

RS BOARD MEETING MINUTES

June 5, 2008

Board Meeting

The meeting of the NC State Board of Sanitarian Examiners was held on Thursday, June 5, 2008 at 2728 Capital Blvd Building in Raleigh NC. Those in attendance were: Ann Gilstrap, Sheila Nichols, Malcolm Blalock, Patricia Hawkins, Lynn Lathan, Terry Pierce, Perry Solice and Janice Jones. Layton Long and Dr Burt Ogle were absent.

Called to Order – Chair Ann Gilstrap called the meeting to order at 9:55 a.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.

Approval of Minutes - Janice Jones

Minutes for the March 27 - 28, 2008 meeting were sent to all Board Members.

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

Financial Report – Janice Jones

Janice Jones presented the Financial Report. Bank Balances as of June 4, 2008 were Checking account - \$17,750.79, Money Market account - \$7,540.45, Share account - \$33.73 and STIF account - \$34,040.62. Total of these accounts are \$59,365.59.

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

Chair's Report – Ann Gilstrap

Ann Gilstrap brought up for discussion the terms “affiliated” and “unaffiliated” in our database. “Affiliated” would be those registered and employed in local health departments and DENR. Ms. Gilstrap informed the Board that CITAC had resumed meeting quarterly. Sheila Nichols is the Board representative for CITAC and she reported on their last meeting. Chair Gilstrap reported that Richard Dideriksen may be retiring next year and there is some concern that the past caliber of SOP training may not be maintained. The RS Board will draft a letter to Ed Baker and Steve Hicks with the UNC-SOPH stating their concerns. Ms. Gilstrap reported that all Board Members except Dr. Ogle have attended the required Ethics Training and reminded Board Members about completing their Economic Interest Statement.

Vice Chair's Report – Terry Pierce

Terry Pierce reported that Professor Timothy Kelley has joined the staff at ECU in their Environmental Health Program. Mr. Pierce reported that there are 4 WCU students with the Environmental Health Internship Program attending CIT.

Secretary-Treasurer's Report – No Report

Administrative Assistant's Report - Janice Jones reported that a new contract has been received from NEHA and needs to be signed by the Chair. A new application for bonding has been received from the insurance company. There are very detailed questions and personal information that have never been requested before. After some discussion, a motion was made by Malcolm Blalock and seconded by Lynn Lathan to request that the Secretary-Treasurer look into other insurance companies for bonding. All votes affirmative.

Ms. Jones reported that she was trying out a wireless Internet card for online connection on a trial basis. She asked the Board if they would be willing to pay the increase of the monthly charge for Internet service. After some discussion, a motion was made by Malcolm Blalock and seconded by Terry Pierce to pay 50% of the total monthly charges for the wireless Internet card service contingent on Janice's decision to keep the wireless Internet card or continue with the current dialup Internet service agreement. All votes affirmative.

Certificates were signed today by the Board Members. The broken printer will cost more to repair than the cost of a new one located at Office Depot. The new printer will cost less than \$115.00 and has been ordered. As soon as it arrives, the certificates will be processed and mailed. Ms. Jones reported that the postage meter has been returned to Pitney Bowes.

Ms. Jones reported that she picked up another printing of RS cards yesterday; some of which were replacement cards for misprinted or damaged ones. When these are mailed, the RS Cards will be up to date.

Payroll information and spreadsheet have been developed. We are still waiting on some forms to arrive from IRS.

Some additional required reports need to be added to the RSTAS system. Motion made by Malcolm Blalock and seconded by Terry Pierce for Janice to get estimates from Blue Lizard for the needed reports and to grant authority to the Officers to approve or disapprove these expenses. All votes affirmative.

John Barkley with the AG's office is now present at the meeting.

Board Action: Terry Pierce made a motion and seconded by Malcolm Blalock to enter into Closed Session to discuss investigations and legal issues. All votes affirmative.

Board went into Closed Session at 11:56 a.m.

Board is now in Open Session at 12:35 p.m.

