

REHS BOARD MEETING MINUTES

January 7, 2010

Board Meeting

The meeting of the NC State Board of Environmental Health Specialist Examiners was held on Thursday, January 7, 2010 at 2728 Capital Blvd in Raleigh NC. Those in attendance were: Patricia Hawkins, Ann Gilstrap, Malcolm Blalock, Terry Pierce, Lynn Lathan, Sheila Nichols, Perry Solice, Layton Long and Janice Jones. Dr. Burt Ogle was absent.

Called to Order Patricia Hawkins, Chair called the meeting to order at 10:31 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.

Approval of Minutes – Janice Jones

Minutes for the December 9, 2009 meeting were sent to all Board Members.

Board Action: Terry Pierce made a motion to approve the Minutes. Ann Gilstrap seconded the motion. All votes affirmative.

Minutes for the December 18, 2009 Conference Call Meeting were sent to all Board Members

Board Action: Terry Pierce made a motion to approve the Minutes. Motion was seconded by Ann Gilstrap. All votes affirmative.

Financial Report

Janice Jones presented the Financial Report. The new budget is in QuickBooks Pro.

Chair's Report – Patricia Hawkins

The Executive Committee met via telephone to work on job duties for the job posting. Gratitude was extended for this document.

Vice Chair's Report – Terry Pierce

Terry Pierce presented for discussion an option if an acceptable candidate for Administrative Assistant position is not found through the interview process. The Board could consider contracting with DEH to provide administrative services to the Board, as a last resort measure if we cannot find an AA through the interview process. A second option of contracting with the Alliance was also discussed. Executive Committee is prepared to repost, would need to decide today if want to repost or use these other options.

Board Action: Ann Gilstrap made a motion to continue with interviews today, if no consensus, post for a maximum of 2 more weeks beginning tomorrow. If not satisfied with the applications received, then pursue contract services through DEH. Layton Long seconded. All votes affirmative.

Discussion: Terry to work on a proposed contract with the Executive Committee, with Len serving as substitute for the Vice Chair position to avoid a conflict of interest on Terry's part. committee consisting of Malcolm Blalock, Patricia Hawkins, and Len Gilstrap

Board Action: Malcolm Blalock called for a vote. Terry Pierce abstained from voting due to conflict of interest. All votes affirmative.

Board Action: Layton Long made a motion for an Interview Committee to be appointed by the Chair and do all review of applications and interviews, and report back to the full Board with a recommended candidate. Terry Pierce seconded. All votes affirmative.

Discussion: Committee to bring suitable candidate(s) to Board for approval beginning with next round of interviews.

The following were appointed to the Interview Committee by the Chair: Ann Gilstrap, Perry Solice and Patricia Hawkins.

Status of Board appointments. Terry reported that names for DENR positions have been sent to the Governor's office. Perry Solice reported that he (as Chair of NCPHA EHS) and Vice-President Anthony Williams sent recommendations approximately 2 weeks ago, identifying which names were being submitted for each position. Anticipate a lag in appointments with a newly elected Governor in office.

Secretary-Treasurer – Malcolm Blalock: No report; copy of budget for files.

Administrative Assistant's Report – Janice Jones

Janice Jones reported renewals are coming in very heavily. Slow at first and fast at the end.

She read a letter from Roger Wesley stating his EH Supervisor position was eliminated and he is not renewing. He is now the primary instructor in AL for FEMA. Sheila Nichols stated she believed that Roger Wesley still had a home in NC. Sheila Nichols will call Roger Wesley to be sure he understands he can renew if he wishes even though not employed in NC.

The Audit committee will get with Janice for last year's documentation to be turned over to the next Administrative Assistant.

Education Committee Report--Patricia Hawkins, Chair

State Of Practice will now be coordinated by DEH. The Board will still keep its policy on approval of SOP workshops (Terry Pierce to serve as Board representative).

