

# RS BOARD MEETING MINUTES

December 11, 2008

## **Board Meeting**

The meeting of the NC State Board of Sanitarian Examiners was held on Thursday, December 11, 2008 at 2728 Capital Blvd Building in Raleigh NC. Those in attendance were: Ann Gilstrap, Sheila Nichols, Malcolm Blalock, Patricia Hawkins, Terry Pierce, Dr Burt Ogle, Perry Solice, Janice Jones and John Barkley. Layton Long was present via conference call. Lynn Lathan was absent.

**Called to Order** – Chair Ann Gilstrap called the meeting to order at 9:43 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 October 2, 2008 meeting were sent to all Board Members.

**Board Action: Dr Burt Ogle made a motion to approve the Minutes. Motion was seconded by Malcolm Blalock. All votes affirmative.**

Closed session minutes were mailed to all Board Members.

**Board Action: Terry Pierce made a motion to approve the Closed Session Minutes. Motion was seconded by Dr Burt Ogle. All votes affirmative.**

## **Financial Report – Janice Jones**

Janice Jones presented the Financial Report. Bank Balances as of December 9, 2008 were Checking account - \$5,942.20, Money Market account - \$2,130.73, Share account - \$34.02 and STIF account - \$34,668.73. Total of these accounts are \$42,775.68.

**Board Action: Malcolm Blalock made a motion to accept the Financial Report. Motion was seconded by Dr Burt Ogle. All votes affirmative.**

## **Chair's Report – Ann Gilstrap**

Ann Gilstrap reported on SOP and the upcoming retirement of Richard Dideriksen.

There was some discussion on RS Intern Application fees and it was determined that once the application process is started the fee is not refundable.

## **Legislative Report – Malcolm Blalock**

Stan Bingham will sponsor the bill. Bill draft needs to be completed soon. The suggestion of adding three more Board Members was discussed.

**Board Action: Layton Long made a motion to add to the Bill revisions the addition of three more Board Members; 2 members from each area: East, West and Central. Motion was seconded by Perry Solice. All votes affirmative.**

Recessed at 11:05 a.m.

Reconvened at 11:17 a.m.

**The following 2009 Meeting & RS Exam Dates were scheduled.**

March 25, 2009	RS Exam	Transylvania County Library, Brevard NC
March 26, 2009	Board Meeting	Transylvania County Library, Brevard NC
June 25, 2009	Board Meeting	2728 Capital Blvd, Raleigh NC
June 26, 2009	RS Exam	2728 Capital Blvd, Raleigh NC
September 22, 2009	Board Meeting	Carteret Co Health Department, Morehead City
September 23, 2009	RS Exam	Carteret Co Health Department, Morehead City
December 9, 2009	Board Meeting	2728 Capital Blvd, Raleigh NC

Audit of Renewals will be conducted on January 6, 2009 by Board Members. Administrative Assistant instructed to randomly select approximately 250 Renewal Applications. Continuing Education Attendance will be verified using Sign in sheets and certificates.

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

Terry Pierce reported that DEH will cover the lodging expenses for the CIT Incubator students same as Interns. Directory can only be updated about every six months. Division Link on our website.

**Administrative Assistant’s Report** - Janice Jones reported that 149 Renewal Forms and Newsletters were mailed to Unaffiliated RSs. Phone calls and emails have increased mostly due to the new feature of adding CE credits on RSTAS. Only 435 Renewals have been received to date.

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

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

**Secretary-Treasurer’s Report - Layton Long**

Budget and expenditures were discussed.

**Board Action: Layton Long made a motion to require approval by the Executive Committee when a line item expense is proposed to exceed budgeted amount and that any changes in the budget be reported to the full Board. If concurrence is not reached by Executive Committee it will be brought to the full Board. Motion seconded by Terry Pierce. All votes affirmative.**

**Board Action: Layton Long made a motion to approve the 2009 Budget. Motion seconded by Malcolm Blalock. All votes affirmative.**

Administrative Assistant was instructed to deposit all revenue into the Money Market Account and to move money to the Checking Account as needed.

