

NC State Board of Environmental Health Specialist Examiners

Minutes of October 6 and 7, 2011 Board Meeting

The NC State Board of Environmental Health Specialist Examiners met on Thursday, October 6, 2011, at 10:00 a.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, Jeff French, Lynn Lathan, Terry Pierce, Courtney Silverthorne, Perry Solice, Wayne Stewart, Seth Swift, and Donna Coffey. Debra Yarborough was absent. Burt Ogle attempted to join via telephone; however, the telephone was malfunctioning and the call terminated.

Called to Order - Chair Patricia Hawkins called the meeting to order at 10:15 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 June 22, 2011 and made no changes.

Board Action: Greg Bright made a motion to accept the June 22, 2011 Minutes as submitted. Perry Solice seconded the motion. All votes affirmative.

The Board reviewed the July 29, 2011 minutes and made no changes.

Board Action: Perry Solice made a motion to accept the July 29, 2011 Minutes. Lynn Lathan seconded the motion. All votes affirmative.

Financial Report – Donna Coffey

Donna reported the following account balances as of October 4, 2011:

STIF Account	\$13,015.25
SECU Checking Account	\$206.81
SECU Money Market Account	\$19,394.64
SECU Shares Account	\$35.48

Board Action: The Board unanimously accepted the Financial Report as submitted.

Chair Report – Patricia Hawkins

Audit Proposals – Patricia reported that the Executive Committee agreed to award the audit contract to Anderson, Smith, Wike, PLLC. The contract would be for one year to complete the audit for calendar year ending 2010 with the option to renew for two additional years. This accounting firm submitted the lowest bid and the Firm's proposal met all elements outlined in the Request for Proposal (RFP) sent out in September.

Board Action: Terry Pierce made a motion to affirm the Executive Committee's recommendation to award the audit contract to Anderson, Smith, Wike, PLLC for one year (beginning calendar year

2010) with the option to renew for two additional years. Perry Solice seconded the motion. All votes affirmative.

The Chair requested guidance concerning special meetings. Some considerations include: when two or more members request a meeting, when Chair or Education Committee Chair requests or special reasons. When a special meeting is called, all outstanding business would also be included on the agenda. The Board agreed that the decision to call a phone conference is at the discretion of the Chair.

The Chair received an email requesting the Board approve Servsafe courses as allowable continuing education for retirees. Board consensus is that Servsafe is not appropriate for practicing specialists, and therefore, not appropriate for a retired or unaffiliated REHS.

The Board discussed the annual review of internal controls as prescribed by the Office of State Controller. Assignments remain the same as last year. Donna will email individual board members copies of their assignments/assessments from last year prior to the December board meeting.

Vice-Chair Report – Seth Swift

RSTAS – The 2012 online renewal form needs to be updated to reflect Donna’s name and not Adele’s; Seth and Patricia to work with Blue Lizard to correct the form. Seth has tested the renewal system. He confirms that only those with 15 hours of CEs will be able to print the renewal forms regardless of whether the full 15 hours were obtained in the current year or are a combination of carry-over hours and current year hours. If the full 15 are comprised of carry-over and current year hours, the printed form will reflect only the current year hours and not carry-over ones. Beginning January 2012, Seth will advise Blue Lizard to reset the CE hours so that hours for individuals who obtained more than 15 CE hours in 2011 would roll forward to 2012. The rollover will need to be tested at that time in order to avoid problems encountered this year with carry-over hours not showing in the database.

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

Jeff and Donna plan to meet monthly to review and analyze financial reports. The number of interns applying for certification in the current year has been lower than in past year causing revenues to be lower than budget. Since it is only the first week of the three-month 2012 registration period, it is too early to project if registration revenue will be on target with budget. On the other hand, there are also areas, such as committee meetings and legal and board expenses, where spending is significantly lower than budget; Jeff points out that this would likely offset lower than budgeted revenues.

Jeff plans to present the proposed 2012 budget for approval at the December 1, 2011 Board meeting.