Investigations

John Barkley reported that he had sent letters to Michael Thompson and Michael Beane informing them that they are no longer registered with the Board due to their failure to renew. There is no reason for the Board to take any further action on these investigations at this time.

Board Action: Terry Pierce made a motion and seconded by Malcolm Blalock to enter into Closed Session to discuss legal issues. All votes affirmative.

Board went into Closed Session at 12:39 a.m.

Board is now in Open Session at 12:41 p.m.

Recessed for Lunch at 12:41 p.m.

Board reconvened at 1:15 p.m.

Legislative Update - Board members and Mr. Barkley discussed the ethics wording in proposed statutory changes and decided that those changes would be made if the present Senate Bill 2060 is not ratified in the short session. The Board agreed that other changes in wording are also needed and the proposed changes will be considered again by the Board if SB 2060 is not ratified in the short session. Attempts to find a sponsor will be made for the long session in 2009.

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
08003	Global PH Preparedness: Is It Possible?	U of Michigan Sch of PH	Online	Various		5.50	5.00
08004	Human Health & Animal Disease	U of Michigan Sch of PH	Online	Various		4.25	4.25
08005	Pandemic Influenza: Could History Repeat Itself?	U of Michigan Sch of PH	Online	Various		5.75	3.25
08006	Cutting Edge Legal Preparedness for Chronic Disease Prevention	U of Michigan Sch of PH	Online	Various		1.00	Denied Due to Relevance
08025	Introduction to ArcGIS I	ESRI	New Bern	03/05/08	03/06/08		13.00
08027	57th Annual NC Dairy Conference	NC Dairy Producers Assn; NCSU Ext	Salisbury	01/23/08	01/23/08	4.00	2.00
08051	2008 Mosquito Larvae ID Workshop	NCMVCA	Salisbury	04/22/08	04/23/08	12.00	12.25