INTERNS ELIGIBLE FOR REHS STATUS

<u>Name</u>	<u>County</u>	<u>REHS #</u>	<u>Date Eligible</u>
Frederick Shawn Nelson	DENR/DEH/SSRWOS	2316	1/31/10
Bruce Grooms	Transylvania County	2311	2/28/10
Karen Wallace	NCDENR	2242	3/3/10
Matthew Muris	Mecklenburg County	2318	3/12/10
Breona Barr	Mecklenburg County	2317	3/12/10
Christopher Jernigan*	Duplin County		

*Christopher Jernigan passed laser grade NEHA exam and is eligible for REHS status (REHS # and eligibility date not available at time of Board meeting).

Motion: Ann Gilstrap made a motion to approve REHS Interns for REHS Status who have met or will meet all requirements on the listed effective date excluding Bruce Grooms and adding Christopher Jernigan. Perry Solice seconded with Lynn Lathan abstaining from approving on Mecklenburg County ones and Terry Pierce abstaining from approving any from DENR. All votes affirmative.

Patricia Hawkins is to contact Bruce Grooms, REHSI, concerning information needed for the Board to approve REHS Status (payroll office statement on hours worked and full-time work week hours since he went part-time).

No intern applications were received.

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

Course #	Name of Education/Training	Organization Sponsor	City	State	Start Date	End Date	Hours Req'd	Hours Approved
09376	Improving Pump Performance	Walters Environmental Consulting	Greenville	NC	8/18/09	8/18/09	6.00	6.0
09377	Basic Supervisor for EH Supervisors	SOP	Charlotte	NC	3/30/09	3/31/09	12.25	12.25

09378	Swimming Pools: New Drain Safety Rules & Their Enforcement	SOP	Winston Salem	NC	12/18/09	12/18/09	6.00	6.0
09379	Developing & Implementing HAC-CP For Meat & Poultry Processors	University of Georgia	Athens	GA	3/31/09	4/1/09	13.50	15.0
09380	Safe Quality Food Auditor Training	SQF Institute	Chicago	IL	3/3/09	3/5/09	21.00	timed agenda
	Review -- Timed Agenda Received							
09101	Grade I Operators School/Physical Chemical Wastewater	NCAWWA-WEA	Raleigh	NC	5/6/09	5/8/09	15.00	15.00
09180	Finding Your Way:Supervisory Skills for Today's PH Professional	EAHEC	Morehead City	NC	6/17/09	6/17/09	9.00	8.0 (error in addition-was 7)
	Denied-Applications Withdrawn							
09328	Juice HACCP/Conducting Juice Inspection	FDA Office of Regulatory Affairs	Cary	NC	2/3/09	2/6/09	27.00	DENIED
09329	2009 Business & Industry Safety & Env Conf	Guilford Co LEPC & Triad	Greensboro	NC	9/30/09	9/30/09	5.00	DENIED

Due to an error in the approved course listing, course 09180 was incorrectly posted as approved for 7.0 hours. In voting at the September meeting, the course was approved for 8.0 hours.

Motion: Ann Gilstrap made a motion to amend the September 22, 2009 meeting minutes that were approved in December 2009 for approval of course 09180 as 8.0 hours. Lynn Lathan seconded the motion. All votes affirmative.

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 Applications for 2010 were reviewed by the Board:

Course Number	Name of Education/Training	Organization Sponsor	City	State	Start Date	End Date	Hours Requested	Hours Approved
10700	CIT EHS Module	NC DENR OET	Raleigh	NC			55.00	
10701	CIT EHS FLI	NC DENR OET	Raleigh	NC			37.00	
10702	CIT EHS CCSS	NC DENR OET	Raleigh	NC			6.00	
10703	CIT EHS Lead	NC DENR OET	Raleigh	NC			2.00	
10704	CIT EHS Tattooing	NC DENR OET	Raleigh	NC			4.00	
10705	CIT EHS Swimming Pools	NC DENR OET	Raleigh	NC			8.00	
10706	CIT OSWP Module	NC DENR OET	Raleigh	NC			77.00	
10707	CIT OSWP OSW (Without Wells)	NC DENR OET	Raleigh	NC			66.00	
10708	CIT OSWP Wells	NC DENR OET	Raleigh	NC			11.00	
10001	Mid-Atlantic Mosquito Control Assoc Annual Educational Conference	Mid-Atlantic Mosquito Control Assoc	Savannah	GA	1/19/10	1/21/10	8.50	8.50