As a cost saving and efficiency measure, Donna suggested that the Board change its post office box from the current Mebane location to the Efland post office. Cost savings would result from her driving fewer miles and actual box rental. With the present Mebane post office box, Donna goes to the post office every two to three days with a cost of \$8.75 per trip. Donna receives her personal mail in Efland and goes to the post office every day; therefore, with the proposed arrangement she would retrieve mail everyday and agrees to seek reimbursement for only 3 days per week.

Education Committee Report – Greg Bright

The following Intern application was presented to the Board:

Name	County/Agency	Intern #	Date of Employment
Gerren LaQuay Martin	Mecklenburg	2374	08/24/2011
Thomas Alexander Martin	Richmond	2375	08/01/2011
James Baxter Wooten	Dare	2376	08/22/2011
Jennifer Page York	Mecklenburg	2377	08/24/2011

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

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
11097	Public Health Quality Improvement 101 Program	Ratliff, Robert	NC Ctr Public Quality	Raleigh	NC	3/29/11	3/31/11		See Course #11016
11142	2011 NC Asthma Summit	Chappell, Caroline	Asthma Alliance of NC	RTP	NC	5/10/11	5/10/11		1.00
11189	First Responder Chem-Labs/Indoor Grow Awareness	Carter, Kenneth	GTCC	Greensboro	NC	6/7/11	6/7/11	-	W
11248	NCEA & CS Dairy Team Training	McDowell, Harold	NC Department of Agriculture	Raleigh	NC	2/22/11	2/24/11	16.00	14.50
11249	Wastewater Topics	DeBerry, Christopher	NCRWA	Louisburg	NC	6/16/11	6/16/11	6.00	6.00
11250	Annual Training Summit for Mountain Regional Medical Reserve Corps (MRMRC)	Rowland, Keith	MRMRC	Asheville	NC	6/18/11	6/18/11	4.00	4.00
11251	GPS Mapping for GIS with TerraSync and GeoExplorer	Snow, Robert	Duncan Parnell	Morrisville	NC	7/26/11	7/27/11	13.00	13.00
11252	Visible Emissions Observer Training (Smoke School)	Bumpass, Ryan	Eastern Technical Associates	Various		Various		8.00	at least 4.25 (add'l pending)
11253	Eastern NCEHSA Spring Meeting	Winters, Katrina	Eastern NC EH Supervisors Association	Greenville	NC	4/1/11	4/1/11	3.75	3.75
11254	Eastern NC EH Supervisors Meeting	Winters, Katrina	NCEHSA	Greenville	NC	7/29/11	7/29/11	4.00	4.00
11255	Food Microbiological Control 4: Foodborne Parasites	Kenion, Mark	FDAORAU/KAPLANEduNeering	Online		6/6/11	6/6/11	2.00	2.00
11256	Food Microbiological Control 5: Controlling Growth Factors	Kenion, Mark	FDAORAU/KAPLANEduNeering	Online		6/13/11	6/13/11	2.00	2.00
11257	Food Microbiological Control 6: Control by Refrigeration & Freezing	Kenion, Mark	FDAORAU/KAPLANEduNeering	Online		6/21/11	6/21/11	2.00	1.00
11258	Food Microbiological Control 7: Poisonous and Toxic Materials	Kenion, Mark	FDAORAU/KAPLANEduNeering	Online		7/18/11	7/18/11	2.00	P
11259	Food Microbiological Control 7A: Control by Thermal Processing	Kenion, Mark	FDAORAU/KAPLANEduNeering	Online		6/30/11	6/30/11	2.00	2.00

