

RS BOARD MEETING MINUTES

July 12, 2007

Board Meeting

The meeting of the NC State Board of Sanitarian Examiners was held on Thursday, July 12, 2007 at 2728 Capital Blvd Building in Raleigh NC. Those in attendance were: Ann Gilstrap, Terry Pierce, Malcolm Blalock, Dr. Burt Ogle, Sheila Nichols, Lynn Lathan, Layton Long, Patricia Hawkins, Janice Jones and John Barkley.

Called to Order – Chair Ann Gilstrap called the meeting to order at 10:14 a.m.

Conflict of Interest Statement – Chair Ann Gilstrap asked does any Board Member wish to speak to the appearance of any actual or potential conflicts of interest. There were none stated.

Board Action: Malcolm Blalock made a motion to go into Closed Session to discuss investigations. Motion was seconded by Terry Pierce. All votes affirmative.

In Closed Session at 10:16 a.m.

Back in Open Session at 11:06 a.m.

Investigations

Hearing for Michael Thompson is still scheduled for August 9 & 10, 2007 in Asheville.

Gerald Strickland case – Motion for extension to appeal has been filed.

Investigations are ongoing for Michael Beane and Pamlico County.

Rhonda Barnes case – Board has made a decision. The decision will be sent to her by Mr. Barkley. She will have 30 days to appeal.

Well grouting inspection rules were discussed.

Chair Gilstrap appointed Dr. Burt Ogle and Patricia Hawkins to form a committee to look at technician duties.

Approval of Minutes - Janice Jones

Minutes for the June 4, 2007 meeting were sent to all Board Members.

Board Action: Malcolm Blalock made a motion to approve the Minutes. Motion was seconded by Dr. Burt Ogle. All votes affirmative.

Copies of Closed Session Minutes were distributed.

Board Action: Motion made by Lynn Lathan to approved Closed Session Minutes with one misspelling correction. Motion seconded by Patricia Hawkins. All votes affirmative.

Approval of the Financial Report – Janice Jones

Janice Jones presented the Financial Report. Bank Balances as of July 10, 2007 were Checking account - \$9,085.32, Money Market account - \$19,316.74, Share account - \$33.20 and STIF account - \$42,301.46. Total of these accounts are \$70,736.72.

Board Action: Layton Long made a motion to accept the Financial Report. Motion was seconded by Dr. Burt Ogle. All votes affirmative.

Chair's Report – Ann Gilstrap

Ann Gilstrap presented an updated copy of the Code of Ethics.

Board Action: Malcolm Blalock made a motion to approve the new Code of Ethics. Motion seconded by Dr. Burt Ogle. All votes affirmative.

Chair Gilstrap asked the Education Committee to review NEHA credentialing requirements and make recommendations to the Board.

Recessed at 12:55 a.m. for lunch

Reconvened at 1:28 p.m.

Vice Chair’s Report – Terry Pierce

Terry Pierce asked for clarification on CIT credit for continuing education. Policy states if the State requires CIT then it can be counted as continuing education.

Terry Pierce reported that the permanent RS cards are ready to be printed. They are waiting on the gold ribbon for the printing of the State Seal.

Database Update – Terry Pierce

Tony Arnold and Malcolm Blalock will be working with Blue Lizard. Development is going well. Testing will be conducted in the next few weeks.

Secretary-Treasurer’s Report – Layton Long

No Report

Secretary’s Report

Janice Jones reported that the RS Certificates have been mailed and are now up-to-date. She is still working on the Intern Certificates. She showed the Board an example of the RS Intern card and plans to print them using business card stock. She shared with the Board the list of exam applicants for tomorrow. The exam will be given at the Wake Commons Building.

Education Committee Report

Malcolm Blalock, Education Committee Chair presented the Education Committee Report.

