

# NC State Board of Environmental Health Specialist Examiners

## Minutes of December 1, 2011 Board Meeting

The North Carolina State Board of Sanitarian Examiners met on Thursday, December 1, 2011 at 10:00 a.m. The meeting took place at 2728 Capital Boulevard in Raleigh, NC. A call in number was made available. Those in attendance, either in person or via telephone, were Patricia Hawkins, Greg Bright, Jeff French, Lynn Lathan, Ernie Nichols, Burt Ogle, Terry Pierce, Courtney Silverthorne, Perry Solice, Wayne Stewart, Seth Swift and Debra Yarbrough. Donna Coffey joined via telephone.

**Called to Order** - Chair Patricia Hawkins called the meeting to order at 10:25 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.

**Executive Order No. 34 from Governor Purdue**

The Chair reminded board members of Executive Order No. 34 from Governor Purdue requiring appointees to attend at least 75 percent of the board's regularly scheduled meetings.

**Approval of Minutes**

The Board reviewed the October 6, 2011 minutes and made no changes.

**Board Action: Perry Solice made a motion to accept the October 6, 2011 Minutes as submitted. Seth Swift seconded the motion. All votes affirmative.**

**Financial Report – Donna Coffey**

Donna reported the following account balances as of November 2, 2011 (most recent bank statement):

STIF Account	\$13,035.76
SECU Checking Account	\$270.49
SECU Money Market Account	\$13486.56
SECU Shares Account	\$35.53

**Chair Report – Patricia Hawkins**

**Travel Reimbursements** – The Chair reported that there was some confusion regarding which travel and meeting reimbursement rates the Board should use. Board members are uncertain if the Board falls into the category of a licensing board or not. Until there is clarification on which reimbursements to use, the Board agreed to continue using current reimbursement rates of 50 cents per mile and \$50 per diem.

**Website Updates** – Donna and Greg to work together and develop email to send to REHS listserv regarding suggested changes/updates to the Board's current website.

**Confidentiality Policy** - The Chair presented a proposed Confidentiality Policy. The Board requested Donna to research the need for maintaining full social security numbers vs. keeping only the last four digits of the number on file.

**Board Action: Burt Ogle made a motion to accept the Confidentiality Policy as presented. Jeff French seconded the motion. All votes affirmative.**

**Proposed Policy Changes** – There was discussion regarding making global changes to existing policies to change “Registered Sanitarian/Intern” or “RS/RI” to “Registered Environmental Health Specialist (REHS)” and “Registered Environmental Health Specialist Intern (REHSI).”

**Board Action: Burt Ogle made a motion to accept the proposed global policy change as presented. Wayne Stewart seconded the motion. All votes affirmative.**

**Internal Controls** – The Chair asked all Board members to review their assigned sections of the Internal Controls Review document from the State Controller’s Office. The next report is due to the State in July 2012. Questions should be directed to the Administrative Assistant.

**Archived Records** – Jeff French and Greg Bright have begun scanning older paper records.

Want to make sure we are not accepting NEHA before Board started contract with NEHA

NEHA Exam – It is not clear when the Board stopped administering the PES exam and began offering the NEHA one. The dates are important, because the Board wants to ensure it accepts NEHA exam scores for applicants that coincide with the years the Board has actually administered the NEHA exam. Based on conversation it was sometime between 1994 and 1996. Administrative Assistant to contact Carol Newlin at NEHA who may know when the transition occurred.

**Vice-Chair Report – Seth Swift**

RSTAS – Blue Lizard has updated the 2012 online renewal form to reflect Board’s new address and Administrative Assistant. Roll-over has also been tested and no problems encountered.

Seth received a request from Blue Lizard for the Board to pay \$150 per month, beginning January 1, 2012, for hosting the RSTAS website. Consensus was that \$150 appears a high cost to pay. Terry Pierce indicated that it would be possible to move RSTAS to the current DEH/EHS server; however, there would be no assurance that those servers would continue to be available once DEH/EHS moves to a new physical location. Board agreed: (1) RSTAS to continue with Blue Lizard, (2) Seth to negotiate lower monthly cost, (3) in the interim, the Board will pay \$150 per month to Blue Lizard, and (4) RSTAS Committee (Seth Swift, Terry Pierce, and Jeff French) to explore other hosting options.

**Administrative Assistant to the Board Report – Jeff French**

**Financial Audit Update** – Fieldwork for the financial audit has been completed by Anderson Smith Wike, LLC. Final report anticipated December 31, 2011.