Mr. Long reported that the Audit Committee found no discrepancies during their audit.

Policy is to be developed to require Travel and Salary Expenses of the Administrative Assistant be submitted to the Board Chair within 10 business days from the last day of the month in which the expenses occurred.

**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	City	State	Start Date	End Date	Recommended Approval
08248	Applied Groundwater Flow & Contaminant Transport Modeling	Schlumberger Water Services	Waterloo	Ontario	06/03/08	06/06/08	15.00

08249	EHS Regional Meeting	EHSS/Food Protection Branch	Fayetteville		10/28/08	10/28/08	4.00
08250	CDP Oracle Discoverer Training	CDP	Various		Various		2.00
08251	Forsyth County Health Summit	Northwest AHEC	Winston Salem		01/15/08	01/15/08	Denied Due to relevance
08252	Forensic Epidemiology	Wake AHEC	Edneysville		07/29/08	07/29/08	2.50
08253	WRRRI Annual Conference: Drought Management	WRRRI	Raleigh		10/08/08	10/09/08	12.00
08254	Central NC EH Supervisors Assoc Quarterly Meeting	CNCEHSA	Asheboro		09/11/08	09/11/08	2.50
08255	ICS 300	Mayland Community College	Burnsville		06/10/08	06/12/08	15.00
08256	Drip System Plan Review & Inspection	OSWPS	Various		Various		5.50
08257	What is ROP & Where are the Food Safety Concerns & Controls	NEHA	Online		Various		1.00
08258	Establishing Asian Retail Food Relationships with a Chinese Liaison	NEHA	Online		Various		1.00
08259	Enhancing Community Food Safety Awareness:Street Vendors	NEHA	Online		Various		1.00
08260	Panel:Addressing Food Safety Challenges Following Hurricane Katrina	NEHA	Online		Various		1.00
08261	Illness, Investigation & Information-A Case Study of Foodborne Illness	NEHA	Online		Various		1.00
08262	Cultural Competency in Inspecting Ethnic Restaurants	NEHA	Online		Various		1.00
08263	Bloodborne Pathogens for Tattooing & Body Piercing	Eduwhere	Online		09/26/08	09/26/08	2.00
08264	Northeastern District EH Educational Meeting	Northwestern DEH	Greenville		10/17/08	10/17/08	4.00
08265	FEMA IS 00546 Continuity of Operations Awareness Course	FEMA	Online		Various		1.00
08266	FEMA IS 00547 Introduction to Continuity of Operations	FEMA	Online		Various		5.00
08267	FEMA IS 00324 Community Hurricane Preparedness	FEMA	Online		Various		?
08268	BIO 681 Statistical Methods for Research	NCA&T University	College Course		08/19/08	12/12/08	15.00
08269	BIO 703 Experimental Methods in Biology	NCA&T University	College Course		01/09/08	05/07/08	Denied Due to relevance
08270	Erosion & Sedimentation Control Planning & Design Workshop	NC Sedimentation CC/DENR	Wilmington		03/11/08	03/12/08	10.00
08271	Stormwater BMP Inspection & Maintenance	NCSU	Apex		10/16/08	10/17/08	7.00
08272	Level III A & B Design of Erosion & Sediment Control Plans	NCSU	Raleigh		12/03/08	12/04/08	App Withdrew
08273	ICS 200	Wake AHEC	Manteo		04/08/08	04/08/08	7.00
08275	Advantex Wastewater Treatment Update	AQWA	Asheville		03/13/08	03/13/08	5.00
08276	NCEHSA Annual Fall Conference	NCEHSA	Southern Pines		11/06/08	11/07/08	7.50
08277	Using Technology with Responsible Management as an Option	ARHS	Elizabeth City		11/18/08	11/18/08	Denied Due to relevance
08278	Erosion & Sedimentation Control Planning & Design Workshop	WRRRI	Hickory		10/21/08	10/22/08	11.75
08279	Sediment & Erosion Control Workshop	NCSU	Raleigh		04/02/08	04/02/08	5,5
08280	Geology, Hydrology & Onsite Systems	OSWPS	Sylva		12/03/08	12/03/08	5.50
08281	Policies, AG Opinions, Website & Other Issues	OSWPS	Candler		12/10/08	12/10/08	5.50
08282	2008 Seafood Science & Atlantic Fisheries Technology Conference	SSTS/AFT	Wrightsville Beach		10/19/08	10/22/08	15.00
08283	Regional Food Protection Branch Meeting	DENR/FPB	Washington		11/06/08	11/06/08	3.50
08284	Botulism in Argentina	PHPR RST III	Lumberton		12/08/08	12/08/08	3.25

