

# RS BOARD MEETING MINUTES

October 2, 2008

## **Board Meeting**

The meeting of the NC State Board of Sanitarian Examiners was held on Thursday, October 2, 2008 at the Carteret County Health Department in Morehead City 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 11:05 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 June 4, 2008 meeting were sent to all Board Members.

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

Closed session minutes were mailed to all Board Members.

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

## **Financial Report – Janice Jones**

Janice Jones presented the Financial Report. Bank Balances as of October 1, 2008 were Checking account - \$3,408.96, Money Market account - \$5,111.66, Share account - \$33.92 and STIF account - \$34,542.64. Total of these accounts are \$43,097.18.

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

## **Chair's Report – Ann Gilstrap**

Ann Gilstrap shared a report from NEHA. Fifteen states have no requirements for registration; twenty-six states have voluntary or mandatory registration with at least 30 semester hours and nine states that require something other than 30 semester hours.

Ms. Gilstrap discussed with the Board the renewal of the Insurance Bond.

**Board Action: Malcolm Blalock made a motion to require only the paid employee to be bonded. Motion was seconded by Terry Pierce. All votes affirmative.**

Ms. Gilstrap presented the 2008 Newsletter to the Board members for review. After a few changes, the newsletter was finished. It will be sent out on the listserv and included in the mailing to the unaffiliated Registered Sanitarians.

Long length of time between scheduled Board meetings was discussed. Possible solution is to have conference calls when there is a long length of time between scheduled Board Meetings to approve RS Interns and RSs only.

Lawsuit over septic tank problem in Person County will be appealed to the Supreme Court. Board would like to recommend strengthening public official status and oath of office.

A letter received from Erin Bryan-Millush was discussed. In order to become a Registered Sanitarian Intern or a Registered Sanitarian in North Carolina, a person must be employed in a position that requires registration. Chair Gilstrap will send her a response addressing her concerns.

In reference to Internal Controls, confirmation of Self-Assessment was received.

Auditor Shelton Hawley still has the financial records for 2007, but is almost finished with the audit.

Medical Exemption from Continuing Education requirement was discussed.

Part-time employment during RS Intern status was discussed. A policy will be developed to address this matter.

It was reported that all Board Members have now completed the Ethics Training.

Ms. Gilstrap appointed Terry Pierce to chair the Nominating Committee and ask that he choose two other Board Members to serve on the committee and to report back at the December meeting with a slate of officers for 2009.

**Recessed for Lunch at 12:40 p.m.**

**Reconvened at 1:10 p.m.**

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

Terry Pierce talked about the Statement of Completion and the Private Drinking Water Wells Program.

**Secretary-Treasurer's Report** – No Report

**Administrative Assistant's Report** - Janice Jones presented the 2009 Renewal Form. It will be posted on the website, send out via the listserv and mailed to unaffiliated members. She reported that 38 interns are scheduled to take the RS exam tomorrow.

**Board Action: Terry Pierce made a motion and seconded by Perry Solice to enter into Closed Session to discuss investigations. All votes affirmative.**

**Board went into Closed Session at 1:55 p.m.**

**Board is now in Open Session at 2:12 p.m.**

**Education Committee Report**

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

**Intern Applications**

<u>Name</u>	<u>County</u>	<u>Degree</u>	<u>University</u>
John Freborg	Surry Co	BS EH	WCU
Christopher Avery	Pitt Co	BA Biology	Mount Olive
Shaquetta Cooper	Orange Co	BS EH	ECU
Anna Watkins	Burke Co	BA Biology	UNC-A
Roberto Diaz	Durham Co	BS Env Science	NCCU
James Palmer	Wake Co	BS EH	WCU
Steven Cox	Union Co	BS Chemistry	NCSU
Laura Baker	Union Co	BS Biology	Wingate College
Christopher Elmore	Mecklenburg Co	BS Biology	UNC-C
David Shoaf	Mecklenburg Co	MPH	Univ of Washington
John Boyd	Montgomery Co	BS Biology	UNC-P
Bobby Whitaker	Pender Co	BS Biology	Morgan State
		ME Civil	Howard Univ
JoAnne Beale	Hertford Co	BS Biologic Science	NCSU
William Shields	Caswell Co	BA Biology	Guilford College
Emily Motes	Duplin Co	BS Env Technology	NCSU
Fred Clemmer	Iredell Co	BA Chemistry	WCU
Holly White	Stokes Co	BS Env Science	UNC-W

