

RS BOARD MEETING MINUTES

September 22, 2009

Board Meeting

The meeting of the NC State Board of Sanitarian Examiners was held on Tuesday, September 22, 2009 at the Carteret County Health Department in Morehead City NC. Those in attendance were: Ann Gilstrap, Malcolm Blalock, Patricia Hawkins, Terry Pierce, Sheila Nichols, Perry Solice, Layton Long and Janice Jones. Dr Burt Ogle and Lynn Lathan were absent.

Called to Order – Chair Ann Gilstrap called the meeting to order at 10:21 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.

After some discussion, it was determined that a policy needed to be developed to have another Education Committee Member besides Dr Ogle to review the transcripts from WCU to assure no conflict of interest exists for those applicants.

Approval of Minutes - Janice Jones

Minutes for the June 25, 2009 meeting were sent to all Board Members. Janice Jones informed the Board that one name on the Approved List for RS status was no longer employed and the Minutes needed to be amended to remove it from the list.

Board Action: Malcolm Blalock made a motion to approve the Minutes as amended. 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 Terry Pierce. All votes affirmative.

Financial Report – Janice Jones

Janice Jones presented the Financial Report. Bank Balances as of September 18, 2009 were Checking account - \$200.73, Money Market account - \$7,022.80, Share account - \$34.46 and STIF account - \$25,512.80. Total of these accounts are \$32,770.79.

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

Malcolm Blalock, Secretary-Treasurer presented and explained a Budget/Expense Report. He asked the Board for permission to purchase another copy of QuickBooks so that the Secretary-Treasurer could keep more up to date with spending and budget matters.

Board Action: Terry Pierce made a motion to approve the purchase of a copy of QuickBooks software for the Secretary-Treasurer. Motion was seconded by Perry Solice. All votes affirmative.

Chair's Report – Ann Gilstrap

Chair Gilstrap reported that training of Board members is now required within 6 months of appointment and every two years thereafter. This will increase the costs of the Board. It was suggested that the training could be held as part of a Board meeting if possible.

Legislative Oversight Committee will be looking harder at Boards to assure that they meet certain timelines.

Name change is now in effect. The correct acronym is REHSI and REHS. New Board name needs to be updated on the Department of Commerce website.

Notification of exam results was discussed and the need for a policy. RSTAS will be fixed to show pass/fail and date of eligibility. The exact scores will be accessible by the individual when logging on to RSTAS. Administrative Assistant will send an email to inform the applicants that scores are available on RSTAS and individual letters will not be sent.

Course monitoring by Board members was revisited and after lots of discussion, no consensus as to what to do was reached.

Attorney John Barkley is now present via telephone at 11:40 a.m.

John Barkley will investigate the possibility of providing training for several boards to see if it is feasible for the AG's office to provide.

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

Board went into Closed Session at 11:54 a.m.

Board is now in Open Session at 12:19 p.m.

During Closed Session, updates of investigations in Mecklenburg County and Albemarle Regional Health Services were discussed.

Public Health Law Course must be completed within four years of date of employment. Chair will consult with John Barkley on someone who is scheduled to take the course in September after their four years has passed.

Recessed for Lunch at 12:46 p.m.

Reconvened at 1:28 p.m.

Vice Chair's Report – Terry Pierce

Terry Pierce briefly discussed Blue Lizard and the database. CIT attendance numbers are down. Each module will have to be offered at least once a year. UNC will limit its SOP training to the Piedmont, instead of across the state. DEH is considering picking up some of the training. UNC will not be providing On-site training.

Secretary-Treasurer's Report – Malcolm Blalock

Malcolm Blalock reported that online payment has been investigated and it seems to be too expensive at this time. He suggested that it be reviewed for next year. Work is being done to reflect the name change of the Board on the website and in RSTAS. Redrafting of the Rules was also discussed.

Administrative Assistant's Report – Janice Jones

Janice Jones reported that the letterhead had been changed to the new name of the Board. She will take care of ordering new certificates, cards and an embosser.

Board Action: Layton Long made a motion to send new certificates to everyone registered after August 7, 2009. Motion was seconded by Malcolm Blalock. Terry Pierce opposed the motion. All other votes affirmative.

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>
Shelley Holmberg	Mecklenburg Co	BS Biology	University of SC
Christopher Sells	Mecklenburg Co	BS Env Health	Western Carolina

Board Action: Recommendation from Education Committee to approve RS Intern status to Shelley Holmberg and Christopher Sells. All votes were affirmative.

