

NC State Board of Environmental Health Specialist Examiners

Minutes of April 19, 2011 Board Meeting

The NC State Board of Environmental Health Specialist Examiners met on Tuesday, April 19, 2011, at 10:00 a.m. at 2728 Capital Boulevard, Raleigh, NC, 27616. A call-in number was made available. Those in attendance were Terry Pierce and Donna Coffey. Patricia Hawkins, Greg Bright, Courtney Silverthorne, Wayne Stewart, Seth Swift, Lynn Lathan. Debra Yarbrough attended by conference call. Jeff French, Burt Ogle and Perry Solice were absent.

Called to Order - Chair Patricia Hawkins called the meeting to order at 10:20 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 Chair reminded Board members to recuse themselves when action on a staff member, family, or friend is under consideration by the Board. The Chair 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.

Chair Hawkins also read a letter from Governor Beverly Perdue’s office dated March 17, 2011 concerning Board member attendance of at least 75% of called meetings. The Chair had also shared the letter with all Board members via email prior to the meeting.

Approval of Minutes

The Board reviewed the March 11, 2011 and made the following changes: change meeting location address to 915 N. Greensboro Street.

Board Action: Lynn Lathan made a motion to accept the March 11, 2011 Minutes with the above changes. Debra Yarbrough seconded the motion. All votes affirmative.

The March 31, 2011 Minutes were reviewed and no changes were made.

Board Action: Wayne Stewart made a motion to accept the March 31, 2011 Minutes as submitted. Terry Pierce seconded the motion. All votes affirmative.

The March 10, 2011 Closed Session Minutes were reviewed and no changes were made.

Board Action: Seth Swift made a motion to accept the March 10, 2011 Closed Session Minutes as submitted. Lynn Lathan seconded the motion. All votes affirmative.

Board members reviewed and revised the March 10, 2011 Minutes. The Chair made electronic versions of the revised minutes available to Board members via internet for approval.

Board Action: Terry Pierce made a motion to accept the March 10, 2011 Minutes as revised. Debra Yarbrough seconded the motion. All votes affirmative.

Financial Report – Donna Coffey

Donna reported the following account balances as of April 18, 2011:

STIF Account	\$12,960.42
SECU Checking Account	\$1,512.41
SECU Money Market Account	\$30,042.96
SECU Shares Account	\$35.30

Board Action: The Board approved the Financial Report.

Chair’s Report – Patricia Hawkins

Recognition of Service to Board - Terry Pierce indicated he would be presenting Board plaques to Sheila Nichols at the WNCPHA meeting at the end of April 2011 and to Malcolm Blalock at the NCPHA meeting scheduled for September 21 - 23, 2011 in Charlotte. The Board directed Administrative Assistant Coffey to order a plaque for Mr. Blalock.

EH Law Course Requirements – Courtney Silverthorne reported that the UNC-Chapel Hill Database Manager/Clerk will provide the Board, prior to the May EH Law Course, with a list of those who have completed the course in the previous 4 years. The Board directed Administrative Assistant Coffey to use the list provided by UNC-CH to ensure RSTAS database reflects correct information for all who have completed the course.

Vice Chair’s Report – Seth Swift

RSTAS Software Update - Blue Lizard has agreed to re-program the software so that individuals would be able to view their continuing education carryover hours from the previous year on the current year screen (i.e. the year after the carryover has been applied).

Blue Lizard has corrected some errors in the system from a previous order/bill. Seth has worked with Blue Lizard to correct software issues that resulted in incorrect rounding of CE hours (discussed during the March 10, 2011 Board meeting). The vendor and Seth have tested the “fix” via a test site and have found no glitches in the software update and CE hours are being displayed correctly. Seth reports that the new software will go live this week. There will be no additional charge from the vendor for this work since the mathematical errors were attributed to technical problems in Blue Lizard’s software.

Secretary-Treasurer’s Report – Seth Swift

Seth Swift reviewed the Profit & Loss Actual vs. Budgeted amounts, as Jeff French was not present at the meeting. A calculation error on the report was noted: Percentage of Budget column, Expenses line indicated 15% of budget had been expended. The actual percentage expended was 27%. Otherwise, most budgeted expenditures were on target. Questions were raised regarding the amount of revenue (Annual Renewals) received to date. The amount reflected on the report appeared too high for this time of the year. Board members questioned if the Annual Renewals line item reflected renewal revenue received in last calendar year.