**Board Action: Recommendation from Education Committee to approve RS Intern status to the above named individuals. Lynn Lathan abstained from voting on those from Mecklenburg County. All votes were affirmative.**

## INTERNS ELIGIBLE FOR RS STATUS

<u>Name</u>	<u>County</u>	<u>RS #</u>	<u>Date Eligible</u>
Aimee Lee	Mecklenburg Co	2116	6/04/08
Edwin Evans	Hertford Co	2321	6/04/08
Leah Eversole	Wake Co	2235	6/04/08
Tammy Rodriguez	Craven Co	2131	6/04/08
Michael Adam Locklear	Beaufort Co	2110	6/04/08
Stephen Philip Brinson	DENR/WaDe	2194	6/04/08
Leonard Robinson	Onslow Co	2263	6/11/08
Corey Morris	Toe River District	2171	7/13/08
Kathleen Ferguson	Onslow Co	2281	7/23/08
Troy Corley	Mecklenburg Co	2270	8/01/08
Christopher Walker	Durham Co	2072	8/02/08
Evan Grady	Randolph Co	2172	8/16/08
Alicia Stein	Lincoln Co	2286	8/20/08
Anne Greene	Beaufort Co	2277	8/20/08
Daniel Allen	Carteret Co	2173	8/21/08
Harold Faircloth	Macon Co	2189	8/28/08
Leslie Bromberg	Burke Co	2174	9/01/08
Jodie Underwood	Stanly Co	2182	9/01/08
Jason Pierce	Appalachian District	2206	9/06/08
Timothy Bass	Wake Co	2190	9/06/08
Eric Adrignola	Henderson Co	2179	9/18/08
Adam Jones	Haywood Co	2191	9/18/08
Sarah Durham	Granville-Vance	2181	9/18/08
Jason Lycans	Hoke Co	2183	9/18/08
Jeffrey Calloway	Appalachian District	2187	9/18/08
Sarah Nie	Henderson Co	2156	9/18/08
Shannon Alley	Alamance Co	2198	9/25/08
Melissa Bennett	Buncombe Co	2155	10/01/08
William Banks	Buncombe Co	2165	10/01/08
Erin Foreman	Buncombe Co	2157	10/01/08
Danny Huffman	Alamance Co	2197	10/06/08
Justin Henderson	Yadkin Co	2214	11/01/08
Jesse Dail	Carteret Co	2199	11/06/08

**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. Ann Gilstrap and Lynn Lathan abstained from voting on those from their county and Terry Pierce abstained from voting on DENR employee. All votes affirmative.**

### **Fast Tracking Request**

A request was received from Stephen Dreiling, RS Intern with Swain County asking for the Board's consideration of granting credit for prior work experience and acceptance of his previous NEHA score. Mr. Dreiling was registered and employed in environmental health in Oregon.

**Board Action: Recommendation from Education Committee to grant credit for prior work experience and to accept the NEHA score for Stephen Dreiling. He is scheduled to take the Oral and Essay parts of the RS Exam tomorrow. All votes affirmative.**

The following Continuing Education Requests were reviewed by the Board:

ID #	Name of Education/Training	Organization Sponsor	Location	Start Date	End Date	Recommended Approval
08096	Introduction to Decentralized Wastewater	NCSU	Various	Various		6.00
08097	Remote Systems	NCSU	Various	Various		5.50
08098	Subsurface Wastewater System Inspector School	NCSU	Various	Various		13.50
08099	Installation of Grade 2 Systems	NCSU	Various	Various		6.50
08100	Installation of Grade 3 Systems	NCSU	Various	Various		2.75
08101	Installation of Grade 4 Systems	NCSU	Various	Various		3.00
08102	Soil Hydrology & Water Flow Analysis for On-Site Systems	NCSU	Raleigh	01/24/08	01/25/08	Need timed agenda
08103	Introduction to Geographic Information	NCSU	Various	Various		Need timed agenda
08104	Basics of On-Site Sewage	NCSU	Various	Various		6.00
08105	Installation of Gravity Systems	NCSU	Various	Various		6.00
08106	Installation Field Practicum for Gravity Systems	NCSU	Various	Various		6.00
08107	Subsurface Wastewater Operator Training School	NCSU	Various	Various		15.00
08108	Principles of Gravity System Design	NCSU	Various	Various		6.00
08109	Designing On-Site System Layouts	NCSU	Various	Various		5.75
08110	Pump System Design	NCSU	Various	Various		6.50
08111	Location, Navigation & Data Collection Using Global Positioning	NCSU	Raleigh	06/18/08	06/18/08	Need timed agenda
08112	Soil Survey in the 21st Century	NCSU	Raleigh	06/25/08	06/25/08	Need timed agenda
08113	Drip Distribution System Operation & Maintenance	NCSU	Various	Various		6.50
08114	Pumps & Controls	NCSU	Boliva	09/23/08	09/23/08	Need timed agenda
08115	Analyzing Wastewater Treatment Serving Residential & Commercial Facilities for High Strength & Hydraulic Loading	NCSU	Fletcher	08/20/08	08/21/08	13.00
08116	Introduction to Advanced Pretreatment Technologies	NCSU	Boliva	09/24/08	09/24/08	5.25
08117	Septic System Options for Difficult Sites	NCSU	Franklin	09/24/08	09/25/08	13.50
08118	Redoximorphic Features, Soil Wetness, & Water Table Rel.	NCSU	Various	Various		6.00
08119	Soils of the Slate Belt	NCSU	Hillsborough	09/30/08	09/30/08	6.00
08120	Basic System Troubleshooting	NCSU	Greensboro	12/18/08	12/18/08	6.00
08121	Matching the System to the Site	NCSU	Various	Various		6.50
08122	Inspector Practicum	NCSU	Various	Various		Denied due to relevance
08123	Soils of the Triassic Basin	NCSU	Pittsboro	10/17/08	10/17/08	6.00
08124	Applications for Drip Irrigation Technology	NCSU	Fletcher	10/22/08	10/22/08	Need timed agenda
08125	Soils of the Low Mountains	NCSU	Fletcher	10/24/08	10/24/08	6.00
08126	Soil Texture	NCSU	Monroe	11/12/08	11/12/08	Need more info
08127	Design of Flow Equalization Using Time Dosing	NCSU	Raleigh	12/01/08	12/01/08	6.00
08128	Pressure Dispersal System Design	NCSU	Raleigh	12/03/08	12/03/08	6.00
08129	Installation of Drip Irrigation Systems	NCSU	Raleigh	12/09/08	12/10/08	10.75
08130	Drip Dispersal Design for NC Proprietary Systems	NCSU	Raleigh	12/09/08	12/10/08	12.00
08131	Design of Large Drip Dispersal Systems	NCSU	Raleigh	12/11/08	12/11/08	6.00
08132	Soils of the Outer Banks	NCSU	Manteo	12/12/08	12/12/08	6.00

