

NC State Board of Environmental Health Specialist Examiners

Minutes of March 24, 2010 Meeting

The meeting of the NC State Board of Environmental Health Specialist Examiners was held on Wednesday, March 24, 2010 at the Henderson County Health Department, 1200 Spartanburg Highway, Hendersonville, NC. Those in attendance were: Patricia Hawkins, Malcolm Blalock, Terry Pierce, Lynn Lathan, Perry Solice, Layton Long, Debra Yarbrough, Jeff French, Courtney Silverthorne, Seth Swift, Greg Bright and Adele Newman. Dr. Burt Ogle arrived at 12 pm.

New Board Members – The following new Board Members were sworn in prior to attending the meeting: Gregory Bright, Jeff French, Courtney Silverthorne, Seth Swift & Debra Yarbrough.

Called to Order - Chair Patricia Hawkins called the meeting to order at 10:11 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. Ms. Hawkins 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.

Board introductions were made for benefit of the new members. Chair Hawkins reminded the Board they were appointed to serve the public's interest and not to serve Environmental Health Specialists. Chair Hawkins read a letter from the Governor's office in regard to acting in the public's best interest.

Approval of Minutes:

Board Action: Terry Pierce made a motion to approve the Minutes of the January 7, 2010 Meeting. Perry Solice seconded the motion. All votes affirmative.

Financial Report - Treasurer Malcolm Blalock.

Adele Newman provided the Statement of Account balances to Board members. Mr. Blalock explained Short Investment Funds (STIF) account for benefit of the new members. Treasurer Blalock reported the proposed regulations will increase revenue. The Board has been spending approximately \$5,000 per year more than income due to increased costs of meetings, investigations, etc. Chair Hawkins stated currently only Mr. Blalock is authorized to remove money from Board accounts.

Chair Report: Patricia Hawkins.

Chair Hawkins reported on the status of 2010 renewals. Reminded Board members that April 15th is the deadline for the annual SEI (Statement of Economic Interest); if not submitted by the deadline, may be subject to a fine.

Correspondence from Kathleen Ferguson shared with Board. Ms. Ferguson is approaching the 4-year mark and is requesting approval of an Environmental Health Law course not offered by SOP. Mr. Blalock said the Board will need to review the course to see if it can be approved. Ms. Ferguson to be notified that more information is needed.

The Governor's list on Board members' contact info was distributed and members were requested to make any corrections needed.

Vice Chair Report - Terry Pierce.

Mr. Pierce extended his appreciation to the Governor's office. The Governor was out of town and hand signed letters on Monday (the Governor insists on hand signing all appointment letters) and hand delivered them to Mr. Pierce in order to get all the new appointments on board today. The Governor's office staff pushed the appointee SEIs through Ethics to get everyone on board for the meeting.

Secretary Treasurer's Report – Malcolm Blalock reported on the Audit conducted on 1/29/10 in turning over the books from Janice Jones to Adele Newman. Perry Solice, Adele Newman and Janice Jones were present for the audit. The audit committee report written by Perry Solice was read.

Malcolm Blalock had numerous conversations with David Neill, insurance agency concerning bonding of the Administrative Assistant and the Board. Mr. Blalock gave the history of the Board's bonding over past 10 years.

Mr. Blalock said the Contract for auditing services has ended. Auditing services contract is a fairly complex process to solicit bids for the auditor. Mr. Blalock hopes to present contract/proposals at the next meeting on May 12th. Contracts normally are completed for a three to five year period.

Administrative Assistant's Report – Adele Newman.

Ms. Newman discussed the need for becoming familiar with the Board and Environmental Health as well. Ms. Newman is working on updating the filing system and RSTAS as needed when coming across missing information (exam scores, etc.). She requested updates on the Board's contact list to be distributed to the members. She noted that many REHS and REHSIs are not keeping information in RSTAS current. She is asking individuals who call in to update their contact info in the data base. She reported that she is also working on entering more detail in QuickBooks for running reports when needed.

Legislative Committee Report - Malcolm Blalock.

Mr. Blalock reported the process to change the law and rules has been long; six years in the making. They have been filed, published and two scheduled public hearings are complete. Mr. Blalock reported receiving only one comment to date from Steven Berkowitz, who pointed out we unknowingly have made the requirement for PH Law Course as an option. Mr. Berkowitz's comment was positive, intended to keep from losing a needed requirement.

