

NC State Board of Environmental Health Specialist Examiners

Minutes of January 13, 2011 Board Meeting

The meeting of the NC State Board of Environmental Health Specialist Examiners was held on Thursday, January 13, 2011, 10:00 a.m. at 2728 Capital Boulevard, Raleigh, NC, 27616. A call-in number was made available. Those in attendance were Patricia Hawkins, Terry Pierce, Jeff French, Debra Yarbrough, Lynn Lathan, Greg Bright, Courtney Silverthorne and Perry Solice. Burt Ogle and Seth Swift participated via conference call. Layton Long was absent. Malcolm Blalock was absent due to illness.

Called to Order - Chair Patricia Hawkins called the meeting to order at 10:35 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 Board members were reminded to recuse themselves when action on a staff member, family, or friend is under consideration by the Board. The Board members were reminded 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 December 14, 2010, Minutes were reviewed and accepted.

Board Action: Greg Bright made a motion to accept the December 14, 2010 Minutes. Perry Solice seconded the motion. All votes affirmative.

The December 14, 2010, Closed Session Minutes were reviewed and accepted.

Board Action: Greg Bright made a motion to accept the December 14, 2010 Closed Session Minutes. Lynn Lathan seconded the motion. All votes affirmative.

The December 17, 2010, Minutes were reviewed and accepted.

Board Action: Jeff French made a motion to accept the December 17, 2010 Minutes. Perry Solice seconded the motion. All votes affirmative.

Meeting and Exam Dates for 2011:

The Board discussed and agreed to offer the exam two times in 2011, Spring and Fall, and in the central part of the state at two different locations. Various dates and locations were considered with the following schedule set:

March 9: Committee Meetings

Location TBD; suggestions were for Brown Summit, Lexington or Central NC and Reidsville. Lexington was the first choice and Reidsville the second.

March 10: Board Meeting 10 am

March 11: Exam 8:30 am

April 19: Board Meeting 10 am via telephone/computer communication

Physical location: 2728 Capital Boulevard, Raleigh, NC

Terry Pierce will look into providing a telephone number for local and long distance calling. Seth Swift volunteered to assist with the computer and internet connections, webcam, and other electronics as needed. The possibility of sharing documents (as white board) was discussed. Using www.ncrehs.org for documents during meeting was also discussed.

June 22: Board Meeting 10 am: Upper Piedmont Research Agricultural Station, Reidsville, NC.

October 5: Committee meetings: Location TBD

October 6: Board Meeting 10 am: Location TBD

October 7: Exam: Location TBD

December 1: Board Meeting 10 am: Raleigh, NC

December 12: Additional Board Meeting 10 am via telephone/computer communication, to review any additional CEs submitted and any end-of-year matters needing to be addressed. Physical location TBD.

Financial Report – Adele Newman

The current bank balances as of today were distributed to the Board. The total balance including the STIF account: \$58,156.02. All account payables were current. Checks paid in December to Blue Lizard and the CPA were still outstanding; therefore, the total balance is overstated by those amounts. The Board has received approximately 1,070 renewals to date. **The Board approved the Financial Report.**

Chair’s Report – Patricia Hawkins

Tobin Shepherd’s contract to service the Board’s website for 2011 was presented to the Board for review and consideration. Mr. Shepherd’s contracted terms and conditions have not changed from the previous year.

Board Action: Terry Pierce made a motion to accept Tobin Shepherd’s contract and continue using his services. Debra Yarbrough seconded the motion. All votes affirmative.

The Board discussed the new description and features Tobin Shepherd will be incorporating into the Board’s new website and when the site will be active. The current site will continue to run simultaneously while the new site is being tested to assure there is no lapse in web connection.

It was reported that all of the Board members are current on their Ethics training. The Board members were reminded of the Statement of Economic Interest report due by April 14, 2011.

Vice Chair’s Report – Seth Swift

No report at this time.

Secretary-Treasurer’s Report – Jeff French

Due to the conversion of files in QuickBooks to Excel, the budget report required formatting adjustments. The Secretary-Treasurer reviewed and revised the Budget report accordingly.

The Board discussed the various aspects of the accounting system used by the Board; the Profit and Loss Statement, Income and Expense accounts, accrual vs. cash accounting (the system used by the Board) and other bookkeeping issues.

Recessed for lunch: 1:22 pm

Reconvened: 2:00 pm

Administrative Assistant’s Report – Adele Newman

The Board’s notebook computer had been in the shop for several weeks recently. Therefore, the Administrative Assistance was not able to update QuickBooks nor have the financial reports available for the Secretary-Treasurer for this meeting. Bookkeeping information will be available for the next meeting. Ms. Newman gave a report on the status of the 2011 Renewals to date.

Education Committee Report – Greg Bright

The following courses were reviewed by the Board:

Course #	Name of Education/Training	Organization Sponsor	City	State	Start Date	End Date	Hrs Rqst	Hrs App'd
10415	6 HR Safety & Health Workshop	NC Industrial Commission	Raleigh	NC	12/13/10	12/13/10	6.00	6.00
10416	Intro to GIS	Asheville Buncombe Tech	Asheville	NC	8/20/10	12/17/10	20.00	20.00