**EHS Report – Terry Pierce**

Terry Pierce reported that one person has applied for the Environmental Health Specialists-at-Large Board position currently held by Perry Solice. Perry’s term expires on December 15, 2011. The Governor’s Office is seeking additional applicants before making final appointment.

Terry announced his retirement from DEH/EHS effective February 1, 2012. It is unclear if he will remain on Board after his retirement date.

**Education Committee Report – Greg Bright**

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

<u>Name</u>	<u>County</u>	<u>Intern #</u>	<u>Eligible Date</u>
Patricia Flake Thornton	Pender	2367	10/08/11
William Joseph Harrison	Mecklenburg	2359	12/09/11

**Board Action: The Board approved the above referenced applicants as REHS. All votes affirmative. Lynn Lathan abstained from discussion and voting on the Mecklenburg County REHS.**

The Board reviewed the following 2011 CE courses:

Legend

	Additional information needed; course status = Pending ("P" in Hrs App'd Column = Pending)
	Course denied ("D" in Hrs App'd Column = Denied)
	Course modified by Board after original approval date (examples include change location & dates from specific to various among others)
	Course withdrawn or amended by applicant

Course #	Name of Education/Training	Submitted By	Organization Sponsor	City	State	Start Date	End Date	Hrs Req'd	Hrs App'd
11252	Visible Emissions Observer Training (Smoke School)	Bumpass, Ryan	Eastern Technical Associates	Various		Various		8.00	4.25
11258	Food Microbiological Control 7: Poisonous and Toxic Materials	Kenion, Mark	FDAORAU/KAPLANeduNeering	Online		7/18/11	7/18/11	2.00	P
11286	Food Code Chapter 1: Purpose & Definitions	Bromberg, Leslie	Kaplan/EduNeering	Online		Various		1.00	P
11287	Food Code Chapter 3: Part I	Bromberg, Leslie	Kaplan/EduNeering	Online		Various		1.00	P
11288	Food Code Chapter 3: Part II	Bromberg, Leslie	Kaplan/EduNeering	Online		Various		1.00	P
11289	Food Code Chapter 5: Water, Plumbing & Waste	Bromberg, Leslie	Kaplan/EduNeering	Online		Various		1.00	P
11290	Food Code Chapter 7: Poisonous & Toxic Materials	Bromberg, Leslie	Kaplan/EduNeering	Online		Various		1.00	P
11301	34th Annual Occupational Safety & Health Summer Institute	Strickland, Edward	NC Occupational Safety & Health Education & Research Center	Norfolk	VA	7/25/11	7/29/11	16.00	14.25
11317	Fall 2011 Erosion & Sedimentation Planning & Design Workshop	Cornelius, David	Water Resources Research Institute of UNC	Hickory	NC	11/9/11	11/10/11	15.00	11.50
11319	Inspection Techniques & Evidence Development (FD151)	Lewis, James	FDA	Orlando	FL	2/7/11	2/11/11	20.00	P
11320	Food GMPs (FD150)	Lewis, James	FDA	Orlando	FL	1/31/22	2/4/11	20.00	20.00
11321	Communication for Credibility with Confidence & Clarity!	Beamer, Anna	SOP Committee	Raleigh	NC	12/16/11	12/16/11	6.00	6.00
11322	NCMVCA Annual Meeting	Bjorneboe, James	NC Mosquito & Vector Control Association	Greenville	NC	11/16/11	11/18/11	9.50	9.50
11323	2011 Business & Industry Safety & Environmental Conference	Nantz, John	Guilford County LEPC/Triad Chapter ASSE	Greensboro	NC	10/5/11	10/5/11	5.00	5.00
11324	Food Microbiological Control 9 Natural Toxins	Kenion, Mark	FDAORAU/KAPLANeduNeering	Online		Various		2.00	2.00
11325	Food Microbiological Control 10 Aseptic Sampling	Kenion, Mark	FDAORAU/KAPLANeduNeering	Online		Various		2.00	2.00
11326	Food Microbiological Control 11 Good Manufacturing Practices	Kenion, Mark	FDAORAU/KAPLANeduNeering	Online		Various		2.00	2.00
11327	Basics of HACCP: Overview of HACCP (FDA16 Ver 1.1)	Kenion, Mark	FDAORAU/KAPLANeduNeering	Online		Various		1.00	1.00
11328	IS-00806 (ESF) #6 Mass Care, Emergency Assistance, Housing, Human Services	Kenion, Mark	US Department of Homeland Security	Online		Various		1.00	NA
11329	IS-00808 (ESF) #8 Public Health & Medical Services	Kenion, Mark	US Department of Homeland Security	Online		Various		1.00	NA
11330	IS-00811 (ESF) #11 Agriculture & Natural Resources	Kenion, Mark	US Department of Homeland Security	Online		Various		1.00	NA
11331	2011 FDA Southeast Region Food Safety Seminar	Hardister, Bill	Alabama Department of PH	Orange Beach	AL	11/8/11	11/10/11	16.00	16.00
11332	GIS Data Models	Stepp, Jonathan	Asheville-Buncombe Technical CC	Asheville	NC	1/13/11	5/10/11	20.00	20.00
11333	Drinking Water Infrastructure Needs, Survey & Assessment	Setzer, Britt	USEPA - The Cadmus Group	Raleigh	NC	11/25/11	11/26/11	14.50	13.00
11334	Soil Science ESCI 4210	Hinton, Joseph	UNC Charlotte	Charlotte	NC	8/31/11	9/14/11	8.00	8.00
11335	Water Chemistry	Weeks, Mark	Walters Environmental Consulting, Inc	Goldsboro	NC	8/26/11	8/26/11	6.00	P
11336	High Strength Wastewater	Lynn, Joe	DHHS Onsite Water Protection & NCDENR	Fletcher	NC	10/25/11	10/25/11	5.50	5.50

