycans, due to the fact that the job duties were not of a nature which would require registration in North Carolina. All votes affirmative

A request was received from James Smith, RS Intern from Wake County asking for the Board's consideration of granting credit for prior work experience with the City of Frisco Texas as a health inspector. Job description and verification of dates of employment were received.

Board Action: Recommendation from Education Committee to grant credit for prior work experience for James Smith who was a Health Inspector in Texas for over two years. Mr. Smith will need to meet the exam requirements before RS status is granted. All votes affirmative.

Discussed a request for registration of a former RS who does not meet today's eligibility requirements. Chair Ann Gilstrap requested that all Board Members review the Rules and Regulations of RS Registration in Texas. This information can be found on the Texas Registration Board's website.

Recessed at 5:40 p.m. until tomorrow morning.

Reconvened at 8:53 a.m. on Friday, March 28, 2008 at same location.

Approval of Minutes - Janice Jones

Minutes for the January 29, 2008 meeting were sent to all Board Members.

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

Copies of Closed Session Minutes were mailed to Board Members.

Board Action: Terry Pierce made a motion to approve the Closed Session Minutes. Motion seconded by Lynn Lathan. All votes affirmative.

Financial Report – No Report

Policies

Malcolm Blalock presented the following Policies for Board consideration:

- Acceptance of Exam Scores – Make revisions & bring back to next meeting.
- Election of Officers - Approved with revisions.
- Recognition of former Board Members - Approved
- Transfer of Funds – Make revisions & bring back to next meeting.
- Exam Essay Questions – Make revisions & bring back to next meeting.
- Travel for Secretary-Treasurer - Approved
- Complaints - Approved

Chair's Report – Ann Gilstrap

Ann Gilstrap appointed Terry Pierce as the Internal Control Officer to serve as a liaison with the Office of the State Controller for matters regarding the EAGLE Program. She reminded all Board Members of the deadline for Statement of Economic Interest. Ms. Gilstrap reported that Tobin Shepard is now hosting and managing the Board's website.

Vice Chair's Report – No Report

Secretary-Treasurer's Report – Layton Long

Layton Long presented a proposed budget. After some discussion and adjustments, the budget was presented for approval.

Board Action: Recommendation from Audit Committee to approve the proposed 2008 Budget with changes. Motion seconded by Lynn Lathan. All votes affirmative.

Legislative Update

Senator Bingham has the information for the bill to update Board Statutes.

Investigations

Michael Thompson Case – Mr. Thompson's RS registration expired on December 31, 2006 due to failure to renew; therefore, no Board action needs to be taken.

Michael Beane Case – Mr. Beane's RS registration expired on December 31, 2004 due to failure to renew; therefore, no Board action needs to be taken.

Toe River District Complaint – Individual is no longer employed. No information received to warrant an investigation by the Board.

Next Board Meeting

RS Exam will be administered on June 4, 2008 at 2728 Parker Lincoln Blvd, Raleigh NC. Committee meetings will be held directly after the exam. If time permits, the RS Board will meet after the committee meetings and reconvene at 8:30 a.m. on Thursday, June 5, 2008 at the same location.

Meeting was adjourned at 1:28 p.m.

Respectfully submitted,

Layton Long, RS
Secretary-Treasurer

Date Approved _____

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