Course #	Name of Education/Training	Submitted By	Organization Sponsor	City	State	Start Date	End Date	Hrs Req'd	Hrs App'd
11260	Food Microbiological Control 7B: Control by Pasteurization	Kenion, Mark	FDAORAU/KAPLANEduNeering	Online		7/28/11	7/28/11	2.00	2.00
11261	Food Microbiological Control 7C: Control by Reporting	Kenion, Mark	FDAORAU/KAPLANEduNeering	Online		7/29/11	7/29/11	2.00	2.00
11262	Food Microbiological Control 8: Technology Based Food Processes	Kenion, Mark	FDAORAU/KAPLANEduNeering	Online		8/8/11	8/8/11	2.00	2.00
11263	Strengthening Your Food Protection Program	Slachta, Cheryl	Food Protection Unit/DHHS	Louisburg	NC	8/24/11	8/24/11	4.75	4.75
11264	Central NC Environmental Health Supervisors Association Quarterly Meeting	Ford, Lisa	Central NC EH Supervisors Association	Dobson	NC	9/8/11	9/8/11	3.00	3.00
11265	Environmental Health Educational Meeting	Salter, Chris	North Central EH District	Durham	NC	9/14/11	9/14/11	5.25	5.25
11266	Water & Wastewater Disinfection	Nicholson, Furman	Blue Ridge Environmental Health & Safety Institute	Flat Rock	NC	7/21/11	7/21/11	6.00	6.00
11267	Emergency Infectious Diseases	Carter, Kenneth	Johns Hopkins Bloomberg School of Public Health	Online	-	Various	-	1.50	W
11268	Disaster & Public Health: Lessons for Bioterrorism Preparedness	Carter, Kenneth	Johns Hopkins Bloomberg School of Public Health	Online	-	Various	-	1.00	W
11269	NIMS 400 ICS	Carter, Kenneth	GTCC	Jamestown	NC	9/1/11	9/2/11	13.00	12.50
11270	All Hazards Safety Office Course (NC-954)	Carter, Kenneth	NC Emergency Management	Greensboro	NC	9/20/11	9/23/11	20.67	20.00
11271	Northeastern EH District Meeting	Northeastern EH District	Andersen, Diane	Greenville	NC	7/15/11	7/15/11	4.00	4.00
11272	National Healthy Homes Conference	Cox, Paula	HUD, CDC, EPA, USDA, NEHA & Others	Denver	CO	6/20/11	6/23/11	15.00	15.00
11273	QENO Media Training Workshop	Cumbee, Joshua	Division for Public Service & Continuing Studies/UNC-W	Wilmington	NC	8/31/11	8/31/11	4.00	4.00
11274	Stormwater BMP Inspection & Maintenance Certification	Smith, Justin	NCSU	Raleigh	NC	3/22/11	3/23/11	11.25	7.00
11275	Shoring	Weaver, Claude	NCAWWA & WEA	Morganton	NC	8/2/11	8/2/11	6.00	5.00
11276	7th Annual Commissioner's Food Safety Forum	VanHoy, Lee	NC Department of Agriculture	Durham	NC	8/22/11	8/22/11	2.50	2.50
11277	FDA 2009 Food Code	Salmen, Dennis	Mecklenburg County HD/FDA	Charlotte	NC	10/19/11	10/21/11	15.75	15.25
11278	Wastewater Operator Operations Grade I	Green, Eric	Wake Tech/WPCSOCC	Raleigh	NC	6/1/11	7/27/11	34.00	20.00
11279	Wilkes & Rockingham Regional Meeting	Griffin, Carolyn	Wilkes County HD & Rockingham County Ag Ext	Wilkes & Wentworth	NC	07/12/11 - Wilkes	07/13/11 - Rockingham	3.00	3.00
11280	NIEHS IRB Retreat	Ramsey, Steve	NIEHS	Chapel Hill	NC	9/1/11	9/1/11	5.50	D
11281	Septic Installers Workshop	Sullivan, Larry	Johnston County EH	Smithfield	NC	9/23/11	9/23/11	6.00	4.50
11282	Integrated Pest Management for Summer Camps	Boyer, James	NCSU Cooperative Extension Service	Brevard	NC	8/31/11	8/31/11	2.50	2.50
11283	Point of Sale Inspection Field Practicum - Grade Level I & II Systems	Grant, Dawn	EAHEC	Bolivia	NC	11/1/11	11/1/11	7.00	6.25
11284	Point of Sale Inspection Field Practicum - Grade Level III & IV Systems	Grant, Dawn	EAHEC	Bolivia	NC	11/2/11	11/2/11	7.00	6.25
11285	ArcPad & GPScorrect with GPS Analyst	Clapp, Alan	Duncan Parnell-Trimble Certification	Morrisville	NC	7/28/11	7/29/11	15.00	15.00
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
11291	Regional Food Protection Branch Meeting	Gammons, Laura	Craven County HD	New Bern	NC	4/26/11	4/26/11	4.00	4.00
11292	FPB Regional Meeting	Gammons, Laura	Craven County HD	New Bern	NC	2/16/11	2/16/11	4.25	4.25
11293	NCEHSA Annual Fall Educational Meeting	Dye, Samantha	NC EH Supervisors Association	Aberdeen	NC	10/20/11	10/21/11	7.15	7.25

