

# NC State Board of Environmental Health Specialist Examiners

## Minutes of June 22, 2011 Board Meeting

The NC State Board of Environmental Health Specialist Examiners met on Wednesday, June 22, 2011, at 10:00 a.m. at 1944 Wentworth Street, Reidsville, NC 27320. A call-in number was made available. Those in attendance were Patricia Hawkins, Greg Bright, Jeff French, Lynn Lathan, Terry Pierce, Courtney Silverthorne, Perry Solice, Wayne Stewart, Seth Swift, and Donna Coffey. Burt Ogle attended by conference call. Debra Yarborough was absent.

**Called to Order** - Chair Patricia Hawkins called the meeting to order at 10:06 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.

### **Approval of Minutes**

The Board reviewed the April 19, 2011 and made no changes.

**Board Action: Greg Bright made a motion to accept the April 19, 2011 Minutes as submitted. Seth Swift seconded the motion. All votes affirmative.**

The Board amended previously approved minutes for March 10, 2011 to correct Mary Lee Ann Sutton to Mary Lee Ann Anton.

**Board Action: Jeff French made a motion to amend the March 10, 2011 Minutes. Perry Solice seconded the motion. All votes affirmative.**

### **Financial Report – Donna Coffey**

Donna reported the following account balances as of June 15, 2011:

STIF Account	\$12,982.66
SECU Checking Account	\$623.75
SECU Money Market Account	\$26,451.71
SECU Shares Account	\$35.37

**Board Action: Perry Solice made a motion to accept the Financial Report as submitted. Jeff French seconded the motion. All votes affirmative.**

### **Chair Report – Patricia Hawkins**

**Exam Score Calculations** – Patricia Hawkins reported that spreadsheet formulas used in calculating average exam scores had been changed prior to the last exam date on March 11, 2011. The formula change resulted in higher than actual exam scores being reported to those who took the exam on that date. (The average scores reflected in the RSTAS database are correct.) Refiguring the averages for those individuals did not result in any one not passing the exam that had been told otherwise.

In follow up the Chair will send letters to those individuals who took the exam on March 11, 2011 advising them that their average score was calculated incorrectly and advise them of their newly calculated average. She will also inform them that the newly calculated average does not affect their status of pass/fail.

In addition, Donna Coffey will lock the cells in the corrected excel spreadsheet so that future users will be unable to change the formula.

**Adding Links to REHS Website** – The Chair has received a request from a Mesothelioma ~~related~~ organization requesting the Board to include a link to their website on the REHS website. Board members agreed that links on the REHS website should have a direct relationship to REHS credentialing. There was consensus that the Mesothelioma request does not have a direct relationship. Board members also agreed that all future requests to add various association/organization links to the website would require Board approval before changing. There was also discussion regarding the potential need for a policy in the future should requests increase.

**Vacant Public Spirited Citizen Board Position** – Perry Solice, as past chair of NCPHA EH Section, reported that Ernie Nichols' name was submitted to the Governor's Office to fill the vacancy for the Public Spirited Citizen. Mr. Nichols is a retired EH Supervisor. Terry Pierce told Board members that the Governor's Office usually wants 2 or 3 names recommended for vacant positions. He stated that the Governor's Office considers a number of factors including geographic location in filling vacant positions.

Perry reminded the Board that his term ends at the end of December 2011. There was also additional discussion about the Board position that Jeff French currently holds. Jeff stated that with the recently approved General Assembly staff reorganizations, the division he works for, Shellfish, would be reassigned from Public Health to Marine Fisheries. He also told the Board that recent legislation changes to the REHS law wording removed shellfish, thereby eliminating the requirement for his position and other similar ones across the state to be an REHS. Jeff stated that he intends to maintain his REHS.