INTERNS ELIGIBLE FOR RS STATUS

<u>Name</u>	<u>County</u>	<u>RS #</u>	<u>Date Eligible</u>
Brandi Grady	Edgecombe Co	2242	6/26/09
Jason Chapple	Forsyth Co	2276	6/26/09
Jennifer Edwards	Wake Co	2239	6/26/09
Melissa Parker	Onslow Co	2231	6/26/09
Samuel Brickhouse	MTW District	2273	6/26/09
Shelby McLean	Guilford Co	2229	6/26/09
Teresa Davis	Montgomery Co	2262	6/26/09
LaRue Fuller	New Hanover Co	2290	9/18/09
Chris Alexander	DENR	2295	10/08/09
Joshua Coltrain	Dare Co	2298	10/15/09
Benjamin Codgill	Toe River District	2347	10/16/09
April Palette	Appalachian District	2299	11/01/09

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 other votes affirmative.

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

<u>Course Number</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>
09198	OSHA 510 Occupational Safety & Health Standards for the Construction Industry	OSHA	Online		Various		More Info
09199	Smoking Law Update	UNC School of Government	Video Conference		9/18/09	9/18/09	1.50
09200	Improving Stormwater Mgmt with Permeable Interlocking Concrete Pavements	Interlocking Concrete Pavement Institute	Raleigh	NC	7/9/09	7/9/09	Denied-relevance
09201	Region 1 HSEEP Abbreviated Training Course	NCPHRRST	Kill Devil Hills	NC	6/25/09	6/26/09	8.00
09202	Disaster Medical Preparedness Conference	NC Office of EMS	Greensboro	NC	5/27/09	5/28/09	Relevance/ Topics
09203	Northeastern EH District Educational Meeting	NEEHD	Greenville	NC	7/10/09	7/10/09	4.00
09204	IS-5.a Introduction to Hazardous Materials	FEMA	Online		Various		10.00
09205	North Central EH District Meeting	NCEHD	Raleigh	NC	6/18/09	6/18/09	5.00
09206	NEHA Pre-Conference NSF Plan	NEHA	Atlanta	GA	6/20/09	6/20/09	7.00
09207	Respiratory Protection PPE Training	Davie Co Health Department	Mocksville	NC	6/18/09	6/19/09	3.50
09208	Obesity & Weight Management in Adults & Children	Meredith College	Online		Fall Semester		Denied-relevance
09209	Six Sigma Form 2009	NCSU	RTP	NC	6/25/09	6/26/09	Denied-relevance
09210	Mountain District EH Meeting	MDEHA	Morganton	NC	8/26/09	8/26/09	5.00
09224	Introduction to GPS	Central Piedmont Community College	Matthews	NC	7/8/09	7/9/09	14.00
09225	CSSC Summer 2009 Meeting	Consulting Soil Scientists of the Carolinas	Raleigh	NC	7/23/09	7/23/09	3.00
09226	NACCHO - Advanced Practice Centers Road Show	NACCHO	Orlando	FL	7/28/09	7/29/09	3.75
09227	Back to the Basics For Water & Wastewater Operators	NC AWWA -WEA	Fayetteville	NC	8/17/09	8/17/09	6.00