08133	On-Site System Technologies	NCSU	Raleigh	11/17/08	11/17/08	6.00
08134	Soils of the Upper Mountains	NCSU	Laurel Springs	10/29/08	10/29/08	6.00
08135	Introduction to Soil Structure	NCSU	Asheboro	10/15/08	10/15/08	6.00
08136	CDPims Training	CDP	Durham	06/02/08	06/02/08	6.00
08137	CDPims and CDP Mobile Training	CDP	Laurinburg	03/04/08	03/05/08	9.50
08138	Tools and Guidance for Developing Your Post Construction Stormwater Management plan	EPA	Online	09/03/08	09/03/08	2.00
08139	Wetland Regulations, Permits and Ditch Guidance	City of Chesapeake VA	Chesapeake VA	09/18/08	09/18/08	1.50
08140	CDPims Training	CDP	Durham	06/03/08	06/03/08	6.00
08141	NC Dairy Biosecurity Train the Trainer Program	NC Biosecurity Committee	Statesville	06/23/08	06/23/08	2.50
08142	NE Environmental Health District Meeting	NEED	Greenville	07/18/08	07/18/08	4.00
08143	Integrated Toxicology and EH Seminar	Duke University	Durham	09/05/08	11/21/08	15.00
08145	North Central Supervisors Meeting	North Central Environmental Health	Wilson	06/23/08	06/23/08	3.00
08146	53rd South Atlantic Well Drillers Jubilee	South Atlantic Well Drillers	Myrtle Beach SC	07/26/08	07/28/08	13.50
08147	Illinois Public Health Emergency Preparedness Summit	Illinois Department of Public Health	Oakboro, IL	07/15/08	07/17/08	13.25
08148	Decentralized Onsite Wastewater Collection, Treatment, and Disposal Systems	Moore County	Carthage	08/06/08	08/06/08	3.25
08149	Diversity Competency Development Workshop	Mecklenburg Co HR	Charlotte	Various		Denied due to relevance
08150	TRANSCAER Whistle Stop Tour	Norfolk Southern Corporation and Others	Greensboro	09/18/08	09/18/08	4.25
08151	Preparedness and Response to Agricultural Terrorism	Louisiana State University	Various	Various		15.00
08152	Designing and Permitting Low Impact Development	NC Coastal Federation	Manteo	08/13/08	08/13/08	4.75
08153	North Central Environmental Health District Meeting	NCEHD	Hillsborough	06/11/08	06/11/08	4.25
08154	Essentials For Healthy Homes Practitioners Course	NCSU/National Center for Healthy Homes	Raleigh	07/29/08	07/30/08	14.50
08155	Environmental Health 600	UNC-SPH	Online	01/13/08	04/11/08	15.00
08156	IS 800.B National Response Framework	FEMA	Online	Various		3.00
08157	62nd Annual Interstate Environmental Health Seminar	EHS/NCPHA	New Bern	07/23/08	07/25/08	7.75
08158	Lead Inspector Refresher	Greenville Technical College	Raleigh	08/05/08	08/05/08	5.50
08159	Lead Risk Assessor Refresher	Greenville Technical College	Raleigh	08/06/08	08/06/08	5.50
08160	Lead Supervisor Refresher Training	Greenville Technical College	Raleigh	08/07/08	08/07/08	5.25
08161	Lead Project Designer Refresher	Greenville Technical College	Raleigh	08/08/08	08/08/08	3.00
08162	SSC 551-601 Soil Morphology, Genesis, and Classification	NCSU	Online	08/20/08	12/16/08	15.00
08163	National Poisoning Data System	CDC/NCEH	Atlanta GA	06/19/08	06/19/08	1.00
08164	West Piedmont Educational Meeting	WPEHS	Winston Salem	06/10/08	06/10/08	3.50
08165	Well Contractors Training Seminar	Mecklenburg County Ground/Wastewater	Charlotte	06/16/08	06/16/08	6.75
08167	Lead Risk Assessor Refresher	Aerosol Monitoring and Analysis Inc.	Hanover MD	02/28/08	02/28/08	6.50
08168	EPA Basic Inspector Course	EPA	Philadelphia PA	06/10/08	06/13/08	15.00
08169	EPA HAZWOPR	EPA	Washington DC	03/31/08	04/04/08	Timed agenda
08170	Healthy Beginnings in Healthy Homes	Guilford Child Development	Greensboro	06/10/08	06/10/08	2.00
08171	Management Academy for Public Health	UNC-SPH	Chapel Hill	07/23/07	04/23/08	15.00