**Outdated Registration Cards** – There is a need to order permanent cards for new REHS. Debbie Soles who works for Water Treatment Facility Operators Certification Board (WTFOCB) has printed these cards in the past. Terry Pierce stated that recent legislative changes moves WTFOCB out of the Department of Health, and he indicated that the REHS Board may need to explore how new cards would be printed. Patricia Hawkins also noted that the email address on the back of the current card was incorrect and the word "Sanitarian" was printed on the back of the card. Terry Pierce recalled that Ms. Soles had pre-printed 100 or 150 cards at an earlier date. The Board directed Donna Coffey to call Ms. Soles to find out how many cards were in inventory, and inquire if WTFOCB would continue printing the cards for the REHS Board in light of the legislative changes. If WTFOCB will not continue printing the cards, Coffey is to contact Anna Beamer to inquire if her division has the ability to print cards with the State Seal.

**Internal Controls** – Chair Patricia Hawkins reminded Board members that it is almost time to get another letter from the State Controller's Office regarding the Board's internal controls. In past years, areas identified as needing to be strengthened included personnel policies and records retention. Patricia will send everyone a reminder to update their respective section of the report.

**Vice-Chair Report – Seth Swift**

RSTAS – Invoice for most recent software updates received and discussed/approved by Executive Committee. The Administrative Assistant has paid the invoice. 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 reported that when printing a list of CE courses that have been entered into the RSTAS database, only courses with “Approved” status print. Courses with “Pending” status do not print. The lack of this printing capability means that the Board Assistant must duplicate CE course entry – once into the CE spreadsheet that has been created and then key that same information into the RSTAS database. Seth estimates that the cost for Blue Lizard to make software changes to eliminate dual entry and two databases would cost between \$600 and \$1,200. After discussion, Board members agreed that now is not the time for the software updates due to the cost. As a solution, Donna will continue creating the CE spreadsheet and color code various statuses including “Pending” and “Denied.” She will also have the color-coded “Master” CE spreadsheet posted on the Board’s website along with a separate “Pending/Denied” spreadsheet.

**Board Action: Perry Solice made a motion to post status of course approval spreadsheets on the Board website as soon as possible after each meeting. Wayne Stewart seconded the motion. All votes affirmative.**

Terry Pierce inquired if Blue Lizard is currently hosting RSTAS on their servers. Seth will confirm at the next meeting where the Board’s data is actually stored. Terry’s concern centers around the fact that DEH will soon be migrating from the current configuration of data being stored on individual departmental servers to a more centralized storage configuration. Should the Board have to house its data on the new State server, the Board would have to pay a monthly fee for server storage space.

Seth also reported that John Barkley has had no contact with the investigative teams. Terry Pierce reported that the REHS Board is an appeals board. The Board uses an Office of Administrative Hearing procedure to hear appeal cases and make decisions. Procedural details may be located in the Gerald Strickland appeal file. The Board directed Donna Coffey to look for this file to see if there are any procedures detailed that the Board could release to Mr. Vaughan who has requested information on appealing denial of his renewal for 2010.

**Secretary-Treasurer’s Report – Jeff French**

Jeff French presented the Treasurer’s report, which is in a new format than previous reports. The format change is in accordance with April 19, 2011 Board guidance. The new format offers a “Comments” section and highlights variances from prior reporting periods. Jeff highlighted three overspent line items – Committee Meetings and Miscellaneous Expense (related to office move in April 2010), and Post Office Box Rental.

**Board Action: Terry Pierce made a motion to transfer \$600 from the Liaison line item to Committee Meetings, transfer \$20 from Internet Access to Post Office Box and \$213.60 from Internet Access to Miscellaneous. Greg Bright seconded the motion. All votes affirmative.**

Jeff advised Board members that his position would be assigned to Marine Fisheries as of July 1, 2011. He indicated that along with that move, there is a possibility that he would no longer be eligible to serve on the REHS Board. Terry Pierce distributed a copy of the recently approved State Budget Bill and pointed out that under Section 13.3jj, Jeff’s position on the Board would be under the Secretary of Health and Human Services (DHHS). However, that does not require that the individual appointed work for DHHS. Jeff Engle, the State Health Director, would have authority to decide if the Department’s representative would change. Terry indicated that he, too, would be a DHHS position appointee on the Board. Terry also and pointed out that Section 13.3ll of the statute requiring an engineer as a Board member applies to the Wastewater Contractors Board, not the REHS Board.