The following Continuing Education Requests were reviewed by the Board:

	Name of Education/Training	Organization Sponsor	Location	Start Date	End Date	Hours Requested	Recommended Approval
152	Mass Shelters: Environmental Issues	SC Center for PHP/ALDPH	Satellite	06/29/07	06/29/07	1.50	1.50
153	Radiation & EH Physics (Part 1-6)	CDC/ATSDR	Online	08/02/07	09/06/07	6.00	6.00
154	PH GIS - Rapid Response Project	PHRST Region V	Smithfield	06/07/07	06/08/07	10.50	10.50
155	X-Ray Fluorescence Training	Niton	Morrisville	05/17/07	05/17/07	7.50	7.50
156	SE District EH Educ Meeting	SEDEHS	Wilmington	06/13/07	06/13/07	4.00	4.00
157	North Central EH District Meeting	NCEHD	Roxboro	06/13/07	06/13/07	4.75	4.75
158	Coordinated Approach to Child Health	PH Ground Rounds	Satellite	06/15/07	06/15/07	1.00	1.00
159	Introduction to Wells	Onsite WP Reg Specialist	Various	Various	Various	4.00	Need Agenda
160	Licensed Aquatic Facility Technician	American Swimming Pool & Spa Assoc	Various	Various	Various	8.00	6.75
161	Understanding Instantaneous Water Heater Design & Installation	Mecklenburg Co Health Dept	Charlotte	06/27/07	06/27/07	3.00	3.00
162	NEHA 71st AEC	NEHA	Atlantic City NJ	06/18/07	06/21/07	24.00	15.00
163	Epi Info Computer Training	NCSPH	Raleigh	05/16/07	05/16/07	7.00	5.75
164	West Piedmont EHS Educ Meeting	WPEHS	Salisbury	06/20/07	06/20/07	4.50	4.00
165	FD 242 Sanitary Surveys of Shellfish Growing Areas	FDA	Myrtle Beach SC	05/08/07	05/10/07	18.00	15.00
166	Healthy Places Leading to Healthy People	UNCSPH/CDC	Satellite	05/11/07	05/11/07	1.00	1.00
167	Global Foods - Local Outbreaks	U Michigan School of PH	Satellite	04/27/07	04/27/07	2.00	2.00

168	Ethics & Lobbying Training	State Ethics Commission	Raleigh	04/23/07	04/23/07	2.50	2.50
169	Risk Based Frequency Training	NCDENR	Various	Various	Various	4.00	4.00
170	CDPims & CDP Mobile Training	CDP/RPM District	Columbus	03/15/07	03/16/07	9.00	9.00
171	CDPims & CDP Mobile Training	CDP/Catawba Co	Newton	03/22/07	03/23/07	10.00	9.00
172	CDPims & CDP Mobile Training	CDP/Forsyth Co	Winston Salem	05/16/07	05/16/07	7.00	7.00
173	CDPims & CDP Mobile Training	CDP/Lincoln Co	Lincolnton	05/29/07	05/29/07	7.00	6.50
174	CDPims & CDP Mobile Training	CDP/NCPHIC	Rocky Mount	06/01/07	06/01/07	6.00	6.00
175	CDPims & CDP Mobile Training	CDP/NCPHIC	Asheville	06/12/07	06/12/07	8.00	8.00
176	CDPims & CDP Mobile Training	CDP/NCPHIC	Rocky Mount	04/03/07	04/03/07	8.00	8.00
177	CDPims & CDP Mobile Training	CDP/NCPHIC	Rocky Mount	04/04/07	04/04/07	8.00	8.00
178	CDPims & CDP Mobile Training	CDP/NCPHIC	Rocky Mount	04/05/07	04/05/07	8.00	5.50
179	CDPims & CDP Mobile Training	CDP/NCPHIC	Pittsboro	06/25/07	06/26/07	10.00	10.00
180	CDPims & CDP Mobile Training	CDP/NCPHIC	Burlington	07/24/07	07/25/07	10.00	10.00

Board Action: Recommendation from Education Committee to approve all of the above requests with the exception of #159 which needs an agenda. All votes affirmative.

