

NC State Board of Environmental Health Specialist Examiners

Minutes of March 10, 2011 Board Meeting

The NC State Board of Environmental Health Specialist Examiners met on Thursday, March 10, 2011, at 10:00 a.m. at the Davidson County Health Department, 315 N Greensboro Street, Lexington, NC. A call-in number was made available. Those in attendance were Patricia Hawkins, Jeff French, Debra Yarbrough, Lynn Lathan, Courtney Silverthorne, Terry Pierce, Perry Solice, Wayne Stewart, Greg Bright, Burt Ogle and Seth Swift. John Barkley attended by conference call. Malcolm Blalock was absent.

Called to Order - Chair Patricia Hawkins called the meeting to order at 10:12 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.

Public Comment Period

Patrick Montgomery, retired REHS

Mr. Montgomery presented copies to the Board of his written request to maintain his registration. He is currently inactive for not completing the required the required 15 hours of continuing education in 2010. He asked the Board to consider offering some form of inactive status and/or provide a reduction or modification of the 15 CEUs for retired individuals. Mr. Montgomery stated he would like to be able to return to work in an emergency situation or during a shortage in any of the surrounding counties. He also suggested notice be given to retirees regarding options for completing continuing education. Mr. Montgomery stated that cost was a factor in not being able to complete the continuing education requirement.

Phil Thompson, SOP Chair

Phil Thompson attended the Board meeting to explain previous and future plans for offering the SOP EH Law course offering plans. SOP planned to offer the Law course three times in 2010; May, August and November. The May 2010 class had 34 participants. The August 2010 class had 44 participants. At the June 2010 SOP Committee meeting Dr. Hicks was absent but sent a note stating a desire to cancel the November 2010 class and offer the course in the spring of 2011. At the time, there were five registrants for the November class. The November 2010 course was postponed to March 2011 and then postponed again to May 2011. The postponements of the Law course had adverse effects on one REHS needing to take the course within the four year deadline. She was registered to take the Law course in November 2010 and then planned to take it in March 2011. The tentative May 2011 date was the date of her wedding. The May 2011 date may be postponed as well if minimum registration requirements are not met. Due to the decline in registration for the EH Law Course, it may only be offered one time per year in the future.

The SOP Committee plans to take over the offering of EH Law course in partnership with DEH. OCE UNCSPH plans to offer the Law course only one time in 2011. Dr. Hicks offered an Independent study course as a substitute for the one individual who was not available for the May 2011 date.

John Barkley stated a law or rule cannot require a course that is not offered or otherwise available. Mr. Barkley believed this person had made a legitimate effort to comply with the requirement to take this course. Mr. Barkley advised the Board to work towards a resolution before end of the year to address similar instances in future. He advised the Board to not approve a course of inferior quality; once approved, others must also be allowed to take the same course. Mr. Barkley advised the Board to wait to see if the May 2011 course is postponed to a date this

REHS will be able to attend. If the May Law course is not cancelled or postponed the next Law course to be offered would most likely be in 2012 and past her deadline date. In that event, Mr. Barkley recommended the Board consider providing her with an extension to take the next available course to remain registered. This would require a Board policy until a rule change can be made.

Another option to be consistent with the current rules and law would be for this person to have her registration renewal denied, and then reapply as an intern. She could appeal the non-renewal and continue to work until a hearing is held. The Board could vote on her new registration prior to a hearing being held and any action taken. There was discussion on whether or not this would result in a gap in her registration.

The Board discussed the required courses (CIT and Law) that may not be offered in the future. Mr. Barkley stated this situation will come up again and he recommended adopting an extension policy due to hardship or unavailability of courses. Ultimately, there would need to be a rule change.

Board Action: Burt Ogle made a motion to go into Closed Session to discuss legal issues related to ongoing investigations and the denial to renew a registration expired for more than 12 months. Wayne Stewart seconded the motion. All votes affirmative.