08172	Central Environmental Health Supervisors Meeting	CEHSA	Asheboro	06/12/08	06/12/08	2.00
08173	Storm Water 101-The Basics	EPA	Online	07/23/08	07/23/08	2.00
08174	Ag FIRST	NCDA/CS	Raleigh	08/19/08	08/19/08	1.75
08175	ICS 300	Southwestern Community College	Franklin	04/09/08	04/11/08	15.00
08176	Mountain Environmental Health Meeting	MEHD	Marion	05/07/08	05/07/08	4.50
08177	METTA II FMSS Shelter Exercise	Environmental Health Shelter Branch/CDC	Kinston	06/12/08	06/12/08	5.00
08178	Mountain Environmental Health Meeting	MEHD	Morganton	08/19/08	08/19/08	5.00
08179	CDPims Training	CDP	Wilkesboro	06/18/08	06/18/08	6.50
08180	CDP Mobile Training	CDP	Wilkesboro	06/19/08	06/19/08	6.50
08181	CDPims and CDP Mobile Training	CDP	Lumberton	Various	Various	6.00
08182	FDA Southeast Region Annual Food Safety Seminar	FDA	Asheville	10/06/08	10/09/08	6.75
08183	BAE 590 F-DRAINMOD	NCSU	Online	01/18/08	04/28/08	15.00
08184	Understand How to Use the Inspection Form	DEH	Videoconference	Various	Various	Timed agenda
08185	NIMS-Division/Group Supervisors	Western Piedmont Community College	Morganton	08/25/08	08/27/08	More Info
08186	Tankless Water Heaters in Food Service	DEH	Raleigh	09/09/08	09/09/08	3.75
08187	Foodborne Illness in North Carolina	PHTIN/MAHEC	Videoconference	08/22/08	08/22/08	More Info
08188	Introduction to ArcGis I Training Class	ESRI	Greenville	03/10/08	03/11/08	13.75
08189	NCAWWA-WEA Operators Conference	NCAWWA-WEA	Hickory	06/18/08	06/18/08	5.00
08190	Pump Controlled Onsite Wastewater Systems: Sewage Under Pressure	SOP	Various	Various		18.25
08191	Bloodborne Pathogens: Advanced	360 Training.Com, Inc.	Online	Various		2.00
08192	Confined Spaces	360 Training.Com, Inc.	Online	Various		1.00
08193	Electrical Fundamentals	360 Training.Com, Inc.	Online	Various		Denied due to relevance
08194	Hazardous Materials: Advanced	360 Training.Com, Inc.	Online	Various		2.00
08195	HAZWOPR 8 Hour Refresher Course	360 Training.Com, Inc.	Online	Various		Timed agenda
08196	Electrical- Logout/Tagout Control Hazardous Energy: Basic	360 Training.Com, Inc.	Online	Various		1.00
08197	Personal Protective Equipment	360 Training.Com, Inc.	Online	Various		2.00
08198	Risk Management Program Compliance	360 Training.Com, Inc.	Online	Various		Denied due to relevance
08199	Stormwater Management	360 Training.Com, Inc.	Online	Various		Timed agenda
08200	2008 NCSWEOA Fall Educational Conference	NCSWEOA	Wrightsville Beach	11/05/08	11/06/08	7.75
08201	33rd Annual NC Animal/Rabies Control Conference	NCARCA	Atlantic Beach	10/27/08	10/29/08	15.00
08202	NC Mosquito & Vector Control Annual Meeting	NCMVCA	Raleigh	11/12/08	11/14/08	9.50
08203	2008 ArcGIS 9.3 Seminar Series	ESRI	Durham	10/14/08	10/14/08	4.50
08204	6th Annual One Medicine Symposium	NCIPH	Durham	12/10/08	12/11/08	12.00
08205	US EPA Environmental Science Institute	EPA	RTP	07/08/08	07/09/08	Timed agenda
08206	Fixed Media Pretreatment/Drip Dispersal	EZ Set Company	Various	Various		4.75
08207	46th Annual Yankee Conference on Environmental Health	Connecticut EH Association	Mystic, CT	09/24/08	09/26/08	More Info
08208	ICS 300	Central Piedmont Community College	Charlotte	10/02/08	10/04/08	13.25
08209	Southeast Drought Summit	Camp, Dresser, and McKee	Charlotte	02/26/08	02/26/08	4.50
08210	Local Water Supply Plans and Water Shortage Response Planning	NC Rural Water Association	Wilkesboro	04/10/08	04/10/08	6.00