Course #	Name of Education/Training	Organization Sponsor	City	State	Start Date	End Date	Hrs Rqst	Hrs App'd
10417	Soil, Water and Public Health	Univ of Alaska	Anchorage	AK	5/1/10	7/31/10	15.00	20.00
10418	Public Health Care Organization and Policy HCO 600	Univ of AL	Birmingham	AL	8/18/10	12/6/10	3.00	20.00
10419	Epidemiology EPI 600	Univ of AL	Birmingham	AL	8/18/10	12/6/10	3.00	20.00
10420	Filed Interdisciplinary Studies ENH 680	Univ of AL	Birmingham	AL	8/18/10	12/6/10	2.00	Pending
10421	Public Health Integrative Experience PUH 695	Univ of AL	Birmingham	AL	8/18/10	12/6/10	3.00	Pending
10422	Master's Level EH Sciences Research Project ENH 699	Univ of AL	Birmingham	AL	8/18/10	12/6/10	5.00	Pending
10423	Intro to EH/Environmental Health Science	ECU	Greenville	NC	1/8/10	4/26/10	15.00	denied
10424	EHST 5530 Chemical Safety	ECU	online				15.00	15.00
10425	EHST 6800 EH Program Management	ECU online	online				15.00	15.00
11006	2011 Swimming Pool Requirements	Lee Co EH	Sanford	NC	1/20/11	1/20/11	2.50	2.50
11007	Crisis Leadership Leadership at the Speed of Light	UNC CH	online				0.50	0.50
11008	Ethical Issues in Disaster Response	UNC CH	online				0.50	0.50
11009	Investigating Outbreaks of Psychogenic Illness	UNC CH	online				1.00	1.00
11010	Acute Disease Surveillance & Outbreak Investigation: Federal Surveillance Systems	UNC CH	online				1.50	1.50
11011	Bio-Psycho-Social Responses to Disaster	UNC CH	online				0.50	0.50
11012	Case Finding & Line Listing: A Guide for Investigators (Focus on Field Epidemiology)	UNC CH	online				1.00	1.00
11013	2011 6 HR Safety & Health Workshop	NC Industrial Commission	various		various		6.00	6.00
11014	MAMCA 2011 Conference	Mid Atlantic Mosquito Control Assoc	Wilmington	NC	2/22/11	2/24/11	11.50	10.50
11015	2011 Challenge	NC STA	Hickory	NC	1/20/11	1/21/11	12.00	12.00
11016	Public Health Quality Improvement 101	NC CPH	Raleigh	NC	9/1/10	5/30/11	13.00	13.00
11017	Drip Disposal Systems	EZ Set Co	various		various		6.00	6.00
11018	Advanced Wastewater Treatment	EZ Treat	various		various		6.00	6.00
11019	IS 800.B National Response Framework	FEMA	online				3.00	3.00

Course #	Name of Education/Training	Organization Sponsor	City	State	Start Date	End Date	Hrs Rqst	Hrs App'd
11020	Environmental Public Health Tracking	NEHA CDC	online				5.00	5.00
11021	IS 522 Exercising Continuity Plans for Pandemics	FEMA	online				8.00	8.00
11022	IS 35.11 FEMA Safety Orientation	FEMA	online				2.00	2.00

Course #10415 through #10425 are 2010 CE courses. Course #11006 through #11022 are 2011 CE courses. Michelle Kenney submitted the following courses that remained pending from the October 8th: #10420, #10421, and #10422. Greg Bright will ask Ms. Kenney if she would like to pursue having them approved or withdraw them. Ms. Kenney has been approved for 40 hrs with Course #10418 & #10419 and is properly renewed for 2011. Course #10423 from William Hill was denied. Burt Ogle confirmed this was the same as the course in 2009 that Mr. Hill submitted for his 2009 Renewal. Course #11014 requested 11.50 hrs; was approved for 10.50 hrs.

The Board accepted the recommendation from the Education Committee to approve the above referenced Continuing Education requests with the exception of those noted as being tabled until further notice.

INTERN APPLICATIONS

The following Intern application was presented to the Board:

John M. Stoltz, Intern #2369; Forsyth; BS Agriculture/Nat'l Resources, Berea College

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

INTERNS ELIGIBLE for REHS STATUS

There were no Interns eligible for REHS status at this time.

Gene Vaughan

The Board discussed the status Gene Vaughan's renewal and request for medical waiver. Mr. Vaughan has not submitted to date a 2009 Renewal or payment. After several requests Mr. Vaughan did submit on 12/13/10 completed CE Request applications for the 2008 CDC online courses. On 4/13/10 he submitted his 2010 Renewal form and payment. Mr. Vaughan did not complete any CE hours during 2009 and has asked the Board for a medical waiver for this. In accordance with the Rules, the Board concluded Mr. Vaughan's registration was no longer valid as of December 31, 2010 as it has been over one year since he was properly renewed. Patricia Hawkins will send Mr. Vaughan a letter advising him of this as well his right to appeal this decision.

Lynn Lathan recused herself from discussing Gene Vaughan's situation.

DEH Report:

Terry Pierce reported there will be new members in the legislature. The Governor is proposing privatizing some services, requesting budget cuts and other changes. At this time it is difficult to know the impact on DEH. Terry Pierce will look into the status of programs for communicating similar to Skype.

Audit Committee Report – Perry Solice, Chair

No report at this time.

Legislative Committee Report:

No report at this time.

Investigations:

No report at this time; pending contact with John Barkley.

RSTAS – Seth Swift

Testing is being done on the test site for the carryover hours and CE courses that are pending/denied/approved. The course status is working. The five hour carryover still does not show the individual how many hours are being carried over. Seth Swift will work with Blue Lizard on resolving these issues.

Board Action: Terry Pierce made a motion to adjourn. Greg Bright seconded the motion. All votes affirmative.

Meeting Adjourned: 3:55 pm

Respectfully submitted,

Jeff French, REHS
Secretary-Treasurer

January 13, 2011