

NC State Board of Environmental Health Specialist Examiners

Minutes of October 7 & 8, 2010 Board Meeting

The meeting of the NC State Board of Environmental Health Specialist Examiners was held on Thursday, October 7, 2010, at 10:00 a.m. at the Pitt County Environmental Health Developmental Services Building, 1717 West 5th Street, Greenville, NC 27834. Those in attendance on October 7th were Patricia Hawkins, Terry Pierce, Malcolm Blalock, Jeff French, Debra Yarbrough, Lynn Lathan, Seth Swift, Burt Ogle, Greg Bright, Courtney Silverthorne and Perry Solice. Layton Long participated via conference call.

Called to Order - Chair Patricia Hawkins called the meeting to order at 10:15 a.m.

Conflict of Interest Statement - Chair Patricia Hawkins asked if any Board member wishes to speak to the appearance of any actual or potential conflicts of interest. There were none stated. The Board members were reminded to recuse themselves when action on a staff member, family, or friend is under consideration by the Board. The Board members were reminded that they should refrain from participation in any discussions in which they may have a potential or existing conflict of interest.

Approval of Minutes:

The June 23, 2010 minutes were reviewed and accepted with no changes.

Board Action: Burt Ogle made a motion to accept the June Minutes with no changes. Lynn Lathan seconded the motion. All votes affirmative.

Board Action: Courtney Silverthorne made a motion to accept the June Closed Session Minutes with no changes. Perry Solice seconded the motion. All votes affirmative.

Financial Report – Malcolm Blalock

The account balance report was reviewed and approved. It was reported that \$13,000.00 from the STIF was transferred to the Board's operating account to cover expenses through October. Although the operating account balance is low, there are sufficient funds to cover current expenses. Revenue is expected to pick up over the next couple of months as renewals begin coming in. It may be necessary to transfer funds from the STIF account to cover expenses through the end of the year. Board members were asked to send in their renewals if they have met their education requirements.

It is anticipated that there will be approximately 30% less revenue from new applications than projected due to the lower number of Intern applications, retiring REHS and the overall economic situation. The Board's expenses have been under the projected budgeted amounts in most categories. Accounts payable are current. The reduction in budgeted expenses may offset the decrease in budgeted revenues.

The Board approved the Financial Report.

Chair's Report – Patricia Hawkins

Ethics Training - The majority of Board members reported they are current with their training but have not yet received verification of attendance. Ms. Hawkins will contact the Ethics Commission to verify the Ethics training statuses of all the Board members. Perry Solice reported he has not yet completed the training. Ms. Hawkins will provide him with the sign up information. Board members were advised of the potential \$250 financial penalty if not current on Ethics training; information is available online. Language from the Massachusetts's Board of Environmental Health Specialists was presented for consideration in adopting for the Board's website. The possibility of using some language for a question and answer section was discussed for future consideration.

Three individuals have been nominated as possible candidates for the Health Director position to be vacated by Layton Long: Michael Rhodes with Greene County, Roxanne Holiman with Beaufort County and Wayne Stewart with Bladen

County. Danny Staley with the Local Health Director's Association has submitted the names to Lynette Tolson, NCPHA. Terry Pierce will check to see if the Governor's office has received them and let the Board know.

Layton Long's term will expire on 12/15/10. Malcolm Blalock's and Perry Solice's terms will expire on 12/15/11. Mr. Blalock will train the Board members over the next year on transferring of duties and responsibilities. Future discussion planned for the December 14, 2010 meeting.

Vice Chair's Report – Terry Pierce

State Portal System – Discussion on the status of DENR's new Portal System website. Malcolm Blalock agreed to be the contact person on this project during his term on the Board.

Merger study - Recommendations on the merger of the Division of Environmental Health and the Division of Public Health is due to the Legislature by January 15, 2011. Governor's announcement – The Governor is expected to announce major reorganizational changes after the upcoming elections in November. The possibility of eliminating Boards, merging of Boards and/or putting Boards and Commissions under one State agency is also being considered.

Relocation of DEH offices located at 2728 Capital Blvd to the Archdale Building is expected within the next year and a half. Construction of the Green Square Building is scheduled to be completed by March 2012, with a May 2012 move-in date. DEH will fill some of the space made available when other DENR offices move from the Archdale Bldg to the Green Square Bldg. The Public Health Pest Management Section offices are moving to the Barrett Drive Building where the Radiation Protection Section is housed. These two sections will not relocate. Files and paper documents will be scanned since space does not allow for storage at the new location.