**Leave Open Session and entered Closed Session: 11:55 am
Returned to open session: 12:30 pm**

The Board discussed in closed session the status of investigations with investigative teams giving an update on their investigations. The Board discussed with John Barkley the question of whether or not Gene Vaughan was properly renewed and held a valid certificate or an expired certificate. Lynn Lathan recused herself from the discussion and vote concerning Mr. Vaughan.

Board Action: Debra Yarbrough made a motion that Gene Vaughan did not properly renew his registration for the 2010 practice year. His registration has expired more than 12 months and is no longer valid. Perry Solice seconded the motion. All votes affirmative.

Approval of Minutes

The December 14, 2010, Minutes were reviewed and the following changes were made: add the Audit Committee Report to page 9; add "issue a refund those individuals that overpaid on their 2011 Renewals."

Board Action: Lynn Lathan made a motion to accept the December 14, 2010 Minutes with the above changes. Perry Solice seconded the motion. All votes affirmative.

The January 13, 2011, Minutes were reviewed and the following changes were made: Delete reference to the October 7 and 8th 2010 Minutes on page 1; change date on December 17, 2010 Board Action from 14th to 17th in 3rd action on page 1; change the word "to" to "in" in the 1st paragraph on page 5; add "is proposing privatizing some services . . ." in same paragraph on page5; change the word "on" to "of" in same paragraph on page 5.

Board Action: Terry Pierce made a motion to accept the January 13, 2011 Minutes with the above changes. Jeff French seconded the motion. All votes affirmative.

Financial Report – Adele Newman

The current bank balances were distributed. The Insurance bonding report (Commercial Crime Policy) was received and made available to the Board for review. The \$500 invoice from Broome Insurance for the Commercial Crime Policy was the only outstanding account payable due.

Board Action: Jeff French made a motion to renew the Commercial Crime Policy. Lynn Lathan seconded the motion. All votes affirmative.

Adele Newman reported the QuickBook entries were up-to-date and the Audit Committee has finalized the internal audit of books. Adele will submit the Board's 2010 accounting records to Shelton Hawley, CPA for his annual audit.

Chair's Report – Patricia Hawkins

Adele Newman is emailing blank sign-in sheets to sponsors and those submitting courses for approval when she sends verification of receipt of CE request. A list serve notice is planned for September regarding the renewal requirements and the necessity of verification of attendance on CE courses. At that time, the Chair will contact the Supervisor groups and the Education District meetings to request mentioning of renewal requirements at meetings.

There are 2 Board members retiring at the end of 2011, Perry Solice and Malcolm Blalock. Recommendations from NCPHA EH Section for their replacements need to be sent to the Governor's office early. Perry Solice will contact Tony Williams, this year's chair, regarding recommendations for both positions.

Terry Pierce secured the meeting rooms for the October 5, 6, 7 2011 meetings in Raleigh:

October 5 - Committee Meetings will be in the small conference room next to Terry Pierce's office.

October 6 - Board Meeting will be in the new, larger conference room.

October 7 - Exam will be in the conference room in the old Pest Management area.

October 7 - Board oral exams will be held in room A102.

Terry Pierce will send Board members the details on the meeting arrangements. Adele Newman will contact Tobin Shepherd to post on the web after final confirmation from Terry Pierce.

The Board discussed web site changes including training links and information specifically aimed at retirees.

Vice Chair's Report – Seth Swift

RSTAS is not currently showing the correct number of hours needed for all members. For example, if renewed with more than 15 CE hours and have hour fractions (i.e. .25, .50, .75) incorrect rollover amount appear. Although we believe this is an error on Blue Lizard's programming, they are not willing to correct this without additional cost to us. They have reported the original contract was for the carryover hours as "inner" mechanics. The CE page display of hours was not discussed or included in their work order at that time. Blue Lizard did not quote a per hour rate. The former rate was \$60 per hour. The Budgeted amount for 2011 is \$2,500. There is currently a Blue Lizard invoice for \$600 for which they are requesting payment, but has not been approved for payment.