Public hearings were held in Newton on March 12th in which no one attended. The other one was in Raleigh on March 22nd and there was one person in attendance, Steven Berkowitz. Mr. Berkowitz told Mr. Blalock he would like to see the Board consider specialized training based on what an REHS/REHSI is doing on the job. For instance, working with more complicated systems should require specialized continuing education at the level needed for that type of work.

Mr. Blalock reported that the public comment period formally ends on Apr 16, 2010. The Board is meeting on May 12 to consider what actions to take: repealing, adopting or amending. The Board is the rule-making body and so therefore adopts the rules. Once actions are determined on May 12th, the Board's adopted version of the rules must be filed with the Rules Review Commission (RRC) by May 20. For the RRC's consideration, the rules must be clear, unambiguous and enforceable. In October 2009, the Board submitted the proposed rules to the RRC for a pre-review. Two items from this review were not changed due to disagreement with comments on initial pre-review. Hoping for feed back from RRC if there are any problems before the meeting on June 17th.

The RRC meeting in Raleigh will be June 17. Mr. Blalock cannot attend. Terry Pierce will attend but may be late. Anyone on Board that can make the meeting should attend. The RRC agenda will give an idea of whether the Board's rules will be discussed in the morning or afternoon, but will not give a specific time. If the RRC objects to the rule(s) (usually reviewed rule by rule), the rule(s) would not go into effect.

July 1st will be the effective date of the rules. If a minimum of 10 people write letters to the RRC and object, it would go to the legislature for approval. In that event, the final decision would not come until September with a subsequent delay in the implementation date as well.

Jeff French requested the Board meeting on May 12 include discussion on possible areas of concern by the RRC. Discussion of RRC's concerns of legal authority had been discussed with Board counsel. Once submitted formerly to the RRC, there is more of an open avenue for discussion. The Board members present may need to explain the operation of the Board to the RRC counsel, Bobby Brian.

RSTAS Report – Malcolm Blalock began with an explanation of the RSTAS data base, including a background on how it came about. RSTAS was developed by Blue Lizard to combine three separate data bases: one that maintained authorization information, one with CIT information and one with Board registration information. All three had common

data on individuals but each group's data was not accessible by the others. All groups worked together with Blue Lizard on specifications for RSTAS. The system lacks extensive reporting due to lack of funds to complete needed reporting. There are some reports that operate and give correct information, but retrieval of the information is a problem without incurring additional costs for Blue Lizard to provide reports. Blue Lizard provides hosting and backup of data at no fee.

Malcolm Blalock requested discussion on the following four items:

No. 1—Retrieving Information from RSTAS:

Periodically we need to get info out of the system. There is currently no way to retrieve something as simple as an alphabetical listing of REHSs in a report. The Board needs a method to retrieve its data.

The database could be downloaded from the Blue Lizard server to the DEH server. Once on the DEH server, DEH staff could create the report(s). Blue Lizard would set up a site for about one hour of labor (\$60). Each time the Board asked for a download, Blue Lizard would charge approximately ½ hour labor (\$30).

Terry Pierce reported that DENR is undergoing changes including moving all IT functions in DEH/DENR to one state agency. Under this change, the Board would have to put any requests on a ticket. He expects it will cause delays and remove control from DEH on ease and speed of requests.

Currently, when we want something done by Blue Lizard, we use a ticket system for a request. Malcolm Blalock is authorized to enter a ticket to see how much something would cost.

Blue Lizard is providing the hosting of the website and the data, and the back up of the data for which the Board is not paying a fee. We are in a spot where we do not have money but need the data. None of us have the ability to go into it yet to get the data.

Board Action: Layton Long made a motion to approve the above-mentioned expense on RSTAS reporting requests with Blue Lizard. Jeff French seconded the motion. All votes affirmative.

No. 2--Standing Report for CE (Continuing Education) Courses:

At the January meeting, the Board discussed developing a standing report to generate a list of CE courses from RSTAS. This report would be in pdf format and would include the name of the course, course number, sponsor, city, state, begin and end date and the course status: pending, approved or disapproved and the number of hours approved.

Blue Lizard gave an estimate to generate this report at 12 hours at \$60 per hour for a total of \$720. The Board currently has an agreement that the actual cost must be in line with the estimate. The agreement would allow an additional hour, but not more than that without notification. Blue Lizard understands that they will be held to task.