The plaques for the retired Board members will be presented at the upcoming NCPHA meeting.

Secretary-Treasurer's Report – Malcolm Blalock

The monthly conference calls with Malcolm Blalock, Patricia Hawkins and Adele Newman have been helpful. The current STIF funds transfer policy will remain in effect until the new Treasurer is elected in January 2011.

The Board's new computer uses the new 2010 version of Quick Books. Since Malcolm Blalock's personal computer does not have the newer version of QB, Adele Newman is sending reports from QB in excel to avoid the expense of purchasing new software.

Administrative Assistant's Report – Adele Newman

The NEHA contract was signed in 2008 and automatically renews every year. The exam fees have gone down from \$125 to \$115 and will be posted in RSTAS. Adele Newman will contact NEHA to clarify what the future exam fees will be and report back to the Board. A Complaint Log is kept on file at the Board's office. The Complaint Log lists the status of current complaints and investigations, the Board members assigned and the action taken.

Board members were asked to sign new Intern Certificates. Adele Newman will mail those Intern Certificates to Layton Long for signature. REHS Certificates will be signed after the new Board members are appointed.

Education Committee Report – Greg Bright

The following Continuing Education Applications for 2010 were reviewed by the Board:

| Course # | Name of Education/Training | Organization Sponsor | City | State | Start Date | End Date | Hrs App'd |
|----------|---|----------------------|-------------|-------|------------|----------|-----------|
| 10101 | 2010 Food Safety Education Conference | USDA/NSF | Atlanta | GA | 3/23/10 | 3/26/10 | pending |
| 10118 | Incident Command System (ICS) S-339 Division/Group Supervisor | FEMA | Morganton | NC | 5/20/10 | 5/21/10 | 10.00 |
| 10121 | New Hire Law and Evidence | FDA | New Orleans | LA | 2/22/10 | 3/13/10 | NI |

| Course # | Name of Education/Training | Organization Sponsor | City | State | Start Date | End Date | Hrs App'd |
|----------|--|--|-------------------|-------|------------|----------|-----------|
| 10172 | Seafood Quality and Safety | SOP | Pine Knoll Shores | NC | 11/3/10 | 11/5/10 | 18.75 |
| 10192 | Licensed Aquatic Facility Technician | American Swimming Pool and Spa Association | various | | various | various | 7.25 |
| 10208 | Design 200 Onsite Systems Layout | NCSU Soil Science | Raleigh | NC | 6/18/10 | 6/18/10 | 6.00 |
| 10222 | Disaster Medical Preparedness Conf. | NC EMS | Greensboro | NC | 4/21/10 | 4/22/10 | 6.75 |
| 10223 | Commissioner's Food Safety Forum | NCDA/CS | Raleigh | NC | 8/10/10 | 8/10/10 | 4.25 |
| 10224 | GPS Mapping for GIS with TerraSync | Duncan Parnell | Morrisville | NC | 5/18/10 | 5/19/10 | 13.00 |
| 10225 | 2nd Annual Symposium Clean, Green & Growing | NC STA | Greenville | NC | 8/4/10 | 8/6/10 | 12.00 |
| 10226 | Wastewater Topics: Electric Motors, Regulatory Update & Preventative Maintenance | NC Rural Water Assoc | Cherryville | NC | 8/26/10 | 8/26/10 | 6.00 |
| 10227 | WPEHS Mtg | WPEHS | Greensboro | NC | 6/17/10 | 6/17/10 | pending |
| 10228 | NE NCPHA Mtg | NE NCPHA | Greenville | NC | 4/23/10 | 4/23/10 | 4.00 |
| 10229 | FPB Mtg | FPB | Sanford | NC | 8/9/10 | 8/9/10 | 4.50 |
| 10230 | Lead and Healthy Homes Education Mtg | CEHB | Raleigh | NC | 7/9/10 | 7/9/10 | 2.50 |
| 10231 | Septic Installers Workshop | Johnston Co EH | Smithfield | NC | 8/20/10 | 8/20/10 | 4.75 |
| 10232 | Safety | NC American Water Works Assoc. & NC Water Environment Assoc. | Raleigh | NC | 6/10/10 | 6/10/10 | 6.00 |
| 10233 | Digital Globe | UNCW | Wilmington | NC | 6/23/10 | 7/23/10 | denied |
| 10234 | Unifour Air Quality Conference | Lenoir-Rhyne University | Hickory | NC | 5/25/10 | 5/25/10 | 4.25 |
| 10235 | NE NCPHA Mtg | NE NCPHA | Greenville | NC | 7/16/10 | 7/16/10 | 4.50 |
| 10236 | EPI Team Training | PHRST 7 | Charlotte | NC | 5/18/10 | 5/18/10 | 2.50 |
| 10237 | Hazardous Waste Operations and Emergency Response | Nat'l Environ Trainers | Houma | LA | 6/22/10 | 6/23/10 | 15.00 |
| 10238 | Compliance Assistance Workshop | DENR Coastal Mngmt | Wilmington | NC | 7/30/10 | 7/30/10 | 3.00 |
| 10239 | CNCEHSA Mtg | CNCEHSA | Asheboro | NC | 9/2/10 | 9/2/10 | 2.00 |
| 10240 | Strengthening Your Agency's Emergency Plan to Address Needs of Persons with Disabilities | NC Cntr PHP | online | | various | various | 0.50 |
| 10241 | ENCEHSA Mtg | ENCEHSA | Greenville | NC | 7/16/10 | 7/16/10 | 3.75 |
| 10242 | Respirator Protection Training | Davie County EH Section | Mocksville | NC | 9/22/10 | 9/23/10 | 2.25 |
| 10243 | Preparedness Coordinator Online Course | NC Cntr PHP | online | | various | various | pending |