Board Action: The Board requested Jeff French and Donna Coffey to collaborate on the report and actual financial activity and update the Board at its next meeting.

Administrative Assistant’s Report – Donna Coffey

Donna has worked with DEH IT staff to (1) set up an NCID account and (2) gain understanding of the laptop operation with regard to the virtual desktop.

Education Committee Report – Greg Bright

The Board reviewed the following 2010 CE courses:

Course #	Name of Education/Training	Submitted By	Organization Sponsor	City	State	Start Date	End Date	Hrs Req'd	Hrs App'd
10429	Eastern NC Hydrilla Symposium	Russell, Kelly	USDA, NCSU, NCDENR, NCOA	Plymouth	NC	12/14/10	12/14/10	5.00	5.00

Board Action: The Board accepted the recommendation from the Education Committee to approve the above referenced 2010 Continuing Education. All votes affirmative.

The Board reviewed the following 2011 CE courses:

Course #	Name of Education/Training	Submitted By	Organization Sponsor	City	State	Start Date	End Date	Hrs Req'd	Hrs App'd
11025	Repairing Small Onsite Wastewater Systems	Beamer, Anna	SOP	Asheboro	NC	11/15/11	11/17/11	18.25	18.00
11039	2011 NC State Health Director's Conf	Rust, David	NC DPH, NCAHLD, UNC-CH	Raleigh	NC	01/27/11	01/28/11	8.75	3.50
11058	Carolina Recycling Assoc Conf	Ford, Nadine	Carolina Recycling Assoc	Charleston	SC	03/29/11	04/01/11	15.00	11.75
11072	North Central EH District Mtg	Edwards, Jennifer	North Central EH District	Burlington	NC	3/31/11	3/31/11	4.00	4.00
11078	DSI Open House & Well Driller Ed Event	Morgan, Drew	Drillers Services, Inc.	Wilmington	NC	3/17/11	3/17/11	4.00	4.00
11079	2011 Water Systems Training	Morgan, Drew	Franklin Electric	various		various		6.50	6.50
11080	Commercial Food Equipment & Construction	Sullivan, Larry	NSF	Smithfield	NC	2/23/11	2/23/11	1.00	1.00
11081	Clean Marina Workshop	Sherman, Stan	NC Nat'l Estuarine Research Reserve	Wilmington	NC	3/7/11	3/7/11	5.00	3.75
11082	Water Reuse - Day 1	Koontz, Jason	Davidson Co HD	Lexington	NC	6/3/11	6/3/11	5.50	5.25
11083	Water Reuse - Day 2	Koontz, Jason	Davidson Co HD	Lexington	NC	6/24/11	6/24/11	5.50	5.50
11084	New Methods & Tools to Support Recreational Water Quality Criteria	Jenkins, Shannon	WERF	online				3.00	3.00
11087	WNCPHA Spring Mtg	Rogers, Kevin	WNCPHA	Black Mountain	NC	4/28/11	4/28/11	5.50	5.50
11088	NC Drip Dispersal	Valentine, Eric	American Manufacturing	various		various		5.00	4.75
11089	Enforcement of Fencing Regulations	Manning, Angela	Pitt Co EH	Greenville	NC	3/10/11	3/10/11	2.00	2.00
11090	Saturated Soil Hydraulic Conductivity	Woolard, Sara	Eastern Area Health Ed Ctr	Greenville	NC	6/15/11	6/17/11	16.75	16.75
11091	Suspicious Substance Response: Local Planning Orientation Seminar	Kelly, Harold	Person Co HD	online		2/3/11	2/3/11	3.00	3.00
11092	Annual Septic Contractors Workshop	Lowry, Anne	Chatham Co EH	Siler City	NC	2/21/11	2/21/11	3.00	2.50
11093	Subsurface Operator Workshop	Lowry, Anne	Chatham Co EH	Siler City	NC	3/21/11	3/21/11	3.00	3.00
11094	Erosion & Sedimentation Control Planning & Design Workshop	Johnson, Emmett	UNC Water Resources	Raleigh	NC	3/8/11	3/9/11	12.00	12.00
11095	DSI Open House & Well Driller Ed Event	Morgan, Drew	Drillers Services, Inc.	Hickory	NC	4/7/11	4/7/11	4.00	3.00
11096	Preferred Pump Cont Ed for Well Drillers	Morgan, Drew	Preferred Pump	Asheville	NC	4/9/11	4/9/11	2.00	2.00
11097	Public Health Quality Improvement 101 Program	Ratliff, Robert	NC Ctr Public Quality	Raleigh	NC	3/29/11	3/31/11	12.00	0.00