Seth Swift made a request to the Board to ask Blue Lizard to update RSTAS so members can see how many CE hours they currently have and/or the number of CE hours needed for current year. The billing should not exceed 4 hours at \$60 or the equivalent price.

Board Action: Terry Pierce made a motion to request Blue Lizard update RSTAS to show roll over CE hours and/or the number of CE hours needed for current year; not to exceed the cost of 4 billable hours. Debra Yarbrough seconded the motion. All votes affirmative.

Terry Pierce reported that DEH has staff working on matching records and updating authorizations in the RSTAS system. DEH staff has discovered that some individuals are not authorized, never received an authorization letter but have been doing work in the program.

Recessed for lunch: 1:30 pm

Reconvened: 2:20 pm

Seth Swift discussed the use of Skype for long distance meetings when not meeting face to face. Terry Pierce suggested the use of Exchange mail to send details and reminders of meetings.

Board members decided to try both Skype and conference calling with printed materials sent out ahead of time for the next phone meeting. Each individual Board member will decide how to participate and set it up at their own location. Terry Pierce and Seth Swift will coordinate the meeting arrangements. Board members are to notify Seth and Terry of their Skype address if this is the method chosen.

Secretary-Treasurer's Report – Jeff French

Jeff French distributed the Profit & Loss Actual vs. Budgeted amounts. Most budgeted items were on target. Actual income was approximately \$1,400 under the budgeted amount. In expenses the PO Box rental amount was slightly higher than budgeted due to PO rate increase. The expense for this Board meeting was reduced by asking for volunteers to not stay overnight to attend exam the next day due to low numbers of examinees and comparable high number of Board members.

Administrative Assistant’s Report – Adele Newman

Mr. Montgomery submitted his 2011 Renewal and payment after speaking to the Board. The Board instructed Adele to return his application and payment due to lack of the required 15 hours of CE. Board members were asked to submit their Internal Controls reports if they have not done so already. A revised Board Contact list was previously distributed to the Board members.

Adele presented her letter of resignation to the Board members. Her goal is to make the transition to a new Administrative Assistant smooth. Her last day will be Friday, April 15, 2011. She offered to provide volunteers to assist on April 16th in relocating the Board’s office.

Education Committee Report – Greg Bright

The following 2010 CE courses were reviewed by the Board:

Course #	Name of Education/Training	Organization Sponsor	City	State	Start Date	End Date	Req Hrs	Hrs App'd
2010 COURSES TO BE REVIEWED 3/10/11:								
10420	Field Interdisciplinary Studies ENH 680	Univ of Alabama Birmingham	Birmingham	AL	8/18/10	12/6/10	2.00	withdrawn
10421	Public Health Integrative Experience PUH 695	Univ of Alabama Birmingham	Birmingham	AL	8/18/10	12/6/10	3.00	withdrawn
10422	Master's Level EH Sciences Research Project ENH 699	Univ of Alabama Birmingham	Birmingham	AL	8/18/10	12/6/10	5.00	withdrawn
10426	EHST 3200 Food Sanitation Principles	ECU	Greenville	NC	1/6/10	5/4/10	15.00	20.00
10427	NC SWANA 2010 Fall Conf	NC SWANA	Wilmington	NC	10/18/10	10/21/10	15.00	15.00
10428	Permittee & Operator Training NTDES & Collection Systems	NC DENR Division of Water Quality	Wilmington	NC	2/18/10	2/18/10	6.00	6.00
10429	Eastern NC Hydrilla Symposium	USDA, NCSU, NCDENR, NCOA	Plymouth	NC	12/14/10	12/14/10	5.00	pending
10430	Volunteer Work to Help Index Old Septic Permits	Iredell Co HD	Statesville	NC	8/6/10	12/14/10	10.00	denied
10431	Local Program Erosion Control Workshop	Town of Cary-Engineering	Cary	NC	11/18/10	11/18/10	2.50	2.50
10432	Bacteriological Water Sampling: A training in the sampling and laboratory protocols	Wake Co Environ Serv	Raleigh	NC	7/6/10	7/6/10	3.50	2.75
END 2010 COURSES								

William Hill’s Course #10426 was approved for 20 hrs rather than the requested 15 hrs. The Education Committee addressed with Mr. Hill that he can only submit a course one time for credit teaching a course. Course #10429 is pending further detail on the agenda to be more specific. Course #10430 was denied; Terry Pierce abstained from voting. Course #10432 was approved for 2.75 hrs rather than the requested 3.50 hrs; Greg Bright abstained from voting.