**Administrative Assistant's Report – Donna Coffey**

One REHS, Jamie Parris, has submitted her 2012 renewal. Donna has located information from previous recognition plaque orders and will order a plaque to recognize Malcolm Blalock's service to the Board. She has also brought blank REHS and Intern certificates for all Board members in attendance today to sign.

**Education Committee Report – Greg Bright**

Greg reported to the Board that Donna streamlined the review process for the Education Committee by posting scanned versions of all applications and the spreadsheet to the ncrehs.org collaboration website. In the future, she will post the spreadsheet and application to the website weekly, so that Committee members have a longer period to complete their assigned reviews.

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
11058	Carolina Recycling Assoc Conf	Ford, Nadine	Carolina Recycling Assoc	Charleston	SC	03/29/11	04/01/11	15.00	11.75
11127	Vector-Borne Diseases of Public Health Importance	Ford, Nadine	CDC-NEHA	online				1.00	P
11128	2009 Keynote Address Sustainability: A Crucial New Role Practice of EH	Ford, Nadine	CDC-NEHA	online				1.00	P
11132	2011 Annual On Scene Coordinator Training Program	Cseh, Larry	EPA	Orlando	FL	1/31/11	2/3/11	32.00	20.00
11133	NCEH Supervisor Association Spring Meeting 2011	Dees, Troy	NCEH Association	Aberdeen	NC	5/4/11	5/6/11	10.00	10.00
11134	EPA National Beach Conference	Potts, J.D.	EPA	Miami	FL	3/14/11	3/17/11	20.00	19.00
11135	2011 Symposium: "Carolina Current"	Lassiter, Doug	NC Septic Tank Association	Sunset Beach	NC	6/15/11	6/16/11	12.00	10.00
11136	NC Solid Waste Enforcement Officers Spring Conference	Barnette, William	NCSWEOA	Statesville	NC	5/10/11	5/10/11	5.00	4.00
11137	Conducting Environmental Health Assessments	Mando, Joe	UNC CPHP	Online		Various		1.00	1.00
11138	Downstream User to Downstream User	Aldridge, A. Lynn	Blue Ridge Community College	Flat Rock	NC	4/6/11	4/6/11	6.00	6.00
11139	Pumps & Maintenance	Aldridge, A. Lynn	Blue Ridge Community College	Flat Rock	NC	4/5/11	4/5/11	6.00	6.00
11140	Sanitary Microbiology & Safety of Foods	Patsel, Stephanie	ECU	Greenville	NC	9/1/11	12/31/11	15.00	20.00
11141	BMP Stormwater Reviewer Certification	Hobby, Kathryn	NC State & Division of Water Quality	Raleigh	NC	1/24/11	1/25/11	10.00	10.00
11142	2011 NC Asthma Summit	Chappell, Caroline	Asthma Alliance of NC	RTP	NC	5/10/11	5/10/11		P
11143	Field Epidemiology Interviewing Techniques	Mando, Joe	NCCPHP	Online		5/6/11	5/6/11	1.00	1.00
11144	Anatomy & Physiology of an Outbreak Team	Mando, Joe	NCCPHP	Online		5/9/11	5/9/11	1.00	1.00
11145	North Central EH District Mtg	Edwards, Jennifer	North Central EH District	Sanford	NC	6/7/11	6/7/11	4.00	4.25
11146	Geomorphology & Soil Development of the Coastal Plain	Uebler, Robert	ECU	Greenville	NC	5/9/11	5/10/11	12.00	13.00
11147	PHRST Point of Dispensing Training	Kelly, Harold	Durham-Solution Center	Durham	NC	3/10/11	3/10/11	5.50	5.75
11148	MGMT 319: Bioterrorism: Mass Prophylaxis Preparedness & Planning	Bentley, Jami	Caldwell County HD	Lenoir	NC	2/15/11	2/16/11	16.00	15.00
11149	NC Communicable Disease Law	Red, Krissie	UNC CPHP	online		various		0.50	0.50