Course #	Name of Education/Training	Submitted By	Organization Sponsor	City	State	Start Date	End Date	Hrs Req'd	Hrs App'd
11337	Melissa Ham Regional Food Protection Meeting	Ham, Melissa	DHHS/DPH/Food Protection Program	Raleigh	NC	12/7/11	12/7/11	4.50	4.50
11338	Eastern NCEHSA	Winters, Katrina	Eastern NC Environmental Health Supervisors Association	Greenville	NC	12/2/11	12/2/11	3.75	3.75
11339	Interstate Shellfish Sanitation Conference	Jenkins, Shannon	ISSAC/FDA	Seattle	WA	10/1/11	10/7/11	20.00	20.00
11340	Management & Supervision for PH Professionals	Moore, Hazel	NCIPH	Chapel Hill	NC	10/3/11	10/28/11	30.00	20.00
11341	Mecklenburg County Well Contractors Training	Garrett, Kim	Mecklenburg County HD	Charlotte	NC	4/29/11	4/29/11	8.00	6.50
11342	Legal Basics for Human Services Directors & Administrators	Boggs, Carolyn	UNC School of Government	Chapel Hill	NC	12/13/11	12/14/11	12.25	12.25
11343	Shelter Operations	Solice, Perry	American Red Cross & Sampson County Govt	Clinton	NC	11/14/11	11/21/11	3.00	3.00
11344	HACCP Training Course	Mitchell, Leo	Steritech	Charlotte	NC	11/12/11	11/13/11	14.00	14.00
11345	North Eastern District Quarterly Meeting	Manning, Angela	North Eastern District	Greenville	NC	10/14/11	10/14/11	4.25	4.00
11346	FS0905: Creating and Implementing an Integrated Food Safety Management System	Sturdivant, Amber	NEHA E-Learning	Online		Various		1.00	1.00
11347	Regional Food Protection Branch Meeting	Slachta, Cheryl	DHHS/EH/Cheryl Slachta	Wilson	NC	11/8/11	11/8/11	3.75	3.75
11348	Soils Workshop	Rashash, Diana	NC Coop Extension - Onslow County	Jacksonville	NC	11/16/11	11/16/11	6.00	6.00
11349	2011 Fall Education Conference	Sturdivant, Amber	North Capital Area Association EHA	Alexandria	VA	11/3/11	11/3/11	4.50	4.50
11350	Local Programs Erosion & Sedimentation Control Workshop	Meyer, Steven	WRRI & NCDENR Division of Land Resources	Raleigh	NC	1/26/11	1/27/11	10.00	10.00
11351	Lead Risk Assessor Refresher	Salmen, Dennis	Greenville Technical College	Greenville	SC	11/25/11	11/25/11	6.00	5.25
11352	Lead Inspector Refresher	Salmen, Dennis	Greenville Technical College	Greenville	SC	11/24/11	11/24/11	6.50	5.25
11353	Children's EH Regional Educational Meeting	Blount, Kimly	CEHP/DHHS	Raleigh	NC	11/17/11	11/17/11	5.25	5.25
11354	Children's EH Western Educational Meeting	Richardson, Warren	DHHS/DPH/EHS/ Children's EH Program	Asheville	NC	12/13/11	12/13/11	5.50	5.50
11355	West Piedmont Winter Meeting	Welch, Aubrie	WPEHS	Concord	NC	12/9/11	12/9/11	4.00	4.00