The Board accepted the recommendation from the Education Committee to approve the above referenced 2010 Continuing Education requests with the exception of those noted as withdrawn, denied or being tabled until further notice.

The following 2011 CE courses were reviewed by the Board:

Cours e #	Name of Education/Training	Organization Sponsor	City	Sta te	Start Date	End Date	Hrs Req	Hrs App'd
11001	New Technologies in Waste Water - Originally app'd 17.5 hrs, submitted rev'd agenda	Eastern AHEC	Winston-Salem	NC	4/12/11	4/14/11	18.00	18.00
11023	SOP Advanced Wells: Can You Dig It?	Eastern AHEC & EH SOP Committee	Greenville	NC	5/17/11	5/19/11	16.50	16.50
11024	HAZWOPER Part A Update 4 hrs	NC Div of Waste Mgmt	Raleigh	NC	2/10/11	2/10/11	4.00	4.00
11025	number not used							
11026	FDA Study on Foodborne Illness	Ecolab	online				1.00	1.00
11027	NE EH District Qtrly Mtg	NEEH District	Greenville	NC	1/21/11	1/21/11	4.00	4.00
11028	New Technologies in Pretreatment Systems	Eastern AHEC & EH SOP Committee	Greenville	NC	8/23/11	8/25/11	18.00	18.00
11029	Institutional Sanitation	SOP	Raleigh	NC	8/23/11	8/25/11	19.25	19.25
11030	Food 201: Specialized Food Processing in Retail	SOP	Black Mountain	NC	4/19/11	4/21/11	18.50	18.50
11031	Lead Investigation & Remediation	SOP	Asheboro	NC	11/2/11	11/4/11	16.25	16.25
11032	Codes, Standards and Benefits of Equipment Certification Programs	NSF	Webinar		2/9/11	2/9/11	1.00	1.00
11033	Child Care Sanitation	SOP	Asheboro	NC	9/27/11	9/29/11	17.50	17.50
11034	Seafood Quality & Safety	SOP	Black Mountain	NC	11/1/11	11/3/11	18.75	18.50
11035	Chemical Spill Response Training	Sigma Consulting & Training, Inc.	Various		Various		7.50	7.50
11036	Strategic Nat'l Stockpile & Closed PODS	Regional Surveillance Team - Team 2	Jacksonville	NC	1/18/11	1/18/11	4.00	4.00
11037	ENER-GOV Training	Davie Co EH	Mocksville	NC	1/12/11	1/12/11	2.50	denied
11038	Davie Co PAN Flu Coop	Davie Co EH	Mocksville	NC	1/12/11	1/12/11	1.50	1.50
11039	2011 NC State Health Director's Conf	NC Div Pub Health, NCAHLD, UNC-CH	Raleigh	NC	1/27/11	1/28/11	8.75	pending
11040	Risk Based Inspections, Categorization & Inspection Form	NC DENR, Food Protection Branch	Cathage	NC	1/13/11	1/13/11	4.50	4.50
11041	Food Protection Branch Reg Mtg	NC DENR, DEH, EHSS, FPB	Sanford	NC	1/31/11	1/31/11	4.50	4.50
11042	Beginning Spanish 1	Central Piedmont Comm College	Charlotte	NC	1/25/11	5/3/11	30.00	20.00
11043	Bed Bugs Training	New Hanover Co HD	Wilmington	NC	1/10/11	1/10/11	1.50	1.50
11044	OSHA 1910 10 Hr General Industry	Charlotte Mecklenburg Risk Mgmt	Charlotte	NC	2/18/11	2/25/11	10.00	10.00
11045	Bed Bugs in EH, Social & Hospital Services: Prevention, Recognition & Treatments	Cleveland Co HD EH Section	Shelby	NC	1/24/11	1/24/11	2.00	2.00