The Board approved approximately 400 courses last year. We are currently making double entries with each continuing education course request: entering them into an excel spreadsheet and then entering them into RSTAS. To put this report in place will impact the planned budget. The Board is very close to overspent due to charges from 2009 that had to be rolled forward to this year. The approximate total cost of this standing report of \$1000 is not included in this year's budget. The budget will also be impacted by the addition of the three new Board members.

Board Action: Terry Pierce made a motion to table the expense to create a Continuing Education report in RSTAS. Perry Solice seconded the motion. All votes affirmative.

No. 3—Five Hour Carry Forward of CE Hours

If the rules go through as proposed on July 1, 2010, the Board will need to fix the system to allow tracking of five hours of CE that can be carried forward to the next year. Malcolm Blalock suggested investigating the cost to implement the five-hour carry over rule and then make a decision at our next meeting.

Layton Long requested the Board put into place a policy in which a minimum amount of money is maintained in the STIF account. Malcolm Blalock reported the current checking account balance would not cover one year of operating expenses. In either July or August, the Board will need to move money to cover financial obligations for this year. If the

proposed rules pass, the Board will only transfer enough money to cover current bills. The Board discussed exam costs and proposed rule changes. Treasurer Blalock stated he will bring back a recommendation on STIF fund balance to the next Board meeting.

No. 4—Marketing Agreement Proposal by Blue Lizard

Malcolm Blalock read the Blue Lizard proposal on an agreement with the Board for marketing the RSTAS system. The Board discussed changing the agreement to a two party agreement between the Board and Blue Lizard, deleting any reference to DEH/DENR. A suggestion was made to include an addendum with 15 hours of complimentary support services to the Board with every client Blue Lizard secures. Mr. Blalock has not given his recommendations for changes to the agreement to Blue Lizard. The Board requests that those comments include objections to the overinflated per month fees stated in the contract.

The Board decided that Malcolm Blalock would make changes to the draft contract and forward to the Executive Committee for review before forwarding to Blue Lizard.

Board Action: Layton Long made a motion to give authority to the Executive Committee to negotiate a contract with Blue Lizard and present the contract at the next Board meeting. Perry Solice seconded the motion. All votes affirmative.

Recessed: 11:58 am for lunch

Reconvened: 12:51 pm

Education Committee – Patricia Hawkins.

No intern applications were received.

INTERNS ELIGIBLE FOR REHS STATUS

<u>Name</u>	<u>County</u>	<u>REHS #</u>	<u>Date Eligible</u>
Blakely Dahlem	Halifax Co HD	2319	3/3/10
Jonathan Stepp	NCDENR	2313	1/22/10
Nancy Wood (Whitt)	Lee Co HD	2308	2/19/10

Board Action: Perry Solice made a motion to approve the REHS Interns eligible for full registration status as an REHS. Burt Ogle seconded the motion. All votes affirmative.

Interns Requesting Credit for Prior Experience (Fast Tracking Request): Request by Tracey Hutchinson for REHS status via fast tracking. The Board reviewed the information provided and requests a copy of her job description for which she wants credit, detailing her job duties and the dates worked from the Human Resource department of her former employer. No action taken.

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

<u>Course #</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>Hours App'd</u>
09328	Juice HACCP/Conducting Juice Inspection	FDA Ofc Regulatory Affairs	Cary	NC	2/3/09	2/6/09	Denied
09329	2009 Business & Industry Safety & Env Conf	Guilford Co LEPC & Triad ASSE	Greensboro	NC	9/30/09	9/30/09	Denied
09380	Safe Quality Food Auditor Training	SQF Institute	Chicago	IL	3/3/09	3/5/09	Denied
09381	Enhanced Incident Management Unified Command	Texas Engineering Extension Service/ Texas A&M Univ/ Dept of Homeland Security	College Station	TX	3/3/09	3/6/09	15
09382	Threat & Risk Assessment	Texas Engineering Extension Service/	Wilmington	NC	7/14/09	7/16/09	15

	Course (MGT-310)	Texas A&M Univ/ Dept of Homeland Security					
09383	SWANA	NC SWANA	Durham	NC	4/14/09	4/16/09	7
09384	Surface Metal Training	GS Materials Emerg Pit	Durham	NC	5/29/09	5/29/09	0
09385	Annual Refresher Training	GS Materials Inc.	Lemon Springs	NC	various	various	2.5
09386	All-Hazard Incident Mgmt	FEMA	Skyland	NC	8/4/09	8/6/09	15
09387	Environmental Health Curriculum submitted by William Hill	East Carolina University	Greenville	NC	1/1/09	4/1/09	15

Board Action: Malcolm Blalock made a motion to accept CE Hours for 2009 as indicated above. Perry Solice seconded the motion. All votes affirmative.