Course #	Name of Education/Training	Submitted By	Organization Sponsor	City	State	Start Date	End Date	Hrs Req'd	Hrs App'd
11150	M. Ham's Regional Meeting	Ham, Melissa	NC DENR FPB	Sanford	NC	5/16/11	5/16/11	5.50	4.50
11151	Surface Water Identification Training	Jackson, Jason	NC Division of Water Quality	Crossnore	NC	10/11/11	10/14/11	23.00	20.00
11152	West Piedmont EH Section Mtg	Wood, Chuck	WPEHS	Mt. Airy	NC	5/19/11	5/19/11	4.00	4.00
11153	"Getting It Done" - Strategies for Tough Times	Ianiyan, Walle	NCPHA	Raleigh	NC	5/17/11	5/17/11	7.00	3.75
11154	Central NC EH Supervisor's Assoc Qtrly Mtg	Ford, Lisa	Central NC EH Supervisors Association	Asheboro	NC	6/2/11	6/2/11	2.00	2.00
11155	Developing a Questionnaire	Wilfert, Rachel	UNC CPHP	online		Various		1.00	1.00
11156	Interviewing Techniques	Wilfert, Rachel	UNC CPHP	online		Various		1.00	1.00
11157	Embarking on an Outbreak Investigation	Wilfert, Rachel	UNC CPHP	online		Various		1.00	1.00
11158	Collecting Specimens in Outbreak Investigations	Wilfert, Rachel	UNC CPHP	online		Various		1.00	1.00
11159	An Overview of Outbreak Investigations	Wilfert, Rachel	UNC CPHP	online		Various		1.00	1.00
11160	Rapid Needs Assessments and GIS	Wilfert, Rachel	UNC CPHP	online		Various		1.00	1.00
11161	Introduction to Geographic Information Systems (GIS)	Wilfert, Rachel	UNC CPHP	online		Various		0.50	0.50
11162	Infectious Disease Surveillance & Outbreak Investigation Using GIS	Wilfert, Rachel	UNC CPHP	online		Various		0.50	0.50
11163	Mapping for Surveillance & Outbreak Investigation	Wilfert, Rachel	UNC CPHP	online		Various		1.00	1.00
11164	NC Epi Teams Case Study 5: Hepatitis A Cluster with Unknown Source	Wilfert, Rachel	UNC CPHP	online		Various		1.50	1.50
11165	NC Epi Teams Case Study 4: Storm-Related Water Contamination	Wilfert, Rachel	UNC CPHP	online		Various		1.50	1.50
11166	NC Epi Teams Case Study 3: Outbreak at a Hotel Convention	Wilfert, Rachel	UNC CPHP	online		Various		1.50	1.50
11167	NC Epi Teams Case Study 2: Measles in a Recent Immigrant	Wilfert, Rachel	UNC CPHP	online		Various		1.50	D
11168	NC Epi Teams Case Study 1: Gastrointestinal Illness on a College Campus	Wilfert, Rachel	UNC CPHP	online		Various		1.50	1.50
11169	Conducting Traceback Investigations	Wilfert, Rachel	UNC CPHP	online		Various		1.00	1.00
11170	Introduction to Forensic Epidemiology	Wilfert, Rachel	UNC CPHP	online		Various		1.00	1.00
11171	Forensic Epidemiology Investigations	Wilfert, Rachel	UNC CPHP	online		Various		1.00	1.00
11172	Recognition & Management of Bioterrorist Agents: An Overview	Wilfert, Rachel	UNC CPHP	online		Various		0.50	0.50
11173	NC Epi Teams Case Study 6: Elemental Mercury Spill	Wilfert, Rachel	UNC CPHP	online		Various		1.00	1.00
11174	ICS in Action: Using the Incident Command System in Public Health Outbreak Investigations	Wilfert, Rachel	UNC CPHP	online		Various		2.50	2.25
11175	Environmental Risk Assessment	Wilfert, Rachel	UNC CPHP	online		Various		0.50	0.50
11176	Anatomy of Foodborne Outbreaks	Wilfert, Rachel	UNC CPHP	online		Various		1.00	1.00
11177	Public Health Burden of Foodborne Disease	Wilfert, Rachel	UNC CPHP	online		Various		0.50	0.50

