

NC State Board of Environmental Health Specialist Examiners

Minutes of July 29, 2011 Board Meeting

The NC State Board of Environmental Health Specialist Examiners met on Friday, July 29, 2011, at 1:30 p.m. at 2728 Capital Boulevard, Director's Conference Room, Raleigh, NC. A call-in number was made available. Those in attendance, either in person or via telephone, were Patricia Hawkins, Greg Bright, Lynn Lathan, Terry Pierce, Courtney Silverthorne, Perry Solice, Seth Swift, Debra Yarborough, and Donna Coffey. Jeff French, Burt Ogle and Wayne Stewart were absent.

Called to Order - Chair Patricia Hawkins called the meeting to order at 1:40 p.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 Report – Patricia Hawkins – No Report

Vice-Chair Report – Seth Swift

RSTAS – Blue Lizard and Seth continue to test the updates with no glitches in reporting thus far; Seth anticipates carryover hours will “go live” soon. Seth is troubled that Blue Lizard takes a rather long time to complete tasks, and he is concerned of their viability and sustainability.

Secretary-Treasurer's Report – Jeff French – No Report

Administrative Assistant's Report – Donna Coffey

Donna reported the following account balances as of July 28, 2011:

STIF Account	\$12,993.84
SECU Checking Account	\$952.45
SECU Money Market Account	\$22,181.68
SECU Shares Account	\$35.41

The Board's CPA, Shelton Hawley, contacted Donna in mid-July asking if the 2010 audit materials had been sent to his office. Donna contacted Adele Newman, the Board's previous Admin Assistant, and found that the 2010 materials had not been sent to Mr. Hawley's office prior to Adele's last day with the Board.

In addition, Mr. Hawley's office sent a 3-year contract renewal to the Board for approval. The years covered by the contract include those ending December 31, 2010, December 31, 2011 and December 31, 2012 – meaning that there is no contract in place for him to complete the audit for the materials he had requested in mid-July. Board members noted that the contract did not specify the cost of the proposed audits for those years. It was also questioned whether there should be a competitive selection process in place for the Board to select professional services such as this.

Board Action: Perry Solice made a motion to give authority to the Board's Executive Committee to secure a new contract, not to exceed the budgeted amount of \$3,000, for audit services. Debra Yarborough seconded the motion. All votes affirmative.

Education Committee Report – Greg Bright

INTERN APPLICATIONS

The following Intern application was presented to the Board:

<u>Name</u>	<u>County</u>	<u>Intern #</u>	<u>Employment Date</u>
Craig Franklin	Wilson	2373	8/25/2011

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

The Board reviewed the following 2011 CE courses:

<u>Course #</u>	<u>Course Name</u>	<u>Submitted By</u>	<u>Sponsor</u>	<u>City</u>	<u>State</u>	<u>Start Date</u>	<u>End Date</u>	<u>Hrs Req'd</u>	<u>Hrs App'd</u>
11242	IS-704 NIMS Communications & Information Management	Wrenn, Ivy	FEMA	online		Various		2.00	2.00
11243	Soil Science Society of NC Workshop	Vaughan, Jeff	Soil Science Society of NC	Raleigh	NC	6/30/11	6/30/11	3.00	3.00
11244	Conducting Low Acid Canned Food Inspections	McDowell, Harold	FDA	Charlotte	NC	2/28/11	3/4/11	33.00	20.00
11245	Johnston County Regional Epi Exercise	Sullivan, Larry	Johnston HD & PHRST Region III	Smithfield	NC	5/4/11	5/4/11	6.00	5.75
11246	Certified Renovator (Lead Renovation, Repair & Painting)	Klaus, Christen	Greenville Tech College	Greenville	SC	6/10/11	6/10/11	8.00	5.75
11247	NC Public Health Preparedness Coordinators Annual Conference	Rowland, Keith	NCPH Preparedness & Response	Raleigh	NC	6/22/11	6/23/11	12.00	9.75

Course #11246 change location from NC to SC.

Board Action: The Board approved the recommendation from the Education Committee to approve the above referenced 2011 Continuing Education requests with the exception of those noted as changed or pending until further notice. Greg Bright recused himself from course #11246. All votes affirmative.

The following previously approved courses were revised:

- **Courses 11127 and 11128** - Applicant has withdrawn request
- **Course #11151** – Location and date changed from Crossnore, NC in October 2011 to “Various” since Division of Water Quality is offering the course a number of times at various locations across the state.
- **Course #11192, Soils to Seed** – Reconsidered by Education Committee upon request by course attendee. Course geared to motivating and teaching high school students and not at a level to help EH perform their jobs. Committee again recommends course be denied.

- **Course # 11097, Public Health Quality Improvement 101** - Reconsidered by Education Committee upon request by submitter. Committee feels the course was not directly related to EH practice; more administrative instead of technical; Greg to contact applicant to gather additional info for further evidence of how directly rates to EH.
- **Course #11106** - Request from applicant to change name from SOP Food Code to FDA Food Code and change location and dates to various, since the course will be offered three more times this year. Committee recommends amending as requested.

Board Action: The Board approved the recommendation from the Education Committee to amend the above referenced 2011 Continuing Education courses. All votes affirmative.

New Business – Education

Terry Pierce questioned if the Board plans to allow CE credit in areas other than EH. As a specific example, recent legislation excluded milk and shellfish sanitation from REHS requirements. Would courses for milk/shellfish taken by now excluded REHSs be accepted to maintain registration? Greg Bright stated that if courses fall into EH curriculum/training, it should be approved by the Board.

DENR Report – Terry Pierce

Terry Pierce reported that under new State legislation, DEH (now EH Services Section) no longer has an appointee on the Board. Terry was recommended for appointment by the Secretary of DENR. New legislation gives the authority for recommendation for two positions on the Board to the Secretary of DHHS and the Director of the Division of Public Health.

Meeting Adjourned: 2:35 pm

Respectfully submitted,

Jeff French, REHS
Secretary-Treasurer
July 29, 2011