Course #	Name of Education/Training	Submitted By	Organization Sponsor	City	State	Start Date	End Date	Hrs Req'd	Hrs App'd
11098	Davie County Strategic Planning	Mando, Joe	Davie Co HD	Mocksville	NC	3/2/11	3/2/11	3.00	0.00
11099	PPE Respirator Protection Training	Mando, Joe	Davie Co HD	Mocksville	NC	4/19/11	4/19/11	3.00	3.00
11100	Duke Univ Integrated Toxicology & EH Program	Smathers, Emily	Duke Univ	Durham	NC	1/14/11	4/22/11	21.00	20.00
11101	Eastern NCPHA Mtg	Slachta, Cheryl	EDNCPHA	New Bern	NC	5/11/11	5/12/11	7.25	7.25
11102	2011 NC Dairy Foods Safety & Quality Conf	VanHoy, Horace	NC Dept Env & Nat Resources/NC Dairy Producers Assoc/NC State	Hickory	NC	2/17/11	2/17/11	1.50	1.50
11103	60th Annual NC Dairywomen's Conf	VanHoy, Horace	NC Dairy Producers Assoc/NC State/NC Dairy Advantage	Hickory	NC	2/17/11	2/17/11	1.00	1.00
11104	60th Annual NC Dairywomen's Conf	VanHoy, Horace	NC Dairy Producers Assoc/NC State/NC Dairy Advantage	Hickory	NC	2/18/11	2/18/11	5.50	2.75
11105	Secure Milk Supply/NC Dairy Security	VanHoy, Horace	NC Dairy Security Committee	Mooreville	NC	3/8/11	3/8/11	5.75	5.75
11106	SOP Food Code	Beamer, Anna	DENR/DEH/FDA	Raleigh	NC	8/9/11	8/11/11	15.25	15.25
11107	Healthy Homes for Community Health Workers	Jackson, Jan	Durham Co HD/UNC	Durham	NC	4/4/11	4/4/11	6.50	6.00
11108	ULV Mosquito Calibration Workshop	Engber, Barry	DENR/DEH	various		various		2.00	2.00
11109	Onsite Wastewater Workshop	Young, Gene	Onsite Water Protection Section	Morganton	NC	2/18/11	2/18/11	3.00	3.00
11110	Wake Co Well Contractor Day	Hinton, Natalie	Wake Co EH	Raleigh	NC	5/27/11	5/27/11	5.50	5.75
11111	Mountain EH Section Mtg	Johnson, Bill	Mountain NCPHA	Marion	NC	3/30/11	3/30/11	5.00	5.00
11112	Institutional Sanitation Refresher	Huffman, Danny	FPB	various		various		2.50	2.50
11113	GOAT Basics	Rowland, Keith	PHRST 6	Spruce Pine	NC	3/8/11	3/8/11	2.00	1.75
11114	Closed POD Strategic Nat'l Stockpile Workshop	Rowland, Keith	NC PHPR/PHRST 6	various		various		4.00	4.00
11115	Cost Analysis Tool for Rural Wastewater Needs	Yandle, Marshall	NC Rural Communities Project/NC Rural Ctr	various		various		6.00	6.00
11116	Foodborne Illness Investigation 5: Epidemiological Statistics	Briscoe, Joe	FDA	online				1.50	2.00
11117	Foodborne Illness Investigation 4: Conducting a Food Hazard Review	Briscoe, Joe	FDA	online				1.50	2.00
11118	Foodborne Illness Investigation 3: Expanding the Investigation	Briscoe, Joe	FDA	online				1.50	2.00
11119	Foodborne Illness Investigation 2: Beginning an Investigation	Briscoe, Joe	FDA	online				1.50	2.00
11120	Foodborne Illness Investigation 1: Collecting Surveillance Data	Briscoe, Joe	FDA	online				1.50	2.00