Course #	Name of Education/Training	Submitted By	Organization Sponsor	City	State	Start Date	End Date	Hrs Req'd	Hrs App'd
11178	Epidemiology Specialties: Disaster & Environmental Epidemiology	Wilfert, Rachel	UNC CPHP	online		Various		0.50	0.50
11179	ABCs of Pandemic Influenza	Wilfert, Rachel	UNC CPHP	online		Various		0.50	0.50
11180	Rabies Epidemiology & Control	Wilfert, Rachel	UNC CPHP	online		Various		0.50	0.50
11181	Tick-Borne Diseases of the US	Wilfert, Rachel	UNC CPHP	online		Various		0.50	0.50
11182	Recognizing an Outbreak	Wilfert, Rachel	UNC CPHP	online		Various		0.50	0.50
11183	Lead Supervisor Refresher	Brown, William	EI, Inc.	Cary	NC	5/3/11	5/3/11	5.00	5.00
11184	Lead Inspector Refresher	Brown, William	EI, Inc.	Cary	NC	5/4/11	5/4/11	5.00	4.50
11185	Lead Risk Assessor Refresher	Brown, William	EI, Inc.	Cary	NC	5/5/11	5/5/11	5.00	5.25
11186	Bridging the Gaps - Public Health & Radiation Emergency Preparedness	Troutman, David	CDC & NACCHO	Atlanta	GA	3/21/11	3/24/11	15.00	15.00
11187	NE Regional Supervisor's Meeting	Nixon, Kristi	NC DENR FPB	Elizabeth City	NC	6/7/11	6/7/11	4.00	4.00
11188	EDNCPHA Opening Session	Slachta, Cheryl	EDNCPHA	New Bern	NC	5/11/11	5/11/11	1.25	D
11189	First Responder Chem Labs/Indoor Grow Awareness	Carter, Kenneth	GTCC	Greensboro	NC	6/7/11	6/7/11	3.00	P
11190	IS-00701.a	Carter, Kenneth	Emergency Mgmt Institute	Greensboro	NC	6/6/11	6/6/11	1.50	1.50
11191	IS 703.a	Carter, Kenneth	Emergency Mgmt Institute	Greensboro	NC	6/7/11	6/7/11	3.50	3.00
11192	Soil to Seed Workshop	Harris, Jonathan	4-H Training	Mills River	NC	5/17/11	5/17/11	6.00	D
11193	Regional Territory Meeting	Slachta, Cheryl	FPB	Wilson	NC	6/21/11	6/21/11	5.00	5.00
11194	Chatham County Well Contractor's Day	Ritter, Terri	Chatham Co PHD	Pittsboro	NC	4/28/11	4/28/11	6.00	6.00
11195	Emergency Support Function (ESF) Mass Care, Emergency Assistance, Housing & Human Services	Pickett, Alicia	FEMA	online		various		3.00	3.00
11196	EH Training in Emergency Response	Pickett, Alicia	FEMA - Center for Domestic Preparedness	Anniston	AL	4/17/11	4/22/11	32.00	20.00
11197	Tech 200: Septic System Options for Difficult Sites	Tanner, Joni	NCSU Soil Science Dept	various		various		12.00	12.00
11198	Tech 201: Wastewater in the Environment	Tanner, Joni	NCSU Soil Science Dept	various		various		6.00	6.25
11199	Soils 101: Soil Profiling for Wastewater & Stormwater System Siting	Tanner, Joni	NCSU Soil Science Dept	various		various		12.00	12.00
11200	Soils 200: Nature's Way - Water Movement & Treatment Through Soils	Tanner, Joni	NCSU Soil Science Dept	various		various		6.00	6.00
11201	O&M 100: Subsurface Wastewater System Operator Training School	Tanner, Joni	NCSU Soil Science Dept	various		various		22.00	20.00
11202	O&M 150/Tech150: Basic Troubleshooting of Onsite System Malfunctions	Tanner, Joni	NCSU Soil Science Dept	various		various		6.00	6.00
11203	O&M 210: Pump System Field Course - Advanced Monitoring & Troubleshooting in the Field	Tanner, Joni	NCSU Soil Science Dept	various		various		6.00	6.00
11204	O&M 400/Tech 400: Advanced Troubleshooting of Onsite System Malfunctions	Tanner, Joni	NCSU Soil Science Dept	various		various		12.00	12.00
11205	Soils 001W-1: Why We Study Soil	Tanner, Joni	NCSU Soil Science Dept	online		various		2.00	2.00