08285	Safety Topics for the Water and Wastewater Industry	NCRWA	Halifax		12/04/08	12/04/08	4.00
08286	Southeastern District EH Educational Meeting	SEED	Hampstead		12/08/08	12/08/08	4.00
08287	Western NC Safety and Health School	Western NC Safety & Health School	Asheville		11/06/08	11/07/08	5.75
08288	2008 Basic Hazardous Waste Compliance for Generators	DENR/DWM/HWS	Asheville		05/15/08	05/15/08	6.25
08289	Central NC EH Supervisors Assoc Quarterly Meeting	CNCEHSA	Asheboro		12/11/08	12/11/08	2.00
08290	CEHB Eastern Regional Meeting	CEHB	Greenville		11/06/08	11/06/08	5.00
08291	Mountain EHS Quarterly Educational Meeting	MEHS	Hendersonville		12/04/08	12/04/08	4.50
08292	18th Annual NC Septic Tank Association Convention and Expo	NC Septic Tank Association	Hickory		01/28/08	01/30/08	15.00
08293	Advanced Guidelines for Onsite Wastewater	NC Septic Tank Association	Various		Various		6.00
08294	Basics of Onsite Wastewater	NC Septic Tank Association	Various		Various		4.25
08295	Environmental Compliance Training Course	Ft Bragg Directorate of Public Works	Ft Bragg		12/02/08	12/04/08	10.25
08296	NOWRA's 4th Annual Installer Academy	NOWRA	Las Vegas	NV	12/08/08	12/10/08	12.50
08297	GA Environmental Health Association Conference	GA Environmental Health Assoc	Jekyll Island	GA	07/08/08	07/11/08	9.75
08298	NCGWA CE Classes	NC Groundwater Association	Atlantic Beach		10/25/08	10/25/08	6.00
08299	Grade II Wastewater Operator 38 Hrs	Blue Ridge Comm College	Flat Rock		09/29/08	10/03/08	15.00
08300	Safety & Health Workshop	NC Industrial Commission	Bolivia		09/18/08	09/18/08	3.75
08301	Southeastern District EH Quarterly Meeting	SEED	Elizabethtown		06/13/08	06/13/08	4.00
08302	Clarke Mosquito Control Workshop	Clarke Mosquito	Wilmington		03/12/08	03/12/08	2.75
08303	Environmental Law & Policy Challenges Facing the Next President	Duke Nicholas School of EH	Durham		10/24/08	10/24/08	4.25
08304	Public Issues & Conflict Management	NOAA Coastal Services Center	Beaufort		10/27/08	10/29/08	15.00
08305	Food Protection Workshop	NCSU/Edgecombe Comm College	Tarboro		08/28/08	08/28/08	2.25
08306	North Central District Educational Meeting	North Central District EHS	Burlington		10/15/08	10/15/08	4.00
08307	West Piedmont District EH Educational Meeting	WPEHS	Salisbury		10/18/08	10/18/08	4.00
08308	Collections 3	NC AWWA-WEA	Morganton		08/06/08	08/08/08	15.00
08309	CEHB Educational Meeting	CEHB	Carthage		10/28/08	10/28/08	4.00
08310	Radon, Lead & Mold:What You Need to Know to Protect Your Clients	DENR/Radiation Protection Section	Asheville		09/03/08	09/03/08	3.00
08311	18th Annual National Radon Training Conference	CRCPD	Las Vegas		09/15/08	09/16/08	15.00
08312	Sediment & Erosion Control Workshop	NCSU	Raleigh		10/23/08	10/23/08	5.75
08313	Installation of Construction Site Erosion & Sediment Control Devices	NCSU	Raleigh		09/16/08	09/16/08	3.50
08314	NC Local Health Department Accreditation Site Visitor Training I & II	NC Local HD Accreditation Board	Raleigh		09/29/08	10/01/08	3.75
08315	PUBH 992 Master's Paper	UNC-SPH	Chapel Hill		Spring Semester		15.00
08316	Conducting Traceback Investigation	NCCPHP	Online		Various		1.00
08317	Mapping for Surveillance & Outbreak Investigations	NCCPHP	Online		Various		1.00
08318	NC Communicable Disease Law	NCCPHP	Online		07/24/08	07/24/08	0.50
08319	Conducting EH Assessments	NCCPHP	Online		Various		1.00