08052	Pandemic Influenza Preparedness for Local Health Depts	UNCPH/NCPH/NCCPHP	Online	01/28/08	04/04/08	24.00	15.00
08053	NC SW Enforcement Officers Spring Conference	NCSWEOA	Pittsboro	05/15/08	05/15/08	3.75	2.00
08054	Southeastern District EH Educational Meeting	SEDEH	Jacksonville	03/14/08	03/14/08	4.00	4.00
08055	Indoor EH & Technologies Conference & Lead & Healthy Homes	NALHHG/AHH/LEHA	Charleston SC	04/01/08	04/04/08	17.00	15.00
08056	NC Local Health Directors Legal Conference	NCLHDA	Chapel Hill	04/16/08	04/17/08	7.00	5.00
08057	24th Annual On-Site Wastewater Treatment Conference	NCSU	Raleigh	04/15/08	04/17/08	16.00	14.00
08058	2008 NC Asthma Summit	Asthma Alliance of NC	Winston Salem	04/17/08	04/17/08	3.50	2.00
08059	Mountain EHS Educational Meeting	Mountain DEH	Waynesville	03/26/08	03/26/08	5.00	4.00
08060	Northeastern District EH Educational Meeting	Northeastern DEH	Greenville	01/25/08	01/25/08	4.00	4.00
08061	Northeastern District EH Educational Meeting	Northeastern DEH	Greenville	04/18/08	04/18/08	4.00	4.00
08062	Certified Pool Operator Course 2008	Campbell University	Buies Creek	05/15/08	05/16/08	16.00	13.00
08063	Central NC EH Supervisors' Association Meeting	NCEHSA	Asheboro	03/13/08	03/13/08	2.00	2.00
08064	IS-00022 Are You Ready?	FEMA	Online	Various		10.00	Denied Due to Relevance
08065	The Customer At My Desk	RCC Small Business Center	Lumberton	04/04/08	04/04/08	3.25	2.50
08066	Wells Course Portion of CIT	DENR/DEH	Raleigh	04/14/08	04/16/08	14.50	15.00
08067	Adult Learning	DENR/DEH	Winston Salem	04/30/08	04/30/08	1.50	Need more info
08068	Epi Teams Training	NCCPHP	Various	Various		10.00	10.00
08069	CDPims & CDP Mobile Training	CDP	Hillsborough	05/02/08	05/05/08	11.75	9.50
08070	SCC 532 Soil Microbiology	NCSU	Online	01/08/08	05/12/08	15.00	15.00
08071	IS-703 NIMS Resource Management	FEMA	Online	Various		3.00	3.00
08072	NEHA Annual Conference	NEHA	Tucson AZ	06/22/08	06/25/08	15.00	15.00
08073	Reflections on a Career in Public Health	CDC	Atlanta GA	05/20/08	05/20/08	1.50	1.00
08074	ICS 15A Special Events Contingency Planning	FEMA	Online	Various		5.00	4.00
08075	5th Annual Epi Conference	NCPHPR	Chapel Hill	05/19/08	05/19/08	6.00	5.25
08076	Pandemic Flu Outbreak	Cabarrus Health Alliance	Concord	05/06/08	05/06/08		Need Timed Agenda
08077	Public Health Day	Charlotte AHEC	Charlotte	05/12/08	05/12/08		5.75
08078	Analytical Methods/Residential Well Program	NCSLPH	Video conference	05/08/08	05/08/08	1.50	1.50
08079	Operation: Limit Freedom Isolation and Quarantine Exercise	PHRST V	Greensboro	05/07/08	05/07/08	5.25	4.25
08080	Disaster Preparedness; Are You Ready	Sampson Co Health Dept	Clinton	05/07/08	05/07/08	5.00	5.00
08081	SOP EH Law	SOP	Various	Various		16.75	16.75
08082	HTST Equipment, Controls & Tests	NCSU & NCDENR	Raleigh	05/13/08	05/15/08	13.50	11.25
08083	BETS Training	EHSS	Various	Various			4.50
08084	ICS 300 Intermediate Incident Command	Johnston CC	Smithfield	04/15/08	04/17/08	20.00	15.00
08085	Conference for Food Protection		San Antonio	04/12/08	04/12/08	5.25	3.50
08086	47th Annual Occupational Health & Preventive Medicine Conference	Navy & Marine Corps PH Center	Hampton VA	03/14/08	03/20/08	15+	15.00
08087	Making Repairs on Small On-Site Systems	SOP	Various	Various		18.75	18.75
08088	Certified Pool Operator Course 2008	Aquatic Training Institute Inc	Online	Various		16.00	9.50

08089	Resident Camp Rule Training	NCDENR/EHSS/Food Protection	Various	Various			3.75
08090	NCEHSA Annual Educational Conference	NCEHSA	Southern Pines	04/09/08	04/11/08	12.00	9.75
08091	30 Hour General Industry Awareness Course (OSHA)	NC Dept of Labor	Concord	05/19/08	05/22/08	15.00	Denied Due to Relevance
08092	Soils Interpretation & Investigation	Consulting Soil Scientists of the Carolinas Inc	Wake County	06/06/08	06/06/08	4.00	4.50
08093	ICS 100	FEMA	Online	Various		3.00	3.00
08094	ICS 200	FEMA	Online	Various		3.00	3.00

Board Action: Recommendation from Education Committee to approve all of the above requests with the exception of #08006, #08064 and #08091 which were denied for reasons stated above; #08076 which needs a timed agenda; and #08067 which needs more information. All votes affirmative.

The following CE Requests held in 2007 were presented to the Board for approval:

- Fresh-Cut Products/Maintaining Quality and Safety -- 15.0 Hrs
- Viruses—Impacting the Restaurant & Foodservice Industry -- 11.25 hrs

Board Action: Recommendation from Education Committee to approve the above listed 2007 CE Requests. All votes affirmative.

