

# **RS BOARD MEETING MINUTES**

**February 6, 2009**

## **Board Meeting**

The meeting of the NC State Board of Sanitarian Examiners was held on Friday, February 6, 2009 at 2728 Capital Blvd Building in Raleigh NC. Those in attendance were: Ann Gilstrap, Malcolm Blalock, Patricia Hawkins, Terry Pierce, Lynn Lathan, Perry Solice and Layton Long. Due to illness, Janice Jones was present via conference call. Sheila Nichols and Dr Burt Ogle were absent.

**Called to Order** – Chair Ann Gilstrap called the meeting to order at 10:15 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 December 11, 2008 meeting were sent to all Board Members.

**Board Action: Layton Long made a motion to approve the Minutes. Motion was seconded by Malcolm Blalock. After some discussion, the following corrections were made: 08277 was denied and on the RS Listing, Jeff Fouad is no longer employed. All votes affirmative to approve minutes as corrected.**

## **Financial Report – Malcolm Blalock**

Malcolm Blalock presented the Financial Report. Bank Balances as of February 5, 2009 were Checking account - \$744.85, Money Market account - \$21,895.58, Share account - \$34.13 and STIF account - \$34,706.74. Total of these accounts are \$57,381.30.

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

## **Chair's Report – Ann Gilstrap**

Ann Gilstrap reported on the status of SOP and the upcoming retirement of Richard Dideriksen and Teme Riece. There will be cutbacks in courses offered. Ms. Gilstrap reported that she had discussed the situation involving SOP and recent Board issues at the Northeastern District Educational Meeting.

Following some discussion about attendance records, Janice was asked to change the formatting of the Course Attendance Sheet from landscape to portrait to allow more space for names on each sheet. Will be revised and posted on the Board website.

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

Terry Pierce expressed concerns that CIT was experiencing a very low number of interns to sign up. He made the Board aware that the Division could not hold the training for only 5 people at a time, and that unless enrollment increased, the training would have to be delivered in some other manner.

**Administrative Assistant's Report** - Janice Jones reported that the letterhead had been updated. Approximately 75% of RS Renewals received have been entered into the database. She announced that she had recently purchased Quick Books Pro (on sale) as recommended by the Board's auditor. Installation went well and seems to be working properly.

Work is currently underway to improve RSTAS to better serve the Board. Meetings last week and this week with Blue Lizard should result in improvements to the system. Chair Gilstrap asked if Janice knew if everyone who should have taken the Public Health Law course within the last 4 years had met the requirement. Ms. Jones reported that RSTAS did not have the information (not transferred from Access) and that she would ask Blue Lizard to transfer that information into RSTAS.

### **Secretary-Treasurer's Report – Malcolm Blalock**

Malcolm Blalock reported that two productive meetings with Blue Lizard had occurred in the last two weeks. The first meeting established that neither the Division nor the Board was satisfied with RSTAS. Expectations had not been met and some parts of the system were non-functional. Curt Rabon of Blue Lizard accepted the reports and pledged to assign a new developer to the system and to devote up to two weeks' work at no charge to try to make things right and get the system to meet expectations. The Board and DEH were asked to provide prioritized lists of problems to Blue Lizard by Feb 3 and to meet on Feb 5 to discuss the lists. The Feb 5 meeting went well and DEH was asked to determine which reports and letters were most urgent and to work with each letter or report, one by one, to get them to provide the information we need in the format that is needed.

The Continuing Education Course Approval Application has been revised to make it easier to complete, including moving the instructions to Page 2. The application was approved with one amendment. The webmaster will be asked to post it on the Board's website. A revised Renewal Application was discussed. It was agreed to reduce the demographic information at the top of the page and to attempt to only collect information that had changed after viewing RSTAS. It was also discussed that RSTAS needs to be able to integrate CE courses taken with the application so that RSTAS would generate a completed application for renewal for 2010.

### **Policies – Malcolm Blalock**

The following policies were presented for consideration:

- *Education Committee Policy* was presented. After some discussion, changes were made.

**Board Action: Terry Pierce made a motion to approve the Education Committee Policy as amended. Motion was seconded by Lynn Lathan. All votes affirmative.**

- *Submission of Expenses from Administrative Assistant Policy* was presented. After some discussion, changes were made.

**Board Action: Layton Long made a motion to approve the Submission of Expenses from Administrative Assistant Policy as amended. Motion was seconded by Terry Pierce. All votes affirmative.**

- *Policy on Policies Policy* was presented. After some discussion, changes were made.

**Board Action: Perry Solice made a motion to approve the Policy on Policies Policy as amended. Motion was seconded by Lynn Lathan. All votes affirmative.**

- *Investigation Policy* was presented.

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

- *Complaints Policy* was presented. After some discussion, changes were made.