Course #	Name of Education/Training	Submitted By	Organization Sponsor	City	State	Start Date	End Date	Hrs Req'd	Hrs App'd
11121	Basics of Inspections: Issues & Observations	Briscoe, Joe	FDA	online				1.50	2.00
11122	Basics of Inspections: Beginning an Inspection	Briscoe, Joe	FDA	online				1.50	2.00
11123	Food Microbiological Control 12: Cleaning & Sanitizing	Briscoe, Joe	FDA	online				1.50	2.00
11124	Basic Food Law for State Regulators	Briscoe, Joe	FDA	online				1.50	2.00
11125	Armed Forces Public Health Conference	Odette, Robert	US Army Public Health Command/US Navy & Marine Corps	Hampton	VA	3/18/11	3/25/11	32.00	20.00
11126	Onsite Wastewater Installation/Inspection	Lassiter, Doug	NC STA	various		various		12.00	12.00
11127	Vector-Borne Diseases of Public Health Importance	Ford, Nadine	CDC-NEHA	online				1.00	pending
11128	2009 Keynote Address Sustainability: A Crucial New Role Practice of EH	Ford, Nadine	CDC-NEHA	online				1.00	pending
11129	Mgmt & Supervision of Public Health Professionals	Dellinger, Jaime	RTP-GlaxoSmithKline	Raleigh	NC	various		48.00	20.00
11130	Food Sanitation FS 354	Burdick, Catherine	NCSU	online				15.00	15.00
11131	HAZ MAT I & II	Nobles, Melanie	Brinson Firefighter Training Academy	Grantsboro	NC	various		30.00	15.00

Course #11025 was approved for 18.0 rather than the requested 18.25; #11039 was approved for 3.5 rather than the requested 8.75 and both Layton Long and Terry Pierce confirm David Rust, who submitted the request, was present at the workshop; #11058 was approved at 11.75 rather than the requested 15, additional information is needed to increase over 11.75, because the course included attending landfill tours without sufficient information on amount of time spent on the actual tour; the state location of course 11058 was changed from NC to SC; #11072 Board members agreed to spell out North Central and not abbreviate it as NC; city for #11091 was changed from Roxboro, NC to online since it was a webinar class; #11097 was deemed as not relevant by the Education Committee and the course was denied; #11098 – Davie Count was changed to Davie County; #11104 was approved for 2.75 rather than the 5.5 requested because portions of the course were not relevant to the practice of EH; #11127 and #11128 are pending, because the applicant did not provide information as to how long it takes to finish the course, applicant has been contacted.

Terry Pierce, as a member of NEHA, plans to look at NEHA online courses for further details and update Greg on relevant information.

Board Action: The Board accepted the recommendation from the Education Committee to approve the above referenced 2011 Continuing Education requests with the exception of those noted as pending until further notice. Greg Bright recused himself from voting on course #11110, because Wake County, his employer, submitted the request for approval.

INTERN APPLICATIONS

The following Intern applications were presented to the Board:

- Larry Ellis, NC Alliance of Public Health, Intern #2372

Board Action: The Board approved the above referenced applicant as an Intern. All votes affirmative.

FAST TRACKING REQUEST

The Education Committee recommended Larry Ellis for approval as an REHS per his fast tracking request.

Board Action: The Board approved the recommendation from Committee to grant Mr. Ellis REHS status effective immediately. All votes affirmative.

INTERNS ELIGIBLE for REHS STATUS

The following Interns were recommended for REHS status:

Name	County	Intern #	Eligible Date
Roberto Enrique Diaz	Durham	2334	03/11/2011
Edward Allen Strickland, Jr.	Nash	2351	03/11/2011

Board Action: The Board approved granting REHS status to the above interns effective on the listed eligibility dates. All votes affirmative.