Intern Approval – Education Committee

<u>Name</u>	<u>County</u>	<u>Degree</u>	<u>University</u>
Peter T. Hight	Halifax Co	Horticulture/Crop Sci	NCSU
Jason T. Warrick	Wayne Co	BS Chemistry	NCSU
Jason D. Jackson	Mecklenburg Co	BS Nat Res Mgmt	WCU
Kenneth Michaud	Catawba Co	BS EH	WCU
Melanie D. Smith	Pamlico Co	BS Env Studies	UNC-Wilmington
Terry Watson	Mecklenburg Co	BS Earth Science	UNC-Charlotte
Teresa L. Davis	Montgomery Co	BS Biology	Wesleyan College
Leonard Robinson	Onslow Co	BS/MS EH	ECU
Stephen J. Dreiling	Swain Co	BS Env Science	Portland State U
James Christopher Salter	New Hanover Co	BS EH	ECU
Lester C. Jacobs	Madison Co	BS EH	WCU
Gilbert N. Henry	Madison Co	BS Social Work	U of Vermont

Board Action: Recommendation from committee to approve Peter Hight through James Salter and to approve Lester Jacobs and Gilbert Henry pending receipt of job descriptions. All votes affirmative with Lynn Lathan abstaining from voting on Jason Jackson and Terry Watson.

INTERNS ELIGIBLE FOR RS STATUS

<u>Name</u>	<u>County</u>	<u>Date Eligible</u>
Tiffany Mason	Macon Co	4/20/07
Aubrie Welch	Forsyth Co	6/14/07
Laura Cole	Wake Co	7/18/07
Tara Aker	Randolph Co	7/18/07
Robert Kessel	Brunswick Co	7/18/07
Travis Hewett	Brunswick Co	7/18/07
Matthew Todd Ramsey	Johnston Co	7/25/07
Lori A. Durham	Appalachian Dist	7/25/07
Alison Cochran	Swain Co	7/25/07
Jonathan B. Jones	Swain Co	7/25/07
Jennifer K. Wilson	Cherokee Co	7/25/07
Sara L. Smith	Cherokee Co	7/25/07

Board Action: Recommendation from Education Committee to grant RS status to the above named individuals who have met all requirements on the listed effective date. All votes affirmative.

Recommendation from Education Committee to approve Christopher Fletcher of Pitt County as an RS Intern effective April 19, 2007.

Policies

Education Committee Policy was presented.

Board Action: Motion was made by Malcolm Blalock and seconded by Terry Pierce to accept the policy with some corrections. All votes affirmative.

Exam Space Policy was presented.

Board Action: Motion was made by Dr. Burt Ogle and seconded by Lynn Lathan to accept the policy with some corrections. All votes affirmative.

Late Renewal Policy was presented.

Board Action: Motion was made by Malcolm Blalock and seconded by Layton Long to accept the policy with some corrections. All votes affirmative.

Investigations Policy was presented.

Board Action: Motion was made by Burt Ogle and seconded by Layton Long to accept the policy with some corrections. All votes affirmative.

Policy regarding CE Requests will be revised and reported on at the next meeting.

Chair Gilstrap is still working on getting a Tax Withholding Number for the Board.

SOP Report – Ann Gilstrap

SOP Committee discussed the need for more training in QA. Board thought there was a need.

Science hours was discussed. CIT program was discussed.

Internal Controls

New version has some changes related to Boards. Need to continue working on the different sections of the Internal Controls.

Audit Committee, which consists of Layton Long, Patricia Hawkins and Sheila Nichols, need to meet before the next meeting.

Next meeting is scheduled for September 6, 2007 in Raleigh.

Meeting was adjourned.

Respectfully submitted,

Layton Long, RS
Secretary-Treasurer

Date Approved _____