11356	Customer Service Training	Hinson, David	Iredell County HD	Statesville	NC	11/21/11	11/21/11	2.50	P
11357	Carteret County Annual Onsite Wastewater Workshop	Gilstrap, Len	Carteret County HD/NC Septic Tank Association	Morehead City	NC	12/6/11	12/6/11	6.00	6.00
11358	Central NC EH Supervisor's Association Quarterly Meeting	Ford, Lisa	Central NC EH Supervisor's Association	New Hill	NC	12/8/11	12/8/11	3.00	3.00
11359	3rd Quarter Mountain EH Section Educational Meeting	Johnson, William	Mountain EH Section of NCPHA	Mills River	NC	10/18/11	10/18/11	5.00	5.00
11360	NC Real Estate Broker Pre-Licensing Course	Cline, Curt	NC Real Estate Commission	Flat Rock	NC	8/17/11	10/19/11	15.00	D
11361	Respiratory Protection Train the Trainer for Program Administrators	Rowland, Robert Keith	PHPR Western Regional Office	Various		Various		6.00	5.50
11362	Radiological Monitoring & Decontamination Center Operations	Coates, Everett	Wake County Department of Environmental Services	Garner	NC	10/26/11	10/26/11	5.50	5.50
11363	Excellence in Innovative PH Preparedness Solutions for Security Planning, Toolkit for PODs & Hospital Surge	VanDyke, Lynn	NCPHA - EH Section	Charlotte	NC	9/21/11	9/21/11	1.25	1.25
11364	NCWOA South Piedmont Section Meeting	Setzer, Britt	NC Waterworks Operator Association	Charlotte	NC	6/7/11	6/7/11	2.00	2.00
11365	Regional EHS Meeting	Harrelson, Cris	Bladen County HD	Elizabethtown	NC	10/5/11	10/5/11	2.50	2.50
11366	4rd Quarter Mountain EH Section Educational Meeting	Johnson, William	Mountain EH Section of NCPHA	Newton	NC	12/16/11	12/16/11	5.00	5.00
11367	NCAEHA 2010-11 Winter Educational Conference	Kunes, Christy	National Capital Area EH Association	McLean	VA	2/9/11	2/9/11	4.00	4.00
11368	Brown Bag Training	Kunes, Christy	Alexandria Health Department	Alexandria	VA	7/20/11	7/20/11	3.00	2.50
11369	NCAEHA Fall Education Conference	Kunes, Christy	National Capital Area EH Association	Alexandria	VA	11/3/11	11/3/11	5.00	same as course #11349
11370	Tidal Creek Summit	Sherman, Stan	NC Sea Grant	Charleston	SC	12/5/11	12/6/11	10.75	10.25
11371	North Central EH District Winter Meeting	Edwards, Jennifer	North Central EH District	Raleigh	NC	11/29/11	11/29/11	3.75	3.50
11372	NC Emergency Management Fall Course	Becker, Todd	NCEM	Greensboro	NC	8/3/11	8/3/11	7.00	P
11373	NC Health Physics Society 2011 Fall Meeting	Becker, Todd	NC Health Physics Society	Raleigh	NC	10/6/11	10/7/11	8.00	4.00
11374	SE District Education Meeting	Solice, Perry	SE District EH Section	Clinton	NC	12/2/11	12/2/11	4.00	4.00