REPORT ON ADDITIONAL EDUCATION COMMITTEE TASKS

1. A policy on failure to obtain specialized training (CIT/Law) has not been addressed yet and is tabled until the next Board meeting on June 22, 2011.
2. A letter to Anne Greene has not been drafted at this time.
3. Policy for online course credit for courses that allow testing out of material by quizzing has not been completed at this time.
4. Julian Moore: Julian Moore contacted Terry Pierce regarding Mr. Moore’s inability to renew his certification, because he has failed to complete the required 15 continuing education hours. Mr. Moore is not currently employed in the public sector. Terry informed Mr. Moore that in order to be eligible for certification, he would have to become employed in the public sector, at least on a part-time status, and then he would be able to apply as an intern. Policy would probably not allow acceptance of his exam scores, because Mr. Moore took the exam prior to the time the Board required examination. Terry reported that Mr. Moore’s college major would probably have sufficient hours for current registration requirements.

Audit Committee Report

Perry Solice was absent from the meeting, therefore, no Audit Committee report was given.

Seth Swift reported that he was present at the audit on April 12, 2011, and he stated that the Board’s records were in good order and financial records have been transferred to Donna Coffey, the Board’s new Administrative Assistant.

DEH Report

Terry Pierce reported that current legislative proposals would reduce DENR expenditures by 10 to 30 percent thereby potentially resulting in:

- DEH would move to Public Health leaving limited personnel in OSW and FPB; there would be no BETS.
- Reduction or loss of staff and training facilities would leave DEH unable to offer CIT
- DEH would not have sufficient staff to coordinate with SOP for offering the EH Law course.
- Organizational changes for the Division would affect the current structure of REHS Board appointments.
 - The current structure allows the Secretary of DENR to recommend one Board member and DEH to recommend another. With the proposed legislation, DENR would no longer exist meaning there would not be a Secretary in place to make Board appointment recommendations. If neither agency exists, these particular Board positions may no longer be appropriate, and there likely would be a need to change the make-up of the REHS Board.
 - PWS, Shellfish and Pest Management staff would be transferred out of DEH to other agencies.
 - To be more specific, proposed changes would shift the Shellfish Section from DENR to Marine Fisheries and move the Milk Program to the NC Department of Agriculture. If these changes were approved by the General Assembly, Jeff French, the current DEH representative, would no longer

meet the criteria for his particular Board position since his Agency of employment would switch from DEH to Marine Fisheries.

- While the Governor would continue to have authority to make REHS Board appointments, current laws specifying which agency would make REHS Board appointment recommendations would need to change.
- Amended job descriptions would eliminate registration requirements for personnel that would move from DEH and DENR to other State agencies.
 - This would result in fewer REHSs and less revenue for the REHS Board.

So far in this session of the Legislature, the General Assembly has not acted favorably on DENR's proposal to increase revenues generated by restaurant inspections. In the proposal, the State would keep a maximum of 11% of the fees while counties retain the remaining revenues. The increased fees would allow DENR's budget to maintain its operations at their current service level and provide additional revenues to counties for their restaurant inspection programs. OSW and well program revenue changes were not proposed. It may be difficult to convince local entities to maintain their well programs with local dollars in the absence of state monies.

Policies

The Board discussed proposed changes to the existing Late Renewal Policy and Board members suggested many changes. The Board tabled the policy and requested it be resubmitted for further discussion at the next meeting.

The Board discussed the proposed Annual Audit of Renewal Applications Policy. Board members discussed the best way to ensure everyone receives consistent information regarding what documentation is acceptable for proof of course attendance. No consensus was reached and the Board tabled the policy until the next meeting.

Investigations:

Debra reported that a site visit has been made in the Albemarle Investigation. Other teams report that they are waiting on John Barkley to provide requested correspondence and agreements.

Gene Vaughan has contacted the Board and has been advised that legal counsel will send appeal rights.

NEW BUSINESS

There was no new business to discuss.

Meeting Adjourned: 1:35 pm

Respectfully submitted,

Jeff French, REHS
Secretary-Treasurer

April 19, 2011