08320	West Piedmont District EH Educational Meeting	WPEHS	Concord		12/04/08	12/04/08	4.00
08321	Focusing of Food Issues in Today's Markets	SOP	Winston Salem		12/17/08	12/17/08	6.25
08322	Swimming Pool Plan Review & Construction	SOP	Winston Salem		12/18/08	12/18/08	6.25
08323	On-site Wastewater- Tap, Tub & Terra Firma	SOP	Winston Salem		12/19/08	12/19/08	6.25
08324	Contact Tracing	NCCPHP	Online		Various		Denied Due to relevance
08325	Laboratory Biosafety Levels	NCCPHP	Online		Various		1.00
08326	Intro to Code Enforcement Practices I, II & Inspection Procedures Existing Structures	NY State Div of Code Enforcement	Wynatskill	NY	Various		Denied Due to relevance
08327	Drip System Plan Review & Inspection	NCOSWPS	Washington		12/15/08	12/15/08	5.25
<b>Below is the list from October Meeting for Review</b>							
ID #	Name of Education/Training	Organization Sponsor	City	State	Start Date	End Date	Recommended Approval
08102	Soil Hydrology & Water Flow Analysis for On-Site Systems	NCSU	Raleigh		01/24/08	01/25/08	13.00
08103	Introduction to Geographic Information	NCSU	Various		Various		6.50
08111	Location, Navigation & Data Collection Using Global Positioning	NCSU	Raleigh		06/18/08	06/18/08	6.50
08112	Soil Survey in the 21st Century	NCSU	Raleigh		06/25/08	06/25/08	6.00
08114	Pumps & Controls	NCSU	Boliva		09/23/08	09/23/08	6.00
08122	Inspector Practicum	NCSU	Various		Various		Denied due to relevance
08124	Applications for Drip Irrigation Technology	NCSU	Fletcher		10/22/08	10/22/08	5.25
08126	Soil Texture	NCSU	Monroe		11/12/08	11/12/08	6.00
08149	Diversity Competency Development Workshop	Mecklenburg Co. HR	Charlotte		Various		? Timed Agenda/relevance
08169	EPA HAZWOPR	EPA	Washington DC		03/31/08	04/04/08	Timed agenda
08182	FDA Southeast Region Annual Food Safety Seminar	FDA	Asheville		10/06/08	10/09/08	12.00
08185	NIMS-Division/Group Supervisors	Western Piedmont Community College	Morganton		08/25/08	08/27/08	15.00
08187	Foodborne Illness in North Carolina	PHTIN/MAHEC	Videoconference		08/22/08	08/22/08	2.00
08195	HAZWOPR 8 Hour Refresher Course	360 Training.Com, Inc.	Online		Various		Timed agenda
08199	Stormwater Management	360 Training.Com, Inc.	Online		Various		Timed agenda
08202	NC Mosquito & Vector Control Annual Meeting	NCMVCA	Raleigh		11/12/08	11/14/08	10.50
08205	US EPA Environmental Science Institute	EPA	RTP		07/08/08	07/09/08	11.00
08207	46th Annual Yankee Conference on Environmental Health	Connecticut EH Association	Mystic, CT		09/24/08	09/26/08	15.00
08211	NCWOA South Piedmont Section Meeting	NCWOA	Huntersville		02/21/08	02/21/08	2.00
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