| Course # | Name of Education/Training | Organization Sponsor | City | State | Start Date | End Date | Hrs App'd |
|----------|--|--|--------------------|---------|------------|----------|-----------|
| 10244 | Biology & Control of Rodents Keynote | CDC/NEHA | online | | various | various | 2.50 |
| 10245 | Pest Insects Associated with Housing & Lodging | CDC/NEHA | online | | various | various | 2.00 |
| 10246 | Tick Control for Lyme Disease Prevention | CDC/NEHA | online | | various | various | 1.00 |
| 10247 | Biology & Control of Insects & Rodents | CDC/NEHA | online | | various | various | 2.50 |
| 10248 | Ticks, tick-borne diseases & their control | CDC/NEHA | online | | various | various | 1.00 |
| 10249 | Misc Pests | CDC/NEHA | online | | various | various | 1.00 |
| 10250 | Vector Control & the built environment | CDC/NEHA | online | | various | various | 0.50 |
| 10251 | Biology of Ticks & Mites | CDC/NEHA | online | | various | various | 1.00 |
| 10252 | Pest Insects Associated with Food Service | CDC/NEHA | online | | various | various | 1.00 |
| 10253 | One Health Forum on NC Oil Spill Response, Recovery & Health Effects | UNC Gillings | Chapel Hill | NC | 7/29/10 | 7/29/10 | 6.00 |
| 10254 | 2010 Gulf & So Atlantic States Shellfish Conference | Alabama Dept of Public Health | Orange Beach | AL | 8/15/10 | 8/19/10 | 20.00 |
| 10255 | 64th Annual Interstate EH Seminar | Interstate EH Seminar | Myrtle Beach | SC | 7/20/10 | 7/23/10 | 9.50 |
| 10256 | SE NCPHA Mtg | SE NCPHA | Fayetteville | NC | 6/11/10 | 6/11/10 | 4.00 |
| 10257 | SE NCPHA Mtg | SE NCPHA | Elizabethtown | NC | 3/12/10 | 3/12/10 | 3.75 |
| 10258 | SE NCPHA Mtg | SE NCPHA | Jacksonville | NC | 9/10/10 | 9/10/10 | 4.00 |
| 10259 | WPEHS Mtg | WPEHS | Mt. Airy | NC | 8/18/10 | 8/18/10 | 4.00 |
| 10260 | NCPHA Mtg | NCPHA | Roxboro | NC | 8/19/10 | 8/19/10 | 4.75 |
| 10261 | SOP Child Care Sanitation | DENR/DEH | Raleigh | NC | 10/13/10 | 10/15/10 | 17.75 |
| 10262 | NC Solid Waste Enforcement Officers Assoc Fall Conference | NC Solid Waste Enforcement Officers Assoc. | Wrightsville Beach | NC | 11/3/10 | 11/5/10 | 10.00 |
| 10263 | Strategic Nat'l Stockpile (SNS) Public Info & Communication | CDC | Charlotte | NC | 8/25/10 | 8/25/10 | 5.00 |
| 10264 | Lead Inspector Refresher | Greenville Tech | Greensboro | NC | 8/25/10 | 8/26/10 | 10.50 |
| 10265 | Pandemic Planning & Preparedness | CDP | Lincolnton | NC | 8/9/10 | 8/11/10 | 16.00 |
| 10266 | NEHA 74th AEC | NEHA | Albuquerque | New Mex | 6/6/10 | 6/9/10 | 15.00 |
| 10267 | Advanced Freshwater Distribution | NC AWWA-WEA | Morganton | NC | 8/3/10 | 8/3/10 | 6.00 |
| 10268 | Lead and Healthy Homes Education Mtg | CEHB | Raleigh | NC | 4/9/10 | 4/9/10 | 3.00 |
| 10269 | 8th Annual One Medicine Symposium | NCDA & CS | Durham | NC | 12/8/10 | 12/8/10 | 6.75 |