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	Hours Appr'd
10002	2010 NCGWA Trade Show & Continuing Education	NCGWA	Hickory	NC	1/29/10	1/30/10	6.00
10005	Recognizing Disaster Behavior Responses for EHS	NCCPHP	Online		Various		2.50
10006	Food Vulnerability Assessment Training Course	NCDA&CS, NCDENR, Univ Tenn	Candler	NC	1/19/10	1/20/10	10.25
10007	Certified Pool Technician Course	Aquatic Training Institute, Inc.	Online		Various		Tabled
10008	NC Dairy Biosecurity & Business Continuity	NC Dairy Security Committee	Hickory	NC	11/13/10	11/13/10	Tabled
10009	Food Safety Summit: It's Not Easy Being Green	NEHA - E - Learning	Online		Various		Tabled
10010	The Leader's Attitude: Creating Environments Where People Want to Work	Southern Regional (AHEC)	Charlotte	NC	3/5/10	3/5/10	Withdrawn
10011	The Leader's Attitude: Creating Environments Where People Want to Work	Southern Regional (AHEC)	Charlotte	NC	1/21/10	1/21/10	Withdrawn
10012	The Leader Within: How to Bring Out the Best in Yourself & Others	Southern Regional (AHEC)	Charlotte	NC	5/21/10	5/21/10	3.75
10013	Servant Leadership 101	Southern Regional (AHEC)	Charlotte	NC	2/23/10	2/23/10	Withdrawn
10014	Central NC EHSA Meeting	Central NCEHSA	Ashboro	NC	3/4/10	3/4/10	2.00
10015	North East District EHS	NEDEHS NCPHA	Greenville	NC	1/15/10	1/15/10	4.00
10016	FS0903: Food Safety Summit: Regulators & Retail Operators Working Together	NEHA - E - Learning	Online		1/21/10	1/21/10	1.00

10017	NCEHSA Annual Spring Educational Mtg	NCEHSA	Aberdeen	NC	4/21/10	4/23/10	11.00
10018	Intro to Mental Health & Disaster Preparedness	John Hopkins Bloomberg School of Public Health	Online		Various		1.00
10019	Recognition & Management of Bioterrorist Agents: An Overview	NCCPHP	Online		Various		0.50
10020	Forensic Epidemiology Investigations	NCCPHP	Online		Various		1.00
10021	Intro to Forensic Epidemiology	NCCPHP	Online		Various		1.00
10022	Recognizing Disaster Behavior Responses for Environmental Health, Intro to Mental Health Preparedness	NCCPHP	Online		Various		Duplicate 10005
10023	Conducting Traceback Investigations	NCCPHP	Online		Various		1.00
10024	Conducting EH Assessments	NCCPHP	Online		Various		1.00
10025	An Overview of Outbreak Investigations	NCCPHP	Online		Various		1.00
10026	Collecting Specimens in Outbreak Investigations	NCCPHP	Online		Various		1.00
10027	Developing a Questionnaire	NCCPHP	Online		Various		1.00
10028	Embarking on an Outbreak Investigation	NCCPHP	Online		Various		1.00
10029	Interviewing Techniques	NCCPHP	Online		Various		1.00
10030	Infectious Disease Surveillance Using GIS	NCCPHP	Online		Various		0.50
10031	Introduction to GIS	NCCPHP	Online		Various		0.50
10032	Rapid Needs Assessment & GIS	NCCPHP	Online		Various		1.00
10033	Mapping for Surveillance & Outbreak Investigation	NCCPHP	Online		Various		1.00
10034	Anatomy & Physiology of an Outbreak Team	NCCPHP	Online		Various		1.00
10035	Bloodborne Pathogens: Advanced	360 Training/EPA campus.com	Online		Various		2.00
10036	FS0902: Food Safety Summit: Global Food Safety, Where is our Food Coming From?	NEHA - E - Learning	Online		1/21/10		1.00