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11206	Soils 001W-2: The Formation of Soil	Tanner, Joni	NCSU Soil Science Dept	online		various		3.00	3.00
11207	Soils 001W-4: The Physical Properties of Soil - Texture, Structure & Density	Tanner, Joni	NCSU Soil Science Dept	online		various		2.00	2.00
11208	Soils 001W-5: The Cycling of Water through Soil	Tanner, Joni	NCSU Soil Science Dept	online		various		2.00	2.00
11209	Soils 001W6: The Chemistry of Soil	Tanner, Joni	NCSU Soil Science Dept	online		various		2.00	2.00
11210	Soils 001W-7: The Role of Soil in Plant Nutrition	Tanner, Joni	NCSU Soil Science Dept	online		various		2.00	2.00
11211	Soils 001W-8: The Soil Ecosystem	Tanner, Joni	NCSU Soil Science Dept	online		various		2.00	2.00
11212	Tech 499: Decentralized Water/Wastewater Reuse Technologies & Implementation	Tanner, Joni	NCSU Soil Science Dept	online		various		15.00	15.00
11213	Tech 500: 3rd Annual Decentralized Water/Wastewater Reuse for Clean, Green & Smart Development in Rural & Urban Communities	Tanner, Joni	NCSU Soil Science Dept	Greensboro		various		24.00	20.00
11214	Northeastern EH District Quarterly Meeting	Andersen, Diane	NEEH District	Greenville	NC	4/15/11	4/15/11	4.00	4.00
11215	Ad Hoc Lead Advisory Group & Healthy Homes Outreach Task Force	McDonald, Amy	NC DENR Children's EH Branch	Raleigh	NC	4/15/11	4/15/11	3.50	3.25
11216	Norovirus Guidance Document	Timmons, Regina	Ecolab	online		2/22/11	2/22/11	1.00	1.00
11217	Food Safety Summit Conference-Expo	Timmons, Regina	Food Safety Professionals	Washington	DC	4/20/11	4/20/11	4.50	4.50
11218	South Atlantic Well Driller Jubilee	Morgan, Drew	South Atlantic Well Drillers	Myrtle Beach	SC	7/20/11	7/20/11	10.00	10.00
11219	Southeastern Educational District EH Section 179th Educational Program	Cain, William	Southeastern District	Wilmington	NC	6/3/11	6/3/11	4.00	4.00
11220	Guilford County Well Contractor Day	Nykamp, John	Guilford County HD	Greensboro	NC	3/22/11	3/22/11	6.25	5.50
11221	2011 Bioterrorism POD Activation Exercise	Withrow, Bruce	Brunswick County HD & PHRST Team	Bolivia	NC	5/25/11	5/25/11	3.00	3.00
11222	Managing Multiple Priorities, Projects & Deadlines	Ford, Nadine	Fred Pryor Seminars	Charlotte	NC	6/2/11	6/2/11	6.00	D
11223	Installation of Construction Site Erosion & Sediment Control Devices	Tanner, Joni	NCSU Soil Science Dept	online		various		3.50	3.50
11224	Reviewing the Fundamentals of Soil Science	Tanner, Joni	NCSU Soil Science Dept	online		various		40.00	20.00
11225	Global Positioning & Geographic Information	Tanner, Joni	NCSU Soil Science Dept	online		various		2.00	2.00
11226	Soil Survey in the 21st Century	Tanner, Joni	NCSU Soil Science Dept	online		various		2.00	2.00
11227	Inspect 100: Subsurface Wastewater System Inspector School	Tanner, Joni	NCSU Soil Science Dept	online		various		12.00	12.00
11228	Install 200: Installation of Pump Systems	Tanner, Joni	NCSU Soil Science Dept	online		various		6.00	6.00
11229	Install 300/400: Installation of Advanced Systems	Tanner, Joni	NCSU Soil Science Dept	online		various		6.00	6.00
11230	18-Hour Introductory Installer Training	Tanner, Joni	NCSU Soil Science Dept	online		various		18.00	17.75
11231	Design 210: Flow Equalization & Timed Dosing	Tanner, Joni	NCSU Soil Science Dept	online		various		6.00	6.00
11232	Design 220: Pump System Design	Tanner, Joni	NCSU Soil Science Dept	online		various		6.00	6.00