Course #	Name of Education/Training	Submitted By	Organization Sponsor	City	State	Start Date	End Date	Hrs Req'd	Hrs App'd
11294	Rainwater Harvesting Workshop	Harrison, Jon	NC Cooperative Extension	Jacksonville	NC	10/18/11	10/18/11	5.00	4.75
11295	2011 Southeast Region Milk Seminar	Woodard, Carl	FDA, Georgia Department of Agriculture	Athens	GA	8/22/11	8/25/11	15.00	15.00
11296	Southeastern District Educational Meeting	Cain, William	Johnston County Land Use Center	Smithfield	NC	9/8/11	9/8/11	4.00	4.00
11297	Guide to Rabies - Packaging & Shipping	McDowell, Harold	Laboratory of Public Health	Online		Various		1.00	1.00
11298	27th Annual Onsite Water Protection Conference	Tanner, Joni	NCSU Soil Science Department	Raleigh	NC	10/11/11	10/13/11	16.00	16.00
11299	Northeast Food & Drug Officials Association	Taylor, Ralph	NEFDOA	Mystic	CT	5/17/11	5/20/11	12.00	12.00
11300	FDA Northeast Region Annual Food Protection Seminar	Taylor, Ralph	FDA	Portland	ME	8/24/11	8/26/11	10.00	10.00
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	P
11302	NCSWEOA 2011 Fall Conference	Barnett, Minor	NC Solid Waste Enforcement Officers Association	Wrightsville Beach	NC	11/2/11	11/4/11	12.50	12.50
11303	WPEHS Meeting	Wood, Chuck	West Piedmont EH Section	Winston-Salem	NC	7/21/11	7/21/11	4.00	4.00
11304	WPEHS Meeting	Wood, Chuck	West Piedmont EH Section	Kannapolis	NC	9/20/11	9/20/11	6.00	6.00
11305	EPI - Ready for Response Teams, Foodborne Illness Response Strategies	Salyer, Joseph	National EH Association	Silver Spring	MD	9/13/11	9/15/11	18.50	18.25
11306	Mountain EH Section Education Meeting	Johnson, William	Mountain EH Section - NCPHA EH	Morganton	NC	8/31/11	8/31/11	5.00	5.00
11307	Ecoflo Subsurface Operator Certification & Training	Shackleton, James	Premier Tech/Ecoflo/Moore County HD	Carthage	NC	9/8/11	9/8/11	4.00	3.75
11308	Regional Food Protection Meeting	Gammons, Laura	Food Protection Unit/DHHS	New Bern	NC	10/24/11	10/24/11	4.00	4.00
11309	Joint Regional Territory Meeting	Slachta, Cheryl	Food Protection Unit/DHHS	Washington	NC	12/14/11	12/14/11	4.50	4.50
11310	Enhanced Surveillance Systems for Large Sporting Events, Gatherings, Conferences & Conventions	VanDyke, Lynn	NCPHA-EH Section	Charlotte	NC	9/21/11	9/21/11	1.50	1.50
11311	A Closer Look at NSF: Requirements, Enforcement & New Initiatives	VanDyke, Lynn	NCPHA-EH Section	Charlotte	NC	9/21/11	9/21/11	1.00	1.00
11312	Abridged History of On-Site Wastewater	VanDyke, Lynn	NCPHA-EH Section	Charlotte	NC	9/22/11	9/22/11	1.00	1.00
11313	Illegal Food Vendors: A Case Study	VanDyke, Lynn	NCPHA-EH Section	Charlotte	NC	9/22/11	9/22/11	1.00	1.00
11314	Challenges & Rewards of Operating a Local Well Program	VanDyke, Lynn	NCPHA-EH Section	Charlotte	NC	9/22/11	9/22/11	1.00	1.00
11315	Radiation Protection in NC	VanDyke, Lynn	NCPHA-EH Section	Charlotte	NC	9/22/11	9/22/11	1.00	1.00
11316	Conflict Resolution: How to Have a Difficult Conversation	VanDyke, Lynn	NCPHA-EH Section	Charlotte	NC	9/22/11	9/22/11	1.25	1.25
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	P
11318	Install 225/O&M 225: Inspector Field Practicum	Tanner, Joni	NCSU Soil Science Department	Various		Various		6.00	5.00