| Course # | Name of Education/Training | Organization Sponsor | City | State | Start Date | End Date | Hrs App'd |
|----------|--|--|------------------|-------|------------|----------|-----------|
| 10270 | Analyzing Wastewater Treatment Systems Serving Residential and Commercial Facilities | Dept of Soil Science | Monroe | NC | 9/9/10 | 9/10/10 | duplicate |
| 10271 | Duke Univ Integrated Toxicology and Environmental Health Seminar Series | Duke Univ | Durham | NC | various | various | 15.00 |
| 10272 | 2010 Annual Fall Educational Mtg | NC EHSA | Aberdeen | NC | 10/14/10 | 10/15/10 | 7.50 |
| 10273 | Communicable Disease Conf: Quality Improvement through Best Practice | NC DPH | Chapel Hill | NC | 7/23/10 | 7/23/10 | 3.25 |
| 10273 | Communicable Disease Conf: Quality Improvement through Best Practice | NC DPH | Chapel Hill | NC | 7/23/10 | 7/23/10 | 3.25 |
| 10274 | 26th Annual Onsite Water Conference | NCSU Soil Science | Raleigh | NC | 10/18/10 | 10/20/10 | 16.00 |
| 10275 | O & M Subsurface Operator Refresher LPP | NCSU Soil Science | various | | various | | 6.00 |
| 10276 | O & M 103 Subsurface Operator Refresher Drip Irrigation | NCSU Soil Science | various | | various | | 6.00 |
| 10277 | O & M 110 Intro to LPP Operation, Maintenance & Troubleshooting | NCSU Soil Science | various | | various | | 6.00 |
| 10278 | O & M 150 Basic System Troubleshooting | NCSU Soil Science | various | | various | | 6.00 |
| 10279 | O & M 201 Pumps and Controls | NCSU Soil Science | various | | various | | 6.00 |
| 10280 | O & M 210 Advance LPP and Pump System Monitoring and Troubleshooting | NCSU Soil Science | various | | various | | 6.00 |
| 10281 | Soils 120 Redoximorphic Features, Soil Wetness & Water Table Relationships | NCSU Soil Science | various | | various | | 6.00 |
| 10282 | Soils 200 Water Movement & Treatment in Soils | NCSU Soil Science | various | | various | | 6.00 |
| 10283 | Soils 250 Matching the System to the Site | NCSU Soil Science | various | | various | | 6.00 |
| 10284 | Soils 311 Soils of the Triassic Basin | NCSU Soil Science | various | | various | | 6.00 |
| 10285 | Design 300/Tech 300 Design and Operation of Prepackaged Advanced Treatment for On-site Water Systems | NCSU Soil Science | various | | various | | 17.50 |
| 10286 | Regional Collaboration & Tribal Partnerships | Western Oregon Univ, Eastern Band Cherokee Indians | Cherokee | NC | 7/28/10 | 7/28/10 | pending |
| 10287 | NSF HACCP Manager Certification | NSF | Newark | NJ | 1/14/10 | 1/15/10 | 12.00 |
| 10288 | Field Specialist Training | Ecosure | Lincolnshire | IL | 7/13/10 | 7/16/10 | NI |
| 10289 | NSPF 2010 World Aquatic Health Conference | Nat'l Swimming Pool Foundation | Colorado Springs | CO | 10/6/10 | 10/8/10 | 12.50 |
| 10290 | Fresh Produce Safety Symposium 2010 | NC DA & CS | Raleigh | NC | 9/9/10 | 9/9/10 | 4.75 |