The Board reviewed the following 2012 CE courses:

Course #	Name of Education/Training	Submitted By	Organization Sponsor	City	State	Start Date	End Date	Hrs Req'd	Hrs App'd
12001	Tech 102: Onsite System Technologies	Tanner, Joni	NCSU Soil Science	Various		Various		6.00	6.25
12002	Advanced Treatment for Improved Field Performance	Tanner, Joni	NCSU Soil Science	Various		Various		6.00	6.25
12003	Tech 550: Navigating the Decentralized Reuse Rules & Technologies	Tanner, Joni	NCSU Soil Science	Various		Various		6.00	5.75
12004	Soils 120: Redoximorphic Features, Soil Wetness & Water Table Relationships	Tanner, Joni	NCSU Soil Science	Various		Various		6.00	6.00
12005	Install 201/O&M 201: Pumps & Controls	Tanner, Joni	NCSU Soil Science	Various		Various		6.00	6.50
12006	4th Annual Onsite Wastewater Contractor Day	Champion, Cassandra	Granville-Vance District HD & Franklin County HD	Henderson	NC	3/21/12	3/21/12	6.75	6.75

Additional information noted:

- **Course #11301** – Course pending; additional information needed.
- **Courses #11186, 11187, 11188 and 11190** – Pending; online courses and certificates do not specify # hours.
- **Course #11317** – Course pending; additional information needed.
- **Courses #11328 through #11330** – Courses taken in 2010.
- **Course #11335** – Agenda needed

**Board Action: The Board approved the recommendation from the Education Committee to approve the above referenced 2011 and 2012 Continuing Education requests with the exception of those noted as changed or pending until further notice. Greg Bright recused himself from course #11373. All votes affirmative.**

- **ServSafe:** Board Chair and Education Committee Chair received request from retiree to take ServSafe course for CE credit. Request was denied.
- **On-Line Courses Offered By UNCCPH** – Education Committee recommends that all courses, as identified by UNCCPH, be awarded CEs for number of hours identified on current certificates. Greg Bright and Donna Coffey to work with UNCCPH to obtain list of hours currently be awarded for each class and Donna tasked with updating RSTAS CE database.  
**Board Action: Seth Swift made a motion to accept the Education Committee's recommendation regarding UNCCPH CEs for 2011. Jeff French seconded the motion. All votes affirmative.**

#### **Secretary-Treasurer's Report – Jeff French**

Jeff presented the proposed 2012 budget. In summary, anticipated 2012 revenues totaled \$58,200 and projected expenditures totaled \$51,275 leaving a budgeted surplus (revenues less expenditures) estimated at \$ 6,925.

The Board discussed options to reduce telephone costs and asked Jeff French and Donna Coffey to research options.

There was also discussion to increase the Per Diem line item from the proposed budget of \$100 to \$600 based on the Board's conversation related to the Travel Policy earlier in the day. In addition, there was a proposal to increase the Contract Services line item from \$2,500 to \$4,300 based on earlier conversation regarding the uncertainty of how the RSTAS database would be hosted.

**Board Action: Greg Bright made a motion to accept the proposed 2012 budget with the following adjustments: increase the Per Diem line item to \$600 and increase the Contract Services line item from \$2,500 to \$4,300. Courtney Silverthorne seconded the motion. All votes affirmative.**

**At 3:10 p.m. Perry Solice made a motion to enter into closed session to discuss investigative matters. Greg Bright seconded the motion. All votes affirmative.**

**At 3:45 p.m. the Board returned to open session.**

**Election of Officers** – The following slate of officers for 2012 was presented to the Board:

Chair	Seth Swift
Vice Chair	Wayne Stewart
Secretary-Treasurer	Jeff French
Education Committee	Greg Bright, Chair, Lynn Lathan, Courtney Silverthorne (Unchanged from 2011)
Audit Committee	Patricia Hawkins, Chair, Ernie Nichols, Debra Yarbrough, Jeff French

**Board Action: All votes were affirmative.**

The following meeting and exam dates were presented to the Board for 2012:

<b>Date</b>	<b>Time</b>	<b>Purpose</b>	<b>Location</b>
January 18, 2012	9:00 am	Audit of Renewals	2728 Capital Blvd., Raleigh, NC
January 19, 2012	10:00 am	Board Meeting	2728 Capital Blvd., Raleigh, NC
March 22, 2012	10:00 am	Board Meeting	Davidson County Health Department 915 N Greensboro St., Lexington, NC
March 23, 2012		Exam	Davidson County Health Department 915 N Greensboro St., Lexington, NC
October 11, 2012	10:00 am	Board Meeting	5605 Six Forks Road, Raleigh, NC
October 12, 2012		Exam	5605 Six Forks Road, Raleigh, NC
December 4, 2012	10:00 am	Board Meeting	Davidson County Health Department 915 N Greensboro St., Lexington, NC

**Board Action: Seth Swift made a motion to accept the proposed 2012 meeting and exam dates. Wayne Stewart seconded the motion. All votes affirmative.**

**Meeting Adjourned: 4:25 p.m.**

Respectfully submitted,

Jeff French, REHS  
Secretary-Treasurer  
December 1, 2011