The following previously approved courses were revised:

- **Courses 11097 and 11016** – Public Health Quality Improvement 101 Program is a multi-meeting educational offering that meets over the course of several months. During the course, attendees are assigned a team-oriented project that potentially would span over a two-year period. After discussion, Board members agree that (1) in order for the REHS Board to grant CE credit in the future there must be an EH component included in the project; (2) attendees would receive CE credit only if they complete the project/full course and only in the year in which the course is completed; (3) sponsor must use REHS sign-in sheets to confirm attendance; (4) provide a certificate to those who complete the project.
- **Course #11142** – No additional information received; 1 hour of CE approved.
- **Course #11189** – Withdrawn.

- **Course # 11252** – Requested at 8 hours, approved at 4.25; Education Committee agrees there is potential for additional hours and will reconsider after further discussions with applicant.
- **Course #11258** – Course pending because certificate does not cite specific hours awarded.
- **Courses #11267 & 11268** – Courses withdrawn.
- **Course #11280** – Course denied; pharmaceutical-based not EH.
- **Course #11281** – Heavy equipment section of course denied.
- **Courses #11283 & 11284** – Hours granted for majority of courses; certain portions of the courses deemed not relevant to EH.
- **Courses #11186, 11187, 11188 and 11190** – Pending; online courses and certificates do not specify # hours.
- **Course #11301** – Course pending; additional information needed.
- **Course #11317** – Course pending; additional information needed.

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 #11278 and Lynn Lathan recused herself from course #11277. All votes affirmative.

- **Course #11081 - Clean Marina Workshop:** requested for 5 hours; approved at 4/19/2011 meeting for 3.75 hours, because there was confusion regarding the materials covered in the sessions and the EH relevancy of particular sessions. Education Committee recommended allowing credit for the entire course period and amending the previously approved hours from 3.75 hours to 5.25 hours.

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

- **On-Line Courses Offered By UNC Public Health** – REHS has brought to Education Committee attention that certificates for the on-line courses offered by UNCPH are being issued for ¼ of an hour less than certificates are being issued. Donna contacted the sponsor, UNCPH, and found that the sponsor was not aware of the issue. Board members requested the Education Committee contact the sponsor to clear up the problems and report results at the next Board meeting.
- **Law Course** – Courtney reported that she has received a list of REHS and interns who have taken the course between 2007 and 2011, and she has determined that there are 11 people who need to take the Law Course in 2012. A tentative date of March 2012 has been set for the only planned 2012 course with Jill Moore teaching it in Winston Salem. Terry Pierce expressed concern and wondered what would happen if someone who needed the course was not available on the particular date of the course.
- **REHS Website** – Courtney has been reviewing the information included in the Policies and Procedures section of the REHS website, has found items are outdated, and in some instances conflict with current REHS-related law. It was also noted that the Examination page states the REHS exam is offered 3 times per year, which may or may not be the case in particular years.

In an effort to ensure website changes and updates are comprehensive, the Board directed the Education Committee to seek suggestions, comments and feedback from REHSs, including interns and retirees. Donna will send email to the listservs seeking input and ask people to send their suggestions to Greg Bright. Board members were also encouraged to review the entire website for possible changes/updates.

Audit Committee – Perry Solice reported that the Audit Committee met earlier in the day and found all financial items were in order.