| Course # | Name of Education/Training | Organization Sponsor | City | State | Start Date | End Date | Hrs App'd |
|----------|--|-------------------------------|--------------|-------|------------|----------|-----------|
| 10291 | 13th Annual Army Force Health Protection Conference | US Army Public Health Command | Phoenix | AZ | 8/7/10 | 8/13/10 | 14.00 |
| 10292 | On-Site Water Protection Ed Mtg | OSWP | Waynesville | NC | 8/25/10 | 8/25/10 | 5.50 |
| 10293 | On-Site Water Protection Ed Mtg | OSWP | Boone | NC | 9/7/10 | 9/7/10 | 5.50 |
| 10294 | On-Site Water Protection Ed Mtg | OSWP | Fletcher | NC | 11/4/10 | 11/4/10 | 5.50 |
| 10295 | Advanced Installation Practices | NC STA | various | | various | | 12.00 |
| 10296 | Drip Dispersal Technology & Installation | E-Z Treat | various | | various | | 12.00 |
| 10297 | Advanced Fixed Media Treatment | E-Z Treat | various | | various | | 6.00 |
| 10298 | Mountain NCPHA Mtg | Mountain NCPHA | Morganton | NC | 9/22/10 | 9/22/10 | 5.00 |
| 10299 | Mountain NCPHA Mtg | Mountain NCPHA | Candler | NC | 6/10/10 | 6/10/10 | 4.75 |
| 10300 | ICS 400 Advanced ICS Command & General Staff Complex Incidents | Burke Co EM | Drexel | NC | 4/29/10 | 4/30/10 | 12.50 |
| 10301 | NCPHA Annual Education Conference | NCPHA EHS | Wilmington | NC | 10/27/10 | 10/28/10 | 9.25 |
| 10302 | Fall 2010 Erosion & Sedimentation Control Planning & Design Workshop | WRRI/DENR/ NCSU | Raleigh | NC | 11/8/10 | 11/9/10 | 13.00 |
| 10303 | Into to LID & LEED | NCSU Bio & Agriculture | Hillsborough | NC | 5/10/10 | 5/12/10 | 7.00 |
| 10304 | Lev I Erosion & Sediment Control/Stormwater Certification for NCDOT Projects | NCSU/NC DOT | Raleigh | NC | 6/22/10 | 6/22/10 | NI |
| 10305 | Lev II Erosion & Sediment Control/Stormwater Site Mngmt | NCSU/NC DOT | Raleigh | NC | 6/22/10 | 6/22/10 | NI |
| 10306 | Integrating LEED, LID & Policy | NCSU Bio & Agriculture | Hillsborough | NC | 5/10/10 | 5/12/10 | 6.50 |
| 10307 | Surface Water ID Training & Certification Refresher | NC Div of Water Quality | Charlotte | NC | 6/29/10 | 6/30/10 | 5.00 |
| 10308 | Senior Official's Workshop for All Hazards | Texas Engineering Ext Service | Concord | NC | 6/29/10 | 6/29/10 | 5.00 |
| 10309 | RPM Drip Irrigation Workshop | RPM District Health Dept | Marion | NC | 11/10/10 | 11/10/10 | 6.50 |
| 10310 | CDC 1001 Biology & Control of Insects & Rodents | CDC- NEHA | online | | | | NI |
| 10311 | Children's EH Ed Mtg | NC DENR/CEHB | Grenville | NC | 9/28/10 | 9/28/10 | 5.25 |
| 10312 | 62nd Interstate Seafood Seminar | State of Maryland | Ocean City | MD | 9/14/10 | 9/16/10 | 15.00 |
| 10313 | NE NCPHA Mtg | NC NCPHA | Greenville | NC | 10/8/10 | 10/8/10 | 4.00 |
| 10314 | Mapping for Surveillance & Outbreak Investigation | UNC Ctr for PH | online | | | | 1.00 |
| 10315 | Rapid Needs Assessments & GIS | UNC Ctr for PH | online | | | | 1.00 |