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11233	Design 500: Advanced Design Lab	Tanner, Joni	NCSU Soil Science Dept	online		various		6.00	6.00
11234	65th Annual Interstate EH Seminar	Nixon, Kristi	Interstate EH Association	Daniels	WV	7/20/11	7/22/11	9.00	9.00
11235	Food Microbiological Control 1: Overview of Microbiology (MIC01 Ver 1.1)	Kenion, Mark	FDAORAU/KAPLANEduNeering	online		5/19/11	5/19/11	1.00	1.00
11236	Food Microbiological Control 2A: Gram-Negative Rods (MIC02 Ver 1.1)	Kenion, Mark	FDAORAU/KAPLANEduNeering	online		5/19/11	5/19/11	1.00	1.00
11237	Food Microbiological Control 2B: Gram-Positive Rods & Cocci (MIC03 Ver 1.1)	Kenion, Mark	FDAORAU/KAPLANEduNeering	online		5/31/11	5/31/11	1.00	1.00
11238	Food Microbiological Control 3: Foodborne Viruses (MIC04 Ver 1.1)	Kenion, Mark	FDAORAU/KAPLANEduNeering	online		5/31/11	5/31/11	1.00	1.00
11239	SSC 200 Soil Science	Alcock, Alan	NCSU	online		1/10/11	5/12/11	15.00	15.00
11240	Soils 001 W-3: The Identification & Classification of Soil	Tanner, Joni	NCSU Soil Science Dept	online		various		2.00	2.00
11241	Health Literacy for Public Health Professionals	Red, Krissie	CDC	online		Various		1.00	1.00

Course #11058 hours were adjusted from requested 15 hours to approved 11.75 hours – no credit hours for landfill tour allowed; #11027 and #11028 are still pending; #11140 is a graduate level class and was approved at 20 hours – Lynn Lathan to notify applicant that she must submit an official transcript in order to receive credit for the class; #11142 is pending, because additional information is needed regarding agenda; #11167 denied, because it does not relate specifically to EH; #11188 denied because the course was motivational only – not related specifically to EH; #11189 pending – additional information needed; #11192 focused on training high school students and deemed as not relevant by the Education Committee and the course was denied; courses #11197 through #11204 location to be changed from online to various since they were not online courses; courses #11205 through #11211 approved but Board expressed concern that there was no way to validate level of REHS participation; #11213 location is Greensboro and not online; #11217 approved but Board expressed concern that there was no certificate issued or roster submitted as proof of attendance; several courses requested more than Board's maximum allowable 20 hours – in those instances courses were approved at 20 hours.

**Board Action: Seth Swift made a motion to approve 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. Perry Solice seconded the motion. All votes affirmative.**

The following previously approved courses were revised:

- Courses #11003 and #11014 are the same course; however, different hours were awarded based on different information submitted by the applicants. In order to avoid confusion for those who may have taken either course, the Education Committee recommends that both numbers would remain in RSTAS database with the same CE hours of 10.5.
- Course #11090 was cancelled by sponsor and Education Committee recommends that it be deleted from RSTAS database.
- Course #11110 was originally submitted as one session; according to course sponsor, course was offered 3 times. The Education Committee recommended updating spreadsheet and RSTAS database to reflect two additional offerings.



**Board Action: Courtney Silverthorne made a motion to approve the recommendation to revise the courses listed above. Lynn Lathan seconded the motion. All votes affirmative.**

#### INTERN APPLICATIONS

Craig Franklin, Wayne County Health Department, Intern #2373, submitted an Intern application. He has been employed less than one month with Wayne County. Because his official transcript has not been received, the Board agreed that his application status is “pending” until the transcript is received. The Education Committee will notify members and, if received prior to next Board meeting in October, request a telephone meeting once all application materials have been received.