Intern Applications for June 5, 2008

<u>Name</u>	<u>County</u>	<u>Degree</u>	<u>University</u>
William Faber	Johnston Co	BS Env Science	UNC-W
Thomas Livingston	Wilkes Co	BS EH	WCU

Need Employment Verification

Brittany Bryant	Davie Co	BS Nutrition	UNC-G
Lynnda Bowers	Surry Co	BS Env Science	UNC-A

Need Job Description

Kyle Baker	Iredell Co	BS EH	WCU
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Need Copy of Official Transcript

Katherine Adams	Carteret Co	BS EH	ECU
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Board Action: Recommendation from Education Committee to approve RS Intern status to the above named individuals once all documents are received and verified. Ann Gilstrap abstained from voting on Ms. Adams from Carteret County. All votes were affirmative.

Intern Application received for Jaymin Patel of Orange Co. Mr. Patel has earned a BS in EH from ECU (will receive his degree on 8/1/08).

Board Action: Recommendation from Education Committee to approve RS Intern status for Jaymin Patel effective 8/01/08. All votes were affirmative.

INTERNS ELIGIBLE FOR RS STATUS

<u>Name</u>	<u>County</u>	<u>RS #</u>	<u>Date Eligible</u>
Kathryn Sheets	RPM District	2233	2/26/08
James Bjorneboe	Mecklenburg Co	2108	3/27/08
James R. Smith	Wake Co	2207	3/27/08
Justin Mintz	Cherokee Co	2177	3/27/08
Kimberly Garrett	Mecklenburg Co	2096	3/27/08
Michael Preston Long	Gaston Co	2133	3/27/08
Naterra McQueen	Wake Co	2091	3/27/08
Rodney Hancock	Randolph Co	2151	5/15/08
Douglas Wise	Caldwell Co	2154	5/22/08
David Brown	Surry Co	2160	6/09/08
Sarah Barrier	Burke Co	2163	7/03/08
Michelle Kenney	Wake Co	2269	7/23/08
Lucy Stack	Wake Co	2178	7/24/08
Erin Moye	Onslow Co	2170	7/24/08

Board Action: Recommendation from Education Committee to grant RS status to the above named individuals who have met or will meet all requirements on the listed effective date. Lynn Lathan abstained from voting on those from Mecklenburg County. All votes affirmative.

Fast Tracking Requests

A request was received from William David Brown, RS Intern with NCDENR asking for the Board's consideration of granting credit for prior work experience. Mr. Brown was registered and employed in environmental health in North Carolina from 1986 to 2001.

Board Action: Recommendation from Education Committee to grant credit for prior work experience for William David Brown. Terry Pierce abstained from voting. All votes affirmative.

A request was received from Thomas Livingston from Wilkes County asking for the Board's consideration of granting credit for prior work experience. Mr. Livingston was registered and employed in North Carolina from 1991 to 1998.

Board Action: Recommendation from Education Committee to grant credit for prior work experience for Thomas Livingston. All votes affirmative.

A request was received from Anthony Coker with Iredell County Health Department asking for credit for prior work experience. Mr. Coker was employed with the South Carolina DHEC from January 2003 until December 2006. He has been employed with Iredell County since February 12, 2007.

Board Action: Recommendation from Education Committee to grant credit for prior work experience for Anthony Coker pending a copy of his official job description of employment in South Carolina. All votes affirmative.

Education Committee Chair presented a request from a former RS Intern who left employment with a health department before meeting her experience requirements for full RS registration. She is requesting a review of her current job description to see if it would meet the experience requirements. After reviewing her current job description and some discussion, it was determined that she did not complete the experience requirements for full RS status; therefore, she is no longer eligible for registration.

Next Board Meeting

Next RS Board meeting is scheduled for October 2, 2008 at the Carteret County Health Department in Morehead City NC. RS Exam will be administered on October 3, 2008 at the same location.

Board Action: Motion made by Lynn Lathan and seconded by Perry Solice to enter into Closed Session to discuss personnel issues. All votes affirmative.

Board went into Closed Session at 3:25 p.m. to discuss personnel issues.

Back in Open Session at 4:22 p.m.

Meeting was adjourned at 4:23 p.m.

Respectfully submitted,

Layton Long, RS
Secretary-Treasurer

Date Approved _____