EHS Report – Terry Pierce

Terry Pierce reported that recent legislative changes prompted many changes. The former Division of Environmental Health (DEH) is now the Environmental Health Section (EHS) located within the Division of Public Health. Onsite Water (OSW) and EH Services are now two separate branches. OSW is responsible for oversight of the well contractor certification. EHS units include Inspection Fees and Statistics Unit, Food Protection Program, Pools, Tattoos and Institutions. Children's EH Branch will be changed to either a unit or a program and its responsibilities will expand to include Child Care, Schools and Lead and Asbestos in addition to Children's EH. Future physical location of EH Section offices is uncertain at this time with the current location of Parker Lincoln Building on a month-to-month basis. Telephone numbers are likely to change with change of physical location.

There have been many problems reported with the EHS website with at least 95 broken links. IT servers are still physically located at Parker-Lincoln. In follow-up to previous REHS Board discussions, Terry reported that the possibility of EHS server hosting the RSTAS website in the future is not an option. Currently, Blue Lizard hosts the Board's information (with the exception of CIT information) on its server. Terry reported that the current plan includes EHS keeping the servers but emphasizes there will not be dedicated EHS personnel to maintain the server.

Investigations

Albemarle Investigation – Additional investigation work needs to be completed by Debra. Board members discussed whether the expense of time and money would be worthwhile, since the Board has limited legal access from the NC Attorney General's Office due to demands placed on that agency. After discussion, the Board agreed that Debra continue to investigate this case. In addition, the Board acknowledged that a new investigative team member would need to be appointed to fill the vacancy that will occur in December when Perry Solice's term expires.

Catawba Investigation – The Board approved a motion to notify John Barkley, AG Attorney, that in light of the fact that he has not objected to the Board sending the proposed letter to the alleged violator, the Board plans to send it on October 21, 2011.

Board Action: The Board approved the above referenced action. All votes affirmative. Courtney Silverthorne made the motion, Perry Solice seconded. All votes affirmative.

Mecklenburg Investigation – The Board agreed that there needs to be an agreement prepared as discussed with the REHS. The affected REHS has renewed his/her registration each year.

Vaughan Appeal Rights Request – Refer the subject to Attorney John Barkley directly if Attorney does not have sufficient time to draft the requested letter.

New Business

Registration Changes - The Board discussed recent legislation that changed the definition of EH disciplines and eliminated the practices of milk/dairy, shellfish and recreational water quality. For example, under the new changes, the Board cannot register new employees in these disciplines. However, the rules do allow any continuing education acceptable to the Board, thereby allowing those currently registered in those disciplines to submit job-related training for approval.

Future Board Presentation – The Board asked Terry Pierce to contact David Stone about making a presentation on Robert’s Rules of Order at a future meeting.

Upcoming Board Vacancy – Terry Pierce suggested that the Board contact the Governor’s Office reminding them of the upcoming Environmental Health Specialist At Large vacancy on the Board (currently held by Perry Solice) and to verify that there is not a problem with multiple board members from one county.

Terry Pierce made a motion at 2:05 p.m. to enter into closed session to discuss a personnel matter. Wayne Stewart seconded the motion. All votes affirmative.

At 2:30 p.m. the closed session ended and the Board moved into open session.

Administrative Assistant Performance Review - Administrative Assistant, Donna Coffey, has been employed by the Board for 6 months, and the Board discussed her overall good job performance. Board members expressed appreciation for her work.

Chair Patricia Hawkins informed Board members to return to the Parker-Lincoln Building at 8:30 a.m. tomorrow morning for Intern oral exams and Board work session to work on file maintenance.

Board Action: Greg Bright made a motion to recess until 10/8/11 at 8:30 a.m. Lynn Lathan seconded the motion. All votes affirmative.

Recessed: 2:40 p.m. 10/7/11

Reconvened: 8:30 a.m. 10/8/11

The Board met at 8:30 a.m. on October 8, 2011, at the Director’s Conference Room, 2728 Capital Boulevard, Raleigh, NC to conduct oral exam interviews and to organize and purge boxed files kept in storage. Those in attendance were Patricia Hawkins, Greg Bright, Jeff French, Lynn Lathan, Terry Pierce, Courtney Silverthorne, Perry Solice, Wayne Stewart, and Seth Swift. Debra Yarborough arrived in the afternoon and Burt Ogle was absent.

Meeting Adjourned: 2:15 p.m.

Respectfully submitted,

Jeff French, REHS
Secretary-Treasurer
October 7, 2011