10002	2010 NCGWA Trade Show & Continuing Education	NCGWA	Hickory	NC	1/29/10	1/30/10	8.00	More Info
10003	Basic Seafood HACCP Workshop	NCSU Seafood Laboratory	More-head City	NC	2/16/10	2/18/10	17.75	15.00
10004	Soil Science Society of NC Annual Meeting	SSSNC	Raleigh	NC	1/19/10	1/20/10	11.25	12.25
10005	Recognizing Disaster Behavior Responses for EHS	NCPHP	Online		Various		2.50	More Info
10006	Food Vulnerability Assessment Training Course	NCDA & CS/NC-DENR/Univ Tennessee	Candler	NC	1/19/10	1/20/10	10.50	Timed Agenda

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

Renewal Audit Notes—Len Gilstrap:

Problems encountered during the Renewal Audit can be corrected by the following continuing education approval process modifications and precautions:

- Education Committee Members: If don't use current form with method of documentation or if documentation is not acceptable, don't approve without approval of documentation method.
- NC State courses that are basic info were approved in the past but should not have been (in keeping with current Board policies).
- Teachers asking for credit for attending the training that they are offering. Possibly more than once and for teaching a non-approvable course.
- SOP gave out some certificates even though did not attend at least 80% of the course; SOP office has been notified of the error.
- 16 were non-compliant out 250 reviewed. Len is typing notices to the individuals affected. Three Board members were audited through the random selection process.

Recessed at 12:15 pm for lunch

Reconvened: 12:45 pm

Committee Appointments:

INTERVIEW Committee: Perry Solice, Patricia Hawkins and Ann Gilstrap

AUDIT Committee: Malcolm Blalock and Perry Solice; Layton Long to fill in until new appointees to the Board begin serving.

EDUCATION Committee: Lynn Lathan, Sheila Nichols and Patricia Hawkins to fill in until new appointees are available.

Terry Pierce will enter the approved CE courses from today's meeting in RSTAS. Janice Jones will notify Tobin Shepherd and forward the CE lists to Mr. Pierce.

Legislative Committee:

In the matter of Bobby Bryan's comments on the submitted rule changes, issues in his message were resolved except for 2 issues: 1) out of state applicants, and 2) no resolution. A recommendation was made to do nothing on reciprocity with out-of-state applicants until can come up with language. The Statute has "can do". It was agreed that we will not change anything at this time.

Concerning medical exemption for continuing education requirements, the Board received from Mr. Bryan info on the methods used by other boards. Malcolm Blalock will pick the most appropriate to be used by our Board and make the replacement.

The Dental Board documents were reviewed and the Board decided to change "dentist" to EHS keeping language as is. Committee is ready to go forward with the rule making process. Public hearings and notice of comments will be set up by the Executive Committee and sent out. There may be additional issues in RRC after adoption.

Motion: Terry Pierce made a motion to move forward to file rules with revisions discussed today. Ann Gilstrap seconded. All votes affirmative.

Other Business:

Update on RSTAS: There was a glitch where you could not get into the system to renew. This was resolved after 17 hours of work. Janice Jones has received favorable comments on new renewal process using RSTAS.

Janice Jones was asked if she would stay for a few weeks after January 31 to get a replacement. Ms. Jones requested an increase in hourly wage beginning January 31 and was willing to work until February 14, 2010, and in no case later than the end of February.

Motion: Terry Pierce made a motion to extend the employment of Ms. Jones for up to 4 weeks (until Feb 28, 2010) at the requested rate; with limitation on essential tasks as defined by Chair or Executive Committee. Perry Solice seconded. All votes affirmative.

Reimbursement rate as of Jan 1, 2010 is .50 per mile.

Next Board Meeting

Next REHS Board meeting is scheduled for March 24, 2010, with the exam on the 25th, at the Brevard Library if facility if available.

Meeting was adjourned at 1:30 pm.

Respectfully submitted,

Malcolm Blalock, RS
Secretary-Treasurer

Date Approved _____

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