10037	Pandemic Influenza Planning	Davie Co HD/Local Emerg Planning	Mocksville	NC	2/3/10	2/3/10	2.25
10038	FS 351-651 Sanitation Standard Operating Procedures in Food Safety Control	NC State Distance Education	Online		5/24/10	8/4/10	15.00
10039	Pool Manager/Operator Class - Pool Safety	Davie Co Env Health Section	Mocksville	NC	2/10/10	2/10/10	3.00
10040	IS-808 ESF #8 Public Health & Medical Services	FEMA Emergency Mgt Inst	Online		2/11/10	2/11/10	0.50
10041	2010 NC State Health Directors' Conf	UNC-CH / NCALHD	Raleigh	NC	1/28/10	1/29/10	8.50
10042	Volatile Organic Compounds	On-Site Water Protection Section	Various	NC	Various		Duplicate to 10069
10043	Regional EH Supervisors Mtg	Food Protection Branch, EHSS/DEH/NC DENR	Elizabethtown	NC	1/20/10	1/20/10	4.00
10044	Regional Education Mtg	DENR/DEH/Food Protection Branch	Wentworth	NC	2/18/10	2/18/10	4.00
10045	Controlling Microbial Pollution in Your Comm	NCNERR	Beaufort	NC	4/7/10	4/7/10	5.50
10046	ADS Product Workshop	ADS Pipe-Jeremy Cadeau, PE	Marion	NC	2/19/10	2/19/10	1.75
10047	Water & Wastewater Training 2010	Brunswick Co Util Dept & NC Industrial Com	Bolivia	NC	4/28/10	4/28/10	Withdrawn
10048	Water & Wastewater Training 2010	Brunswick Co Util Dept & NC Industrial Com	Bolivia	NC	11/4/10	11/4/10	Withdrawn
10049	NCEDSS Childhood Lead Module Training	NCDENR/CEHB & Wake Co Human Services	Raleigh	NC	1/12/10	1/15/10	14.50
10050	2010 EPA OSC Readiness Training Program	US Environmental Protection Agency	Orlando	FL	2/1/10	2/5/10	20.00
10051	Chemical Spill Response Training	Sigma Consulting & Training Inc.	Concord	NC	3/23/10	3/23/10	Tabled
10052	Chemical Spill Response Training	Sigma Consulting & Training Inc.	Greensboro	NC	3/24/10	3/24/10	Tabled
10053	Chemical Spill Response Training	Sigma Consulting & Training Inc.	Raleigh	NC	3/25/10	3/25/10	Tabled
10054	20th Annual Conference & Expo	NC Septic Tank Asn	Hickory	NC	1/28/10	1/29/10	12.00
10055	2010 Water Systems Training	Franklin Electric	Fayetteville	NC	3/18/10	3/18/10	5.50
10056	2010 Water Systems Training	Franklin Electric	Raleigh	NC	3/24/10	3/24/10	5.50
10057	WPEHS Meeting	West Piedmont EHS	Salisbury	NC	2/11/10	2/11/10	4.00
10058	Understanding New Drain Safety Rules for Pools	DEH-PTSI Branch & Cabarrus Health Alliance	Kannapolis	NC	1/15/10	1/15/10	4.00
10059	Understanding New Drain Safety Rules for Pools	DEH-PTSI Branch & Cabarrus Health Alliance	Greensboro	NC	2/11/10	2/11/10	4.00