08211	NCWOA South Piedmont Section Meeting	NCWOA	Huntersville	02/21/08	02/21/08	Timed agenda
08212	31st Annual NC Rural Water Conference	NC Rural Water Association	Greensboro	05/14/08	05/14/08	4.00
08213	ICS 300	Tri County Community College	Murphy	01/10/08	01/11/08	Timed agenda
08214	ICS 400	Tri County Community College	Murphy	01/24/08	01/25/08	Timed agenda
08215	20th Annual Conference of Certified Public Managers	American Academy of Cert. Pub. Mgrs.	Columbus, OH	09/08/08	09/10/08	Timed agenda/Relevance
08216	Pre Exercise Training for Nuclear Drill	NC Radiation Protection	New Hill	07/08/08	07/08/08	5.00
08217	Ingestion Pathway Training for Catawba Nuclear Plant	NC Radiation Protection	Charlotte	07/29/08	07/30/08	Timed agenda
08218	24 Hour Facility Environmental Compliance Training	NC National Guard	Ft. Fisher	02/09/08	02/12/08	Timed agenda
08219	8 Hour HAZWOPR Refresher	Guilford County Emergency Management	Greensboro	09/16/08	09/16/08	5.75
08220	SE District Educational Meeting	SE District	Fayetteville	09/12/08	09/12/08	4.00
08221	Health People/Healthy Communities	Greensboro AHEC	Greensboro	10/24/08	10/24/08	2.00
08222	Eastern EH Supervisors Assn Meeting	Eastern EH Supervisors Assn	Greenville	08/14/08	08/14/08	3.75
08223	Standards, Accred., and Improvement-Raising the Bar of PH Performance	School of Public Health	Internet	09/10/08	09/10/08	Denied due to relevance
08224	Tattoos/CIT	DEH	Raleigh	06/11/08	06/11/08	4.00
08225	Managing Multiple Generations at Work	DEH	Raleigh	08/05/08	08/05/08	Denied due to relevance
08226	Oracle Discover Training	CDP	Winston Salem	07/22/08	07/22/08	Timed agenda
08227	FDA Northeast Region Annual Food Protection Seminar	FDA	Albany NY	08/20/08	08/22/08	15.00
08228	Geoflow Drip Workshop	OSWP	Winston Salem	01/10/08	01/10/08	5.50
08229	Drip Irrigation Training Workshop	Wake County Environmental Services	Raleigh	03/04/08	03/04/08	Timed agenda
08230	LPP Design Workshop	Wake County Environmental Services	Raleigh	04/02/08	04/02/08	2.00
08231	Regional Supervisors Meeting/FLI	EHSS	Kinston	09/17/08	09/17/08	3.75
08232	Coastal Rule Revisions Workshop	DWQ	Washington	09/18/08	09/18/08	2.75
08233	Clandestine Lab Awareness Training	Dept of Social Serv/ Bureau of Env	Lincolnton	06/20/08	06/20/08	Timed agenda
08234	ICS for PH Epi Team	Lincoln Co PH	Lincolnton	09/18/08	09/18/08	4.00
08235	NCPHA-Annual State of Epidemiology	NCPHA Epi Team	New Bern	09/24/08	09/24/08	0.50
08236	NCPHA-Pfiesteria 1998-2008	NCPHA Epi Team	New Bern	09/24/08	09/24/08	1.00
08237	NCPHA-Template for Creating Preparedness Network	NCPHA Epi Team	New Bern	09/24/08	09/24/08	0.75
08238	NCPHA-2007 EH Recruitment & Retention Study	NCPHA Leadership Section	New Bern	09/25/08	09/25/08	1.50
08239	NCPHA-Castleberry Recall Discussion	NCPHA EH Section	New Bern	09/25/08	09/25/08	1.00
08240	NCPHA-Preparedness & EH	NCPHA EH Section	New Bern	09/25/08	09/25/08	1.00
08241	NCPHA-Communication & Documentation	NCPHA EH Section	New Bern	09/25/08	09/25/08	1.00
	Following were updated:					
08057	24th Annual On-Site Wastewater Treatment Conference	NCSU	Raleigh	04/15/08	04/17/08	15.00
08067	Adult Learning	DENR Office of ED & Training	Winston Salem	04/30/08	04/30/08	1.50
08079	Operation: Limit Freedom Isolation and Quarantine Exercise	PHRST V	Greensboro	05/07/08	05/07/08	5.25

**Board Action: Recommendation from Education Committee to approve all of the above requests with the exception of those noted as denied, need timed agenda or more information. All votes affirmative.**

**Policies**

Continuing Education Course Approval Policy, Oral Exam Questions Policy, Acceptance of Exam Scores Policy and Transfer of Funds from STIF Account Policy were presented to the Board.

**Board Action: Lynn Lathan made a motion to approve CE Course Approval Policy. Motion was seconded by Perry Solice. All votes affirmative.**

**Board Action: Malcolm Blalock made a motion to approve Oral Exam Questions Policy. Motion was seconded by Perry Solice. All votes affirmative.**

**Board Action: Terry Pierce made a motion to approve Acceptance of Exam Scores Policy. Motion was seconded by Malcolm Blalock. All votes affirmative.**

**Board Action: Malcolm Blalock made a motion to approve Transfer of Funds from STIF Account Policy. Motion was seconded by Perry Solice. All votes affirmative.**

**Next Board Meeting**

Next RS Board meeting is scheduled for December 11, 2008 at the 2728 Capital Blvd Building in Raleigh NC.

Meeting was adjourned at 5:25 p.m.

Respectfully submitted,

Layton Long, RS  
Secretary-Treasurer

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