**Board Action: Lynn Lathan made a motion to approve the Complaints Policy as amended. Motion was seconded by Terry Pierce. All votes affirmative.**

### **RS Renewal Application Audit Report – Ann Gilstrap**

Chair Ann Gilstrap reported that an audit was conducted in January of renewal applications from approximately 25% of the renewal applications drawn at random. The audit revealed that there is a significant problem with attendance lists for meetings. Some meetings do not circulate a sign in sheet. Some sponsors do not submit the sign up sheets. Some individuals seemed to miss signing the sheets when circulated. In the end, it was determined that there were 6 individuals who claimed attendance at trainings for which there was no proof of attendance. There were two other individuals who claimed attendance at trainings totaling less than 15 hours. It was agreed that letters would be sent to these individuals reporting their deficiency and giving them 30 days to respond. The letters inform the individuals that they cannot practice as a RS or RSI unless they meet the requirement of 15 clock hours of Board-approved CE.

**Recessed for Lunch at 1:45 p.m.**

**Reconvened at 2:15 p.m.**

**Legislative Report – Layton Long**

Layton Long reported that he will be meeting with Senator Bingham on Feb 11 or 16 to discuss the Board's legislation. It was decided to present the latest draft as what the Board is requesting.

**Education Committee Report – Patricia Hawkins**

Patricia Hawkins, Education Committee Chair presented the Education Committee Report.

**Intern Applications**

<u>Name</u>	<u>County</u>	<u>Degree</u>	<u>University</u>
Alexis Rockett	Wilson Co	BS Biology	UC-Riverside
Anderia Van Wy	Wilkes Co	BS Env Bio/Eco	Appalachian State
Taylor Morton	Stanly Co	BS Food & Nutr	Meredith College
Edward Strickland	Nash Co	BS Env Science	NC Wesleyan
Sarah Watkins	Craven Co	BS EH	ECU

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

**INTERNS ELIGIBLE FOR RS STATUS**

<u>Name</u>	<u>County</u>	<u>RS #</u>	<u>Date Eligible</u>
Jeremy Humphrey	DENR	2121	1/19/09
Gregory Wright	Rockingham Co	2236	2/26/09
Jacob Nelms	Graham Co	2232	2/26/09
Jacob Helms	Rowan Co	2230	2/26/09

**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. Terry Pierce abstained from voting on the one from DENR. All votes affirmative.**

The following Continuing Education Requests for 2008 were reviewed by the Board:

<u>ID #</u>	<u>Name of Education/Training</u>	<u>Organization Sponsor</u>	<u>City</u>	<u>State</u>	<u>Start Date</u>	<u>End Date</u>	<u>Recommended Approval</u>
08328	Chemical Spill Response Training	Sigma Consulting & Training Inc	Greensboro	NC	03/26/08	03/26/08	7.50
08329	NC CATCH Aquatics Workshop	NC Wildlife Resources	Raleigh	NC	03/28/08	03/29/08	Need timed agenda
08330	3rd Annual Community Leadership Summit	Town of Wake Forest Government	Wake Forest	NC	04/23/08	04/23/08	Need More Info
08331	Project WET	DENR/DWR	Raleigh	NC	03/06/08	03/07/08	Need timed agenda
08332	Southeast Public Health Leadership Institute	UNCSPH/CDC	Chapel Hill	NC	04/30/08	05/02/08	7.75 *
08333	Eastern NCEHSA Meeting	ENCEHSA	Greenville	NC	12/16/08	12/16/08	3.00
08334	North Central EHD Meeting	NCEHD	Hillsborough	NC	12/11/08	12/11/08	4.00
08335	Electric Safety, Fall Prevention, Job Safety	Required Training LLC	Asheville	NC	12/11/08	12/11/08	6.25 *
08336	58th Annual Pest Control Technicians School	NC Pest Control Assoc/NC SU	Raleigh	NC	01/22/08	01/23/08	Need timed agenda
08337	Applications of Basics of Investigation & Inspection	AFDO/ORAU/NCDA	Raleigh	NC	02/18/08	02/21/08	15.00
08338	Alaska Model for Botulism Emergency Response	Alaska EH Association	Webcast		04/29/08	04/29/08	1.50
08339	Enhanced Surface Water Treatment Rule, Disinfectant/Disinfectant ByProducts	Alaska Native Tribal Health Consortium	Dillingham	AK	01/29/08	01/30/08	14.00