10060	Radiological Monitoring & Decontamination	Wake Co Emergency Mgmt	Raleigh	NC	1/20/10	1/21/10	3.25
10061	GMA - SAFE	QMI - SAI Global	Cleveland	OH	2/9/10	2/12/10	15.00
10062	MS in Occupational Safety	ECU	Greenville	NC	1/1/10	5/28/10	15.00
10063	2010 Update: Rabies, Arboviral & Tickborne Diseases	Wake Co CD/NCDHHS/NCDENR	Raleigh	NC	2/23/10	2/23/10	3.00
10064	Regional Supervisors Meeting	NCDENR	Lexington	NC	2/24/10	2/24/10	3.25
10065	Essentials for Healthy Homes Practitioners	ECU, Nat'l Healthy Homes Trng Ctr	Anchorage	AK	2/11/10	2/12/10	11.25
10066	In-Depth Soil Study	Lincoln Co Env Health	Lincolnton	NC	4/8/10	4/8/10	6.00
10067	Fundamentals of GIS	UNC Wilmington	Wilmington	NC	1/6/10	5/3/10	Tabled
10068	Duke ITEHP Spring Symposium	Duke Integrated Toxicology & EH Program	Durham	NC	4/9/10	4/9/10	5.25
10069	VOC Sampling Training	DEH, OSWP, Private Wells Branch	Various		Various	Various	2.75
10070	CDPims and CDP Mobile Training	CDP Trevor Cannon	Bolivia	NC	2/25/10	2/26/10	10.50
10071	NCEHD District Meeting	NCEHD NCPHA	Burlington	NC	3/3/10	3/3/10	5.00
10072	ICS 400	Macon Co Public Health Ctr	Franklin	NC	4/15/10	4/16/10	Tabled
10073	Swimming Pool Operators Course	The Pool Professor	Various		Various	Various	12.00
10074	OSWW Continuing Ed 2010-NCOWCICB	Franklin, Granville, Person, Warren and Vance Co's	Henderson	NC	4/1/10	4/1/10	3.25
10075	Mountain EH Section 1st Quarterly Meeting	Mountain District EHS NCPHA	Marion	NC	3/25/10	3/25/10	5.00
10076	Regional Territory Meeting	DEH FPB	Wilson	NC	3/30/10	3/30/10	4.50
10077	ICS in Action: Using ICS in PH Outbreak Investigations	NCCPHP	Online		Various	Various	2.25
10078	Regional Territory Meeting	DEH FPB	Raleigh	NC	3/15/10	3/15/10	3.75
10079	Guilford County Well Contractor Day	Guilford Co Health Dept	Greensboro	NC	3/23/10	3/23/10	4.25
10080	Basic Public Information Officer Training	NC Div Emergency Mgmt	Lewisville	NC	3/2/10	3/4/10	15.00
10081	ULV Calibration Workshop	DEH Pest Management	Various	NC	Various	Various	2.00
10082	deleted numbers						
10083	deleted numbers						
10084	deleted numbers						
10085	NCEDSS Childhood Lead Training	DEH CEHB	TBA		TBA		12.00

10086	ICS/EOC Interface	NC Div Emergency Mgmt	Brevard	NC	1/28/10	1/29/10	14.75
10087	59th Annual NC Dairy Conference	NC Dairy Prod Asn, NCSU Coop Ext	Salisbury	NC	2/23/10	2/23/10	Tabled
10088	2010 NC Dairy Foods Safety & Quality Conference	NC DENR & NCSU Cooperative Extension	Salisbury	NC	2/22/10	2/22/10	2.00
10089	Regional Supervisors Meeting	DEH FPB	Hickory	NC	1/12/10	1/12/10	3.25
10090	NC SWANA 2010 Spring Conf	NC SWANA (Solid Waste)	Asheville	NC	4/27/10	4/29/10	8.75
10091	WNCPHA Annual Conference	WNCPHA EH Section	Hickory	NC	5/6/10	5/6/10	5.25
10092	Advanced Soil and Water Workshop	Davidson Co Health Dept	Lexington	NC	5/7/10	5/21/10	11.75
10093	Wake Co Drillers Day 2010	Wake Co Dept of Env Services	Raleigh	NC	5/21/10	5/21/10	8.00
10094	NCPHA Spring Educational Conf	NCPHA	Durham	NC	4/23/10	4/23/10	4.75
10095	Eastern District NCPHA General Sessions	EDNCPHA	Atlantic Beach	NC	5/5/10	5/7/10	4.00
10096	Eastern District NCPHA Env Hlth Sessions	EDNCPHA	Atlantic Beach	NC	5/5/10	5/7/10	5.50

Board Action: The Education Committee recommended for approval of the 2010 CE courses listed above with the modifications.

Military Service Exemption Request: Request from Andrew Quirk REHS # 1855 was presented to the Board for an exemption from the requirement for CE for renewal of registration due to active Military service. Patricia Hawkins referenced a letter from the Governor requiring the Board to support our troops. Malcolm Blalock stated Federal law requires that we issue an exemption to military on active duty.

Board Action: Terry Pierce made a motion to accept request for exemption from requirement for CE due to active Military service. Jeff French seconded the motion. All votes affirmative.

Medical Exemption Request: Mr. Gene Vaughan, REHS #659 writes that he has not completed the required CE hours for the 2009 renewal due to medical reasons and is requesting an exemption from Continuing Education. The Board does not show a record of his 2009 Renewal Application listing his 2008 CE courses. His registration is not current. The Board requires that he must provide 2009 renewal information. Board instructs Patricia Hawkins to quote the exact passage from the rules to Mr. Vaughan showing that we have no exemptions in current law for medical reasons. The Board does not have authority to grant a disability exemption. No action taken.