09228	Regional Food Protection Branch Meeting	Food Protection Branch (Ham)	Raleigh	NC	8/6/09	8/6/09	4.00
09229	Preliminary Damage Assessment Training	Halifax Co EM	Weldon	NC	5/5/09	5/5/09	6.00
09230	Clarke Mosquito Control Workshop	Clarke Mosquito	Wilmington	NC	3/18/09	3/18/09	3.50
09231	2009 FAFP AEC	Florida Assoc of Food Protection	Orlando	FL	5/5/09	5/7/09	9.25
09232	113th Annual AFDO Educational Conference	AFDO	Oakbrook	IL	6/7/09	6/10/09	11.00
09233	Lead Safety for Renovation, Repair & Painting	EPA/Greenville Technical Comm College	Greenville	SC	8/7/09	8/7/09	8.00
09234	Intro to Healthy Homes	National Center for Healthy Housing & Guilford Dept of Public Health	Greensboro	NC	Various		3.50
09235	An Introduction to GIS & Public Health	CEHI/Nicholas Sch of Environment	Durham	NC	8/5/09	8/5/09	5.50
09236	Regional Supervisors Meeting	DENR	Marion	NC	7/9/09	7/9/09	4.25
09237	17th Annual Operators Spring School	NCWOA	Morganton	NC	4/13/09	4/17/09	15.00
09238	NCGWA Continuing Education Course	NC Ground Water Association	Atlantic Beach	NC	10/17/09	10/17/09	6.50
09239	Operator Industry Topics	NC Rural Water Association	Troutman	NC	2/26/09	2/26/09	6.24
09240	South Piedmont Section Meeting	NCWOA	Huntersville	NC	8/27/09	8/27/09	2.00
09241	NCDENR Regulatory Updates	NC Rural Water Association	Statesville	NC	4/6/09	4/6/09	6.00
09242	Electronic Monthly Operating Reports	NCDENR/PWSS	Huntersville	NC	5/27/09	5/27/09	Denied
09243	Seventh Annual One Medicine Symposium	NCDACS/NCSU	Durham	NC	12/9/09	12/9/09	5.50
09244	Advanced Technologies for Contaminated Site Remediation and Gas Vapor Intrusion Management	Regenesis of San Clemente, CA	Raleigh	NC	4/22/09	4/22/09	4.00
09245	IS 808 Emergency Support Function #8	FEMA	Online		Various		0.50
09246	Bacteriological Methods for the Analysis of Drinking Water	NCWOA	Raleigh	NC	3/24/09	3/27/09	15.00
09247	GLY 520 Global Climate Change	UNCW	College Course	NC	8/17/09	12/13/09	15.00
09257	Basic Food Science Training & Review: Giving Your Food Team a Better Game	SOP	Various		Various		19.25
09258	Repairing On-Site Sewage Systems	SOP	Various		Various		20.00
09259	2009 National Public Health Conference - Healthy People in a Healthy Environment	CDC/ATSDR/NEHA	Atlanta	GA	10/26/09	10/28/09	
09260	Conducting Seafood Inspections FD249	FDA ORA	Orlando	FL	1/27/09	1/30/09	15.00
09261	Rapid Response Team Introductory Meeting	FDA/NCDA/WIFSS	Raleigh	NC	5/12/09	5/13/09	11.25
09262	ICS 300: Intermediate ICS MP320	FDA ORA	Atlanta	GA	3/2/09	3/4/09	15.00
09263	Harmonization of Packaging Regulations	NC State Lab of PH	Asheville	NC	7/28/09	7/28/09	5.00
09264	Lead & Healthy Homes Educational Meeting	NCDENR/CEHB	Raleigh	NC	8/7/09	8/7/09	4.00
09265	NC EH Supervisors' Fall Education Meeting	NCEHS	Southern Pines	NC	11/5/09	11/6/09	8.00
09266	IAFP Annual Meeting	IAFP	Grapevine	TX	7/12/09	7/15/09	15.00
09267	Surface Water Identification & Training Class (SWITC)	NCDENR/DWQ	Charlotte	NC	11/3/09	11/6/09	15.00
09268	2009 Onsite Water Protection Workshop	NCDENR/DEH/OSWPS	Sylva	NC	10/6/09	10/6/09	5.00
09269	2009 Onsite Water Protection Workshop	NCDENR/DEH/OSWPS	Waynesville	NC	11/12/09	11/12/09	5.00
09270	2009 Onsite Water Protection Workshop	NCDENR/DEH/OSWPS	Fletcher	NC	12/1/09	12/1/09	5.25

09271	CDPims	Macon County Health	Franklin	NC	8/10/09	8/11/09	11.00
09272	Basic Licensed Aquatic Facility Technician	American Swimming Pool & Spa Assoc	Online		Various	Various	8.00
09273	Revised NC Environmental Health Law & Ethics	SOP	Various		Various		17.75
09274	Seafood Safety Workshop	SOP	Various		Various		18.00
09275	Lead Investigation & Remediation for Authorization	SOP	Various		Various		18.00
09276	Child Care Sanitation: New Rules, Plans & Roles	SOP	Various		Various		18.00
09277	Institutional Sanitation	SOP	Various		Various		20.00
	Revisited:						
09180	Finding Your Way: Supervisory Skills for Today's PH Professional	EAHEC	Morehead City	NC	6/16/09	6/17/09	7.00
09098	Wake County Well Contractor Day	Wake Co Environmental Services	Raleigh	NC	5/29/09	5/29/09	6.75
09122	2009 CHEMPACK Seminar	PHRST 3	Fayetteville	NC	5/13/09	5/13/09	2.75
09121	Northeastern EH District Meeting	NEEHD	Greenville	NC	4/3/09	4/3/09	4.00
CIT:							
99010	CIT EHS Module	NC DENR OET	Raleigh	NC			55.00
99011	CIT EHS FLI	NC DENR OET	Raleigh	NC			37.00
99012	CIT EHS CCSS	NC DENR OET	Raleigh	NC			6.00
99013	CIT EHS Lead	NC DENR OET	Raleigh	NC			2.00
99014	CIT EHS Tattooing	NC DENR OET	Raleigh	NC			4.00
99015	CIT EHS Swimming Pools	NC DENR OET	Raleigh	NC			8.00
99020	CIT OSWP Module	NC DENR OET	Raleigh	NC			77.00
99021	CIT OSWP OSW	NC DENR OET	Raleigh	NC			66.00
99022	CIT OSWP Wells	NC DENR OET	Raleigh	NC			11.00

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

Legislative/Rule Rewrite Report – Ann Gilstrap/Malcolm Blalock

Rewrite of the rules was discussed. Dates were set for Public Hearings on the Rules in three locations across the state as follows:

Raleigh 12/08/09
East 12/07/09
West 12/11/09

Next Board Meeting

Next RS Board meeting is scheduled for December 9, 2009 at 2728 Capital Blvd in Raleigh, NC.

Meeting was adjourned at 4:03 p.m.

Respectfully submitted,

Malcolm Blalock, RS
Secretary-Treasurer

Date Approved _____