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
08223	Standards, Accred., and Improvement-Raising the Bar of PH Performance	School of Public Health	Internet		09/10/08	09/10/08	1.00
08229	Drip Irrigation Training Workshop	Wake County Environmental Services	Raleigh		03/04/08	03/04/08	Timed agenda
08233	Clandestine Lab Awareness Training	Dept of Social Serv/Bureau of Env	Lincolnton		06/20/08	06/20/08	3.75

**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.**

### Intern Application

<u>Name</u>	<u>County</u>	<u>Degree</u>	<u>University</u>
Benjamin Cogdill	Toe River District	BS EH	WCU

**Board Action: Recommendation from Education Committee to approve RS Intern status to the above named individual. All votes were affirmative.**

### INTERNS ELIGIBLE FOR RS STATUS

<u>Name</u>	<u>County</u>	<u>RS #</u>	<u>Date Eligible</u>
Amanda Raupp	Wilson Co	2249	10/03/08
Andrew Lake	Onslow Co	2201	10/03/08
Arlene Lawrence	Mecklenburg Co	2118	10/03/08
Kathleen Nuzzi	Mecklenburg Co	2278	10/03/08
Shannon Cagle	Lee Co	2204	11/14/08
Jonathan Godfrey	Chatham Co	2203	11/28/08
Erik Johnson	Orange Co	2302	12/03/08
Wesley Bintz	Macon Co	2227	12/27/08
Jessica Blizzard	Wayne Co	2208	12/29/08
Tonya Zimmerman	Rowan Co	2212	12/31/08
Terry Watson	Mecklenburg Co	2261	1/03/09
Veronica Bryant	Mecklenburg Co	2209	1/03/09
Lauren Silmon Coles	Mecklenburg Co	2211	1/03/09
Sarah Makres	Mecklenburg Co	2219	1/03/09
Leo Mitchell	Mecklenburg Co	2216	1/03/09
Marie Meidenbauer	Mecklenburg Co	2222	1/17/09
Pamela Lindsey	Duplin Co	2221	1/22/09
Carrie Small	Cumberland Co	2220	1/22/09
Jessica Jones	Duplin Co	2223	1/24/09

**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. Layton Long abstained from voting on the one from his county. All votes affirmative.**

### Fast Tracking Request

A request was received from Katherine Adams, RS Intern with Carteret County asking for the Board's consideration of granting credit for prior work experience and acceptance of her previous NEHA score. Ms. Adams was registered and employed in environmental health in Montana.

**Board Action: Recommendation from Education Committee to grant credit for prior work experience, to accept the NEHA score and grant RS status to Katherine Adams pending receiving official confirmation of dates of prior employment. Ann Gilstrap abstained from voting. All votes affirmative.**

Education Committee is working on some new questions for the Oral portion of the RS Exam and plans to bring them to the next meeting for consideration.

**Election of Officers** – Terry Pierce presented the following slate of officers for 2009:

Chair	Ann Gilstrap
Vice Chair	Terry Pierce
Secretary-Treasurer	Malcolm Blalock

**Board Action: All votes were affirmative.**

**Next Board Meeting**

Next RS Board meeting is scheduled for February 6, 2009 at the 2728 Capital Blvd Building in Raleigh NC.

Meeting was adjourned at 3:20 p.m.

Respectfully submitted,

Layton Long, RS  
Secretary-Treasurer

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

-end