Cours e #	Name of Education/Training	Organization Sponsor	City	Sta te	Start Date	End Date	Hrs Req	Hrs App'd
11046	West Piedmont EH Section Mtg	WPEH	Albemarle					4.00
11047	Smoking in Public Places Webinar Series: Understanding Local Authority to Regulate Smoking in Public Places	UNC School of Govt	Chapel Hill	NC	2/11/11	2/11/11	1.50	1.50
11048	Local Programs Annual Erosion & Sedimentation Control Workshop	UNC Water Resources Research Institute	Raleigh	NC	1/26/11	1/27/11	10.00	10.00
11049	Wilkes Co NEHA Certified Food Safety Course	Wilkes Co EH	Wilkesboro	NC	3/28/11	4/1/11	13.50	12.50
11050	Certified Pool Technician (CPT) Course	Aquatic Training Institute, Inc.	online				16.00	11.00
11051	Children's EH Branch Ed Mtg for Lead & Healthy Homes	NC DENR Children's EH Branch	Raleigh	NC	1/14/11	1/14/11	3.50	3.50
11052	Regional Food Protection Branch Mtg	Wilkes Co Food Protection Branch	Wilson	NC	2/15/11	2/15/11	4.75	4.75
11053	Central NC EH Supervisor's Assn Qtr Mtg	Central NC EH Supervisor's Assn	Asheboro	NC	3/3/11	3/3/11	2.00	2.00
11054	Laws and Regulation Update for Wastewater Operators	NC Rural Water Assn	Marion	NC	3/22/11	3/22/11	6.00	6.00
11055	3rd Annual Onsite Wastewater Contractor Day	Granville-Vance District HD & Franklin Co HD	Henderson	NC	5/3/11	5/3/11	6.75	6.75
11056	BEST Conference	Wake Co LEPC	Raleigh	NC	2/9/11	2/9/11	5.50	4.50
11057	Pool & Spa Safety Act Training Overview Webinar	US Consumer Product Safety Commission	Webinar		2/16/11	2/16/11	1.00	1.00
11058	Carolina Recycling Assn Conf	Carolina Recycling Assn	Charleston	NC	3/29/11	4/1/11	15.00	pending
11059	Water, from the Beginning to the End	Albemarle Regional Health Services	Currituck	NC	4/26/11	4/27/11	15.00	15.00
11060	Ticks & Tick-borne Diseases in NC	NC DENR, NC DHHS, NCSU & AHEC	Raleigh	NC	3/23/11	3/23/11	5.50	5.50
11061	Catastrophic Flooding: Environmental Health Risks & Morbidity & Mortality Surveillance	UNC CPHP	online				0.50	0.50
11062	ICS-100b	FEMA	online				3.00	3.00
11063	ICS-200b	FEMA	online				3.00	3.00
11064	ICS-400 Vance/Granville CC	FEMA	Various				12.00	12.00
11065	ICS-700a	FEMA	online				3.00	3.00
11066	ICS-800b	FEMA	online				3.00	3.00
11067	Achieving Excellence Together: Using the Task Force Model to Improve Food Protection	NC Food Safety & Defense Task Force	Durham	NC	5/25/11	5/26/11	7.50	7.50
11068	Methamphetamine Lab Awareness & Response Training	Pitt Community College	Grifton	NC	2/9/11	2/9/11	2.25	2.25
11069	Regional EH Mtg	NC DENR	Elizabethtown	NC	2/23/11	2/23/11	4.25	4.25
11070	Southeastern District Ed Mtg	Southeastern Educational District	Kenansville	NC	3/4/11	3/4/11	4.25	4.00
11071	BETS User Mtg	NC DENR Statistics, Inspections, Fees Unit	Wilson	NC	2/22/11	2/22/11	3.00	2.75