| Course # | Name of Education/Training | Organization Sponsor | City | State | Start Date | End Date | Hrs App'd |
|----------|---|----------------------|--------|-------|------------|----------|-----------|
| 10316 | Intro to Geographic Info Systems (GIS) | UNC Ctr for PH | online | | | | 0.50 |
| 10317 | Infectious Disease Surveillance & Outbreak Investigation Using GIS | UNC Ctr for PH | online | | | | 0.50 |
| 10318 | Interviewing Techniques | UNC Ctr for PH | online | | | | 1.00 |
| 10319 | Embarking on an Outbreak Investigation | UNC Ctr for PH | online | | | | 1.00 |
| 10320 | Developing a Questionnaire | UNC Ctr for PH | online | | | | 1.00 |
| 10321 | Collecting Specimens in Outbreak Investigations | UNC Ctr for PH | online | | | | 1.00 |
| 10322 | An Overview of Outbreak Investigations | UNC Ctr for PH | online | | | | 1.00 |
| 10323 | Conducting EH Assessments | UNC Ctr for PH | online | | | | 1.00 |
| 10324 | Anatomy & Physiology of an Outbreak Team | UNC Ctr for PH | online | | | | 1.00 |
| 10325 | ICS in Action Using the Incident Command System in Public Health Outbreaks Investigations | UNC Ctr for PH | online | | | | 2.50 |
| 10326 | Environmental Risk Assessment | UNC Ctr for PH | online | | | | 0.50 |
| 10327 | Anatomy of Food borne Outbreaks | UNC Ctr for PH | online | | | | 1.00 |
| 10328 | Public Health Burden of Food borne Disease | UNC Ctr for PH | online | | | | 0.50 |
| 10329 | Epidemiology Specialties Disaster & Environmental Epidemiology | UNC Ctr for PH | online | | | | 0.50 |
| 10330 | ABC's of Pandemic Influenza | UNC Ctr for PH | online | | | | 0.50 |
| 10331 | Rabies Epidemiology & Control | UNC Ctr for PH | online | | | | 0.50 |
| 10332 | Tick-Borne Diseases of the US | UNC Ctr for PH | online | | | | 0.50 |
| 10333 | Recognizing an Outbreak | UNC Ctr for PH | online | | | | 0.50 |
| 10334 | Recognition & Mgt of Bioterrorist Agents An Overview | UNC Ctr for PH | online | | | | 0.50 |
| 10335 | Forensic Epidemiology Investigations | UNC Ctr for PH | online | | | | 1.00 |
| 10336 | Intro to Forensic Epidemiology | UNC Ctr for PH | online | | | | 1.00 |
| 10337 | Regional Collaboration & Tribal Partnerships | UNC Ctr for PH | online | | | | 1.00 |
| 10338 | NC EPI Teams Case Study 1: Gastrointestinal Illness on a College Campus | UNC Ctr for PH | online | | | | 1.50 |
| 10339 | NC EPI Teams Case Study 2: Measles in a Recent Immigrant | UNC Ctr for PH | online | | | | denied |

| Course # | Name of Education/Training | Organization Sponsor | City | State | Start Date | End Date | Hrs App'd |
|----------|--|----------------------|--------|-------|------------|----------|-----------|
| 10340 | NC EPI Teams Case Study 3: Outbreak at a Hotel Convention | UNC Ctr for PH | online | | | | 1.50 |
| 10341 | NC EPI Teams Case Study 4: Storm Related Water Contamination | UNC Ctr for PH | online | | | | 1.50 |
| 10342 | NC EPI Teams Case Study 5: Hepatitis A Cluster with Unknown Source | UNC Ctr for PH | online | | | | 1.50 |
| 10343 | NC EPI Teams Case Study 6: Elemental Mercury Spill | UNC Ctr for PH | online | | | | 1.50 |
| 10344 | General Outbreak Assessment Tool (GOAT): The Basics | UNC Ctr for PH | online | | | | 2.75 |

NOTE: New Applications for this meeting begin with course #10222 through # 10344. Course #10101 through #10208 were pending from prior meetings. The following courses were denied: #10233 and #10339. The following courses were tabled and/or need additional information: #10101, #10121, #10227, #10243, #10286, #10288, #10304, #10305 and #10310. Course #10270 was a duplicate of a previously submitted course. The course title for Course #10229 was changed from “Melissa Ham’s” course to “Food Protection Branch Regional Meeting.”

