

# NC State Board of Environmental Health Specialist Examiners

## Minutes of March 22, 2012 Board Meeting

The North Carolina State Board of Sanitarian