08340	Plan Review	Virginia Dept of Health	Roanoke	VA	10/28/08	10/29/08	11.25
08341	Orientation to Environmental Health	Virginia Dept of Health	Richmond	VA	02/13/08	02/15/08	Need More Info
08342	VDH Annual Food Summit	Virginia Dept of Health	Video Conference		12/02/08	12/03/08	8.00
08343	2008 Spring Ambient Monitoring Workshop	NCDAQ	Raleigh	NC	02/05/08	02/06/08	10.00
08344	APTI 350 Asbestos NESHAP Inspection & Safety	SE States Air Resource Managers	Atlanta	GA	10/28/08	10/30/08	15.00
08345	NC Green Business Fund Grant Workshop	NC Dept of Commerce/NC Board of Science & Technology	Cary	NC	12/13/08	12/13/08	Denied due to relevance
08346	Hazwoper Update Part B	DENR/DWM	Raleigh	NC	05/27/08	05/27/08	Need timed agenda
08347	Small Systems: Chemical Feed & Math For Water & Wastewater Operators	NCRWA	Various		Various		5.00
08348	Is Your Water Aging You?	NCWOA	Salisbury	NC	12/04/08	12/04/08	5.00
08349	Wastewater & Water SCADA Systems	NCRWA	Rutherford College	NC	10/16/08	10/16/08	4.50
08350	EHST 3200 Food Sanitation Principles	EHSSP/ECU	Greenville	NC			15.00
08215	20th Annual Conference of Certified Public Managers	American Academy of Cert. Pub. Mgrs.	Columbus, OH		09/08/08	09/10/08	4.00
08218	Facility Environmental Compliance Training	NC National Guard	Fort Fisher	NC	02/09/08	02/12/08	15.00
08229	Drip Irrigation Training Workshop	Wake County Dept. Of Environmental Services	Raleigh	NC	03/04/08	03/04/08	3.75
08267	FEMA IS 00324 Community Hurricane Preparedness	FEMA	Online		Various		Need more info

**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.**

**The following Continuing Education Requests for 2009 were reviewed by the Board:**

Course Number	Name of Education/Training	Organization Sponsor	City	State	Start Date	End Date	Recommended Approval
09001	Safety & Health Management Systems for Small Businesses	NCSU	Online		Various		Denied-relevance
09002	GOES-R: Benefits of Next Generation Environmental Monitoring	MetEd, Comet Cooperative Program	Online		Various		Denied-relevance
09003	S290 Unit 5 Temperature & Relative Humidity Relationships	MetEd, Comet Cooperative Program	Online		Various		Denied-relevance
09004	Seminar on Compostable Plastics	NC Composting Council	Greensboro	NC	2/19/09	2/19/09	Timed agenda
09005	Basic Supervisory Skills	AHEC/NCIPH	Charlotte	NC	3/30/09	3/31/09	11.5
09006	Guilford Co Well Contractor Day	Guilford Co Water Quality	Greensboro	NC	3/20/09	3/20/09	6.25
09007	Part 1 FERP Seminar	PHRST IV	Online		1/13/09	1/13/09	2
09008	Smart About Water	NC Rural Communities Assistance Project	Sylva	NC	2/11/09	2/11/09	6
09009	Regional Supervisors Meeting	DENR Regional Staff	Mooresville	NC	1/14/09	1/14/09	2
09010	ICS 400	PHRST VI/Southwestern Comm College	Cherokee	NC	1/15/09	1/16/09	9.5
09011	Northeastern EH District Meeting	NEEHD	Greenville	NC	1/16/09	1/16/09	4

09012	Keeping Swimming Safe & Healthy	SOP	Winston Salem	NC	2/4/09	2/6/09	19.75
09013	Basic Private Wells Workshop	SOP	Various		Various		18
09014	2009 Mid-Atlantic Mosquito Control Assoc Annual Conference	Mid-Atlantic Mosquito Control Association	Virginia Beach	VA	2/25/09	2/27/09	9
09015	CDPims & CDP Mobile Training	CDP	Salisbury	NC	1/13/09	1/15/09	13.5
09016	Chemical Spill Response Training	Sigma Consulting & Training Inc	Various		Various		7.5
09017	NCGWA Trade Show & Continuing Education	NC Ground Water Association	Hickory	NC	1/30/09	1/31/09	8
09018	19th Annual NC Septic Tank Assoc Annual Convention & Expo	NC Septic Tank Association	Greensboro	NC	1/26/09	1/28/09	15
09019	2009 Soil Science Society Annual Meeting	SSSNC	Raleigh	NC	1/20/09	1/21/09	7.5

**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.**

#### **Oral Interview Questions**

Education Committee presented some new questions for the Oral portion of the RS Exam. After some discussion, changes were made.

**Board Action: Perry Solice made a motion to approve the Oral Interview Questions as amended. Motion was seconded by Malcolm Blalock. All votes affirmative.**

#### **Next Board Meeting**

Next RS Board meeting is scheduled for March 26, 2009 at the Transylvania County Public Library in Brevard NC. RS Exam will be administered on Wednesday, March 25, 2009 at the Transylvania County Public Library in Brevard NC. Education Committee will meet on Wednesday, March 25, 2009 after the RS Exam. Audit Committee will meet at 8:45 a.m. on March 26, 2009.

Meeting was adjourned at 3:20 p.m.

Respectfully submitted,

Malcolm Blalock, RS  
Secretary-Treasurer

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

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