It was suggested that the 2010 Newsletter mention the Septic Installers Meetings. If the meetings are too basic they will not be accepted as meeting the requirements for continuing education.

The Board approved the recommendation from the Education Committee to approve the above referenced Continuing Education requests with the exception of those noted as being either tabled and/or needing more information.

NEW INTERNS APPLICATIONS

The following Intern applications were presented to the Board:

| Name | County | Intern # |
|-----------------------|-------------|----------|
| Leonard Hay | Forsyth | 2361 |
| Catherine Luckenbaugh | Mecklenburg | 2362 |
| Zachary Piephoff | Mecklenburg | 2365 |
| S. Mark Oliver | Mecklenburg | 2363 |
| Chianti Hamilton | Mecklenburg | 2364 |
| Patricia Thornton | Pender | 2367 |
| Emily Hunter | Stokes | 2366 |

Lynn Lathan recused herself from approving Intern applications from Mecklenburg County.

Board Action: The Board approved the above referenced applicants as Interns. Leonard Hay’s date of eligibility to be retro-active to 4/19/10.

The following Interns were presented to the Board for REHS Status:

INTERNS ELIGIBLE FOR REHS STATUS

| <u>Name</u> | <u>County</u> | <u>Intern #</u> | <u>Eligible Date</u> |
|-------------------|---------------|-----------------|----------------------|
| Tracey Hutchinson | RPM | 2314 | 2/4/2011 |
| Bruce Grooms | Transylvania | 2311 | TBD |

Patricia Hawkins recused herself from approving the Intern from Transylvania County.

Board Action: The Board approved Anderia Van Wy and Tracey Hutchinson for REHS Status pending meeting all requirements on the listed effective date. The REHS status of Bruce Grooms was tabled in order to update full-time equivalency of hours worked

There were no requests for Fast Tracking.

There were no requests for the approval of Reciprocity.

A courtesy review of John Stoltz' transcript indicated he has over 30 hours per Burt Ogle. He has not yet submitted an Intern application.

The Education Committee will draft policy language regarding the following:

1. Interns requesting to take the exam after being laid off.
2. The level of difficulty for courses taught and their appropriateness.
3. Streamlining the course review process to reduce the amount of time required.

Board Action: Terry Pierce made a motion to enter into closed session to discuss the status of the investigations. Perry Solice seconded the motion. All votes affirmative.

Left open session: 12:00 pm

Returned to open session: 12:18 pm

The Board discussed ongoing investigations during closed session.

Board Action: Patricia Hawkins will contact Mabel Bullock on behalf of the Board for advice with the current investigations cases.

Audit Committee Report – Perry Solice, Chair

The Audit Committee met on October 6, 2010 and examined the financial records from June 1, 2010 through September 2, 2010. All records were in order and there were no aberrations found.

The Board approved the Audit Committee report.

Legislative Committee Report – Malcolm Blalock

The Board discussed the need to appoint a new Chair and members to the Legislative Committee. Jeff French volunteered to serve as Chair. Malcolm Blalock will assist Jeff French in assuming the duties as the new Chair. Terry Pierce and Malcolm Blalock volunteered to serve as members.

The Board approved Jeff French to serve as Legislative Committee Chair with Terry Pierce and Malcolm Blalock serving as members effective immediately.

RSTAS update – Malcolm Blalock

The automated renewal is in process and is ready to be tested again.

The Board discussed making a change in RSTAS to enable members to view all posted courses; including pending and denied. It was estimated to be 4.0 hours of labor.

Board Action: Jeff French made a motion to upgrade RSTAS to show all courses posted. Lynn Lathan seconded the motion. All votes affirmative.

Blue Lizard is working on the ability for the Administrative Assistant to update the fees schedule. This work was previously approved by the Board. Adele Newman will run tests and report to Malcolm Blalock any problems encountered. Blue Lizard has not yet been asked to work on the 5 hour carry forward.

Seth Swift volunteered to serve as the Blue Lizard liaison when Malcolm Blalock's term ends. Malcolm Blalock offered to work with Seth Swift during the next year on the data base and interactions with Blue Lizard. Malcolm Blalock will send Seth Swift the RSTAS test site with the Admin login info.

During the NC District meeting a concern was raised regarding the need to use computer presentations. A recommendation was made for the Board to do a five minute presentations at the district education meetings on why the Board exists, how exams are graded and other Board information. Power Point presentations are to be sent to Adele Newman for maintaining and distribution at Board members' request.

NOMINATION COMMITTEE

The Board approved Terry Pierce to serve as Vice Chair; Perry Solice and Greg Bright will serve as members. The Nomination Committee will make recommendations to the Board on Board Officers at December's meeting.

The Board members were asked to assist in entering the approved CE applications and the renewals, if necessary. Adele Newman is currently keeping up with the entries.

The Education Committee will meet on December 13 in Lexington.

Recessed for lunch: 12:55 pm

Reconvened: 1:48 pm

The CPA's Financial Report for 2009 was distributed to the Board members.

POLICY REVIEW AND APPROVAL

Transfer of Funds from the STIF Account Policy

Board Action: Malcolm Blalock made a motion to accept the STIF Funds Transfer Policy. Burt Ogle and Perry Solice seconded the motion. All votes affirmative.

Executive Committee Policy

Board Action: Burt Ogle made a motion to accept the Executive Committee Policy. Greg Bright seconded the motion. All votes affirmative.

Continuing Education Disability Variance Policy

Changes were suggested to the CE Disability Variance Policy: change the language in 1.0; delete 3.2 and 4.8 through to the end. Use language from the Dental Board's policy on disability conditions. Patricia Hawkins recorded the changes to be made.

Board Action: Burt Ogle made a motion to accept the changes to the CE Disability Variance Policy. Terry Pierce seconded the motion. All votes affirmative.

Exam Space Policy

A suggestion was made to post on the website that unemployed Interns can take any or all parts of the exam while waiting on reemployment. Exam space would be subject to availability.

Board Action: Terry Pierce made a motion to accept the Exam Space Policy. Perry Solice seconded the motion. All votes affirmative.

Secure Website

The Board trained on the use of the secure site to be used for the closed session minutes.

2011 Budget

Malcolm Blalock will present the proposed new Budget to the Board for review at the December meeting.

Internal Controls

The Internal Controls were distributed to the Board with assignments of each topic. Board members are to write a short explanation on compliance. The Board members will report on their assigned topics at the December meeting. The final reports from members are due at the January meeting.

January Board meeting

The Board will meet on **January 12, 2011 from 9 am to 5 pm** at the Parker Lincoln building, room 1a201 for the renewal audit. Greg Bright, Jeff French, Malcolm Blalock, Perry Solice and Terry Pierce will conduct the audit.

The Board will meet on **January 13, 2011 at 10 am** at the Parker Lincoln building, room 1a201 for the Board meeting.

Board Action: Terry Pierce made a motion to recess until 10/8/10 at 10:00 am. Jeff French seconded the motion. All votes affirmative.

Recessed: 4:10 pm 10/7/10

Reconvened: 10:25 am 10/8/10

The Board meeting concluded on October 8, 2010, at the conference room in the First Citizens Bank, 2405 Stantonsburg Road, Greenville, NC 27834. Those in attendance were Patricia Hawkins, Terry Pierce, Malcolm Blalock, Jeff French, Lynn Lathan, Seth Swift, Burt Ogle, Greg Bright, Courtney Silverthorne and Perry Solice. Debra Yarbrough and Layton Long were absent.

Greg Bright made a motion to enter closed session to discuss personnel issues.

Ended open session: 10:27 am

Returned to open session: 10:55 am

Board Action: Burt Ogle made a motion to increase the Administrative Assistant's salary and to look into the possibility of increasing the maximum hours per week in 2011 . Seth Swift seconded the motion. All votes affirmative.

Terry Pierce reported that he had contacted Lynette Tolson of NCALHD and she is sending names for the Health Director representative to the Governor's office today.

Board Action: Terry Pierce made a motion to adjourn. Jeff French seconded the motion. All votes affirmative.

Meeting Adjourned: 12:10 pm

Respectfully submitted,

Malcolm Blalock, REHS
Secretary-Treasurer

October 8, 2010