#### INTERNS ELIGIBLE for REHS STATUS

The following Interns were recommended for REHS status:

<u>Name</u>	<u>County</u>	<u>Intern #</u>	<u>Eligible Date</u>
Justin White	Surry	2354	5/12/2011
Ryan Page Smith	Rockingham	2356	06/25/2011

**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

Law Course Attendance: Donna received the 2007-2010 report last week and has not had sufficient time to review it and compare it to RSTAS. Patricia reminded Board members that REHSs have 4 years from the date of registration (not the date of hire) to complete the law course. It was discussed and agreed upon that the Renewal Form would be amended for 2012 to include the following: “If you were registered as an intern after January 1, 2007, please list your date of registration as an intern.” The Board directed the Executive Committee to approve the final version of this change for posting to the website.

The Education Committee was tasked with reviewing REHSs to determine who has not completed the law course and would ultimately be unable to renew their registration in 2012. A list of those that fall into this category would be forwarded to SOP, so they can plan for 2012 courses based on actual numbers of individuals in need of the course. Preference for acceptance into the course should be given to those who must have the course. In addition, the Education Committee should notify those REHSs who fall into this category that they are in danger of not being able to renew their registration.

#### **Audit Committee Report – Perry Solice**

Perry reported that the Audit Committee performed a financial audit on April 12, 2011 at Adele Newman’s house. Board members present included Seth Swift and Perry. The Committee reviewed monthly bank statements against actual checks written. All checks were accounted for. Deposits were checked against the monthly bank statements, and the Committee found they were deposited as written. The internal audit checked out good for the changeover period.

#### **No Legislative Report**

### **DENR Report – Terry Pierce**

Terry Pierce reported that with the most recent legislation:

- Individuals in the Milk and Shellfish divisions will no longer be required to be registered. This may result in loss of some registrants (i.e. revenue) for the REHS Board.
- DEH to remain in Parker Lincoln for now.
- CIT, authorization and REHS Board database/servers to transfer to OIS. DEH staff have taken steps to get backup storage (data only----not software).
- Onsite and F/L will remain in DEH, but DEH will probably be reorganized upon move to DHHS. PWS has moved to Water Resources in DENR, Shellfish to Marine Fisheries in DENR, remaining PH Pest Management staff (some have been RIF'd) transferred to bedding/sleep products in NCDA.
- For one year, restaurant fees reimbursement to counties will be allocated at the same funding level.
- Well Program legislation changes do not erase requirements for counties to continue the state well program. It only eliminates the money for state salaries. The statewide well program will retain only one employee.
- Radiation protection moving to DHHS but to a different division. Staff---being reduced to engineers only, there will be no administrative staff.
- Terry is uncertain of how web sites will change at this point.
- CIT is scheduled for July, but depending on need, may be moved to September. So far, only 3 individuals are signed up for the full module. Staff will contact the individuals first to be sure it can be changed.

### **Policy Review and Approval**

Board members discussed eligibility date for full registration as REHS – does the two years experience date start from the date of intern registration or the date of employment. It was discussed that date of employment or hire date may include other departmental experience.

**Board Action: Terry Pierce made a motion to use intern registration date for calculating experience and not the date of hire. Perry Solice seconded the motion. All votes affirmative.**

Investigations Policy: Change the word “Sanitarian” to “Environmental Health Specialist” throughout the policy. Other changes as proposed.

**Board Action: Seth Swift made a motion to accept the Investigations Policy as presented with changes noted. Perry Solice seconded the motion. No discussion. All votes affirmative.**

Revised Extension of Time for Required/Specialized Training Policy: After discussion regarding whether or not the Board needs this particular policy, it was agreed that the policy was needed.

**Board Action: Seth Swift made a motion to accept the Revised Extension of Time for Required/Specialized Training Policy as presented. Lynn Lathan seconded the motion. No discussion. All votes affirmative.**

Late Renewals Policy – No discussion.

**Board Action: Lynn Lathan made a motion to accept the Late Renewals Policy as presented. Perry Solice seconded the motion. No discussion. All votes affirmative.**

Confidentiality Policy - Tabled until next meeting due to version confusion.

**NEW BUSINESS**

There was no new business to discuss.

**Meeting Adjourned: 3:50 pm**

Respectfully submitted,

Jeff French, REHS  
Secretary-Treasurer  
June 22, 2011