Courtesy Transcript Review: Burt Ogle.

Leonard Hay is applying for a job in Forsyth County. Special courtesy review of his transcript was completed. An accredited university accepted his military training as college credit. Burt contacted Turo University (TU) to confirm. TU is an ACE accredited university. The training was evaluated by ACE and then accepted by TU. Mr. Hay obtained a BS in Health Sciences. Dr. Ogle recommends accepting the courses. Board agreed with Dr. Ogle's recommendations with final action of acceptance to be voted on after formal application as an intern to include review of his official transcripts.

Policies – Patricia Hawkins/Malcolm Blalock

Internal Audits: There was some discussion in which Malcolm Blalock clarified some language and it's intent. Patricia Hawkins made necessary editing during meeting.

Board Action: Layton Long made a motion to accept Internal Audits Policy as amended. Greg Bright seconded the motion. All votes affirmative.

Procedures for Interns Who Have Not Met Requirements for REHS Within Three Years of Registration:
Malcolm Blalock discussed the need for a policy on how to deal with people who have failed to register, renew or did not pass the exams. The Board decided notification may include verbal and written (email) but will always include a letter to all four: the individual, their Supervisor, the Local Health Director and DEH.

Board Action: Seth Swift made a motion to accept the Procedures for Interns Policy as amended. Lynn Lathan seconded the motion. All votes affirmative.

Recessed: 3:05 pm for break

Reconvened: 3:30 pm

Executive Committee Policy – The Executive Committee is to come back with some language for section 4.0 of this policy.

Board Action: Layton Long made a motion to enter closed session for discussion of investigations and personnel issues. Terry Pierce seconded the motion. All votes affirmative.

CLOSED SESSION: Entered closed session at 3:47 p.m.; left closed session at 5:15 pm.

The following items were discussed during closed session:

Investigations:

On the investigation of Thomas Wood, the team is seeking the voluntary cooperation of Mr. Wood with the investigation.

On the Albemarle investigation, the Chair appoints a new investigative team consisting of Perry Solice and Debra Yarbrough. The new team is to consult with Len Gilstrap and Malcolm Blalock, former team members, on status and plan of action.

On the unresolved investigation of Michael Thompson, John Barkley has requested all Board records. Per Mr. Barkley, Mr. Thompson does not want to pursue a hearing. Upon verification that his registration has expired due to failure to renew for 36 months, the case will be resolved.

Personnel matters were discussed including bonding of the Administrative Assistant.

Board Action: Lynn Lathan made a motion to go ahead with the bond as quoted. Seth Swift seconded the motion. All votes affirmative.

Lynn Lathan made a request for reimbursement of \$29.50 in telephone overage charges due to Board related calls. Board discussed needing a provision to avoid this charge in the future. The phone overage was cheaper than physical costs if Lynn had been able to attend the meeting (she was off on maternity leave). Decision was to reimburse Lynn and she would reimburse the county.

Committee Appointments: Patricia Hawkins.

Education Committee: Greg Bright was appointed to serve as chair. Courtney Silverstone was appointed as member to replace Sheila Nichols. Remaining members are Lynn Lathan and Burt Ogle.

Audit Committee - Appointed Seth Swift and Jeff French. Current member, Perry Solice, to serve as Chair. Malcolm Blalock, Treasurer, to serve as ex-officio member.

Board Action: Terry Pierce made a motion to accept committee appointments. Malcolm Blalock seconded the motion. All votes affirmative.

Meeting Arrangements - Debra Yarbrough will check on a location for meeting and exam in Craven County for October 7 and 8, 2010. October 6 to be set as date for Education and Audit Committee meetings. Committee chairs may choose meeting or exam day as a fall-back date. If a facility is unavailable in Craven, arrangements will be made with Len Gilstrap to use the facility at Carteret County.

Jeff French will coordinate the snacks for the May meeting. Greg Bright will check on availability of a room at Wake Commons and notify Chair and Terry Pierce once arranged so Terry may release the Parker Lincoln board room if not needed.

Meeting Adjourned: 5:50 pm

Respectfully submitted,

Malcolm Blalock, REHS
Secretary-Treasurer

May 12, 2010