Course #	Name of Education/Training	Organization Sponsor	City	State	Start Date	End Date	Hrs Req	Hrs App'd
11071	BETS User Mtg	NC DENR Statistics, Inspections, Fees Unit	Wilson	NC	2/22/11	2/22/11	3.00	2.75
11072	NC EH District Mtg							pending
11073	NC Environmental Health Law & Ethics	UNC Office of Cont Ed; SOP	Greenville	NC	5/23/11	5/25/11	16.25	15.00
11074	NC Environmental Health Law & Ethics - Independent Study	UNC Office of Cont Ed; SOP	online				16.25	pending
11075	NE Regional Supervisor's Mtg	DENR Food Protection Branch	Elizabeth City	NC	3/1/11	3/1/11	4.00	4.00
11076	30th Annual HD's Legal Conference	UNC School of Govt	Chapel Hill	NC	4/20/11	4/21/11	8.00	8.00
11077	Technical Emergency Response Training for CBRNE Incidents	Ctr for Domestic Preparedness	Anniston	AL	1/30/11	2/4/11	32.00	20.00
11085	Pool Professor Pool Operator Training	The Pool Professor, Inc.	Various		Various		6.00	6.00
11086	Pool Professor Pool Operator Training	The Pool Professor, Inc.	Various		Various		6.00	6.00
END								

Course #11034 was approved for 18.50 rather than the requested 18.75; #11037 was denied; #11039 is pending verification of attendance and only 2 hrs approved; #11042 was approved for 20 rather than the requested 30 hrs; #11049 was approved for 12.50 rather than the requested 13.50 hrs; #11050 was approved for 11 rather than the requested 16 hrs; #11056 was approved for 4.50 rather than the requested 5.50 hrs; #11058 I pending verification of sections attended; #11064 was changed from online to various and course name changed to ICS-40 Vance Granville CC; #11072 is pending the Agenda; #11073 was approved for 15 rather than the 16.25 requested hrs; #11074 is pending further Board review and discussion; #11077 was approved for 20 rather than the requested 32 hrs.

The Board accepted the recommendation from the Education Committee to approve the above referenced 2011 Continuing Education requests with the exception of those noted as withdrawn, denied or being tabled until further notice.

Anne Greene

The Education Committee will draft a letter for the Chair's signature to be sent to Ms. Greene advising her that the Board is working on policy to address postponement or cancellation of the required specialized training courses. The Education Committee will notify Ms. Greene by phone with the letter to arrive at a later date.

Board Action: Debra Yarbrough made a motion for policy to be drafted by the Education Committee to address postponement or cancellation of the required specialized training courses. Greg Bright seconded the motion. All votes affirmative.

INTERN APPLICATIONS

The following Intern applications were presented to the Board:
 Mary Leanne Sutton, Guilford Co, Intern #2370
 Michael Singleton, Carteret Co, Intern # 2371

Note: Michael Singleton's transcript was reviewed by Greg Bright due to a conflict of interest for Burt Ogle as the Intern was a former student. Burt Ogle abstained from voting on Mr. Singleton.

Board Action: The Board approved the above referenced applicants as Interns.

INTERNS ELIGIBLE for REHS STATUS

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

Education Committee Chair's Special Report to Board, Greg Bright, Education Committee Chair

Task one is to address what course content is too basic or elementary. Examples of this include the application for an OSHA refresher course or repeat of CIT course content when not cross-training. After discussion, the Board recommends the Education Committee be cognizant of limitations and bring those course approval applications that are too basic under extra scrutiny; either by additional committee member review and/or full Board member review.

Task two is to consider potential limits for online CE. The increase in online education is due to budgetary restraints and the Committee does not recommend limitations on this at this time. The Board requests the Committee change existing Board policy "Internet Based Training" to limit courses allowing opt-out of course content review due to pretesting.

Task three involves verification of attendance. During the Annual Renewal Audit conducted in January 2011, applicants claimed courses without obtaining a certificate or signing an attendance roster. REHSs need to be given guidance on what to do when the course sponsor does not offer a sign in sheet or certificate. The Board recommends individuals take a Board sign-in sheet, sign it and get the instructor to sign off on the sheet. The Board decided to publish guidance on the web site, possibly as the part of the FAQs previously discussed.

Task four was suggested by the Education Committee. Due to the overwhelming number of applications received in 2010, the Committee found it difficult to address other agenda items. Committee members and the Board discussed methods to reduce time reviewing and recommending approval or denial of courses. The new method discussed: The Administrative Assistant would post all CE applications on a remote website such as the ncrehs.org website. Greg Bright would still assign applications to specific Committee members. Committee members would then go online to review their assigned courses. Burt Ogle suggested a web program similar to Microsoft cloud that would allow multiple individuals to work on the same document at one time. Burt Ogle will provide details on this program to the Education Committee Chair and Committee members. Patricia Hawkins will check with Tobin Shepherd on the capacity of ncrehs.org.

Task five is to resolve the conflicts between posted online policies, rules/laws and the Policy manual. For example, the web site policy states that individuals employed after October 1 are exempt from the 15 hours CE requirement for that year. The rule states that all must have 15 contact hours per year. Another example, the website states the use of the Board roster is not required; implying that no roster has to be used rather than the use of another roster format is acceptable. The Committee is considering inserting the following tabs on the website: "Renewing REHSs", "Guidelines for Course Sponsors", "Guidelines for Retirees and Unaffiliated REHSs." The Committee will bring specific recommendations to the next meeting.

Audit Committee Report – Perry Solice, Chair

The Audit Committee met March 9, 2011. Committee members present were Seth Swift, Perry Solice and Debra Yarbrough. The records were reviewed through March 9, 2011. Voided and outstanding checks were recorded through the February statement. All deposits were validated. No other discrepancies were noted.

Legislative Committee Report

No report at this time.

Terry Pierce reported that changes in legislative process have made making rule or law changes much more difficult. The Department of Agriculture is looking at possibly dropping its meat and poultry inspection program in favor of the USDA taking over those duties. Other reorganizational changes have been proposed such as moving Soil and Water out of DENR to NCDA.

NEW BUSINESS

The proposal from Patrick Montgomery was discussed. The Board requests that the Chair respond to Mr. Montgomery's proposal stating the legally defined purpose of the Board, quoting the statute. Suggest a voluntary registration organization such as NEHA.

The posting for the Administrative Assistant position was discussed. The Board recommended posting of position announcement to the following list serves: EHL, EH Supervisors, NCPHA, and EH leaders.

Adele made the following recommendations for the position candidate:

1. Job should not be the applicant's sole source of income due to pay level.
2. Applicant needs to have excellent skills in Excel, Word, and QuickBooks Pro. Needs financial reporting (bookkeeping) background. Ability to learn new software such as RSTAS.
3. Must have adequate space in their home for an office and must have office furniture.
4. Must be well-organized, able to work independently, needs excellent people skills, good writing skills.
5. Must be able to travel.

The previous office move was done using a small Uhaul rental. It was recommended to keep Vonage so the Board can retain the same phone and fax numbers. The Email address would remain the same but the PO Box would change. Adele is currently reimbursed for half the cost of internet service (as it is split between personal and business use) and the Board pays the PO Box rental fee. The job flexibility is an attraction for part-time work from home. There needs to be specified-office hours Monday through Friday not necessarily 9am to 5 pm. The Board paid 30 hours per week and 40 hours per week when meetings were held. Per Adele, the December workload exceeded 40 hours per week.

The Chair appointed Jeff French, Perry Solice and Patricia Hawkins to the Interview Committee. The Committee will be responsible for culling the applications to the most suitable applicants, conducting initial interviews if necessary, and bringing recommendations to the full Board. March 24 was set as the interview date.

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

Meeting Adjourned: 5:05 pm

Respectfully submitted,

Jeff French, REHS
Secretary-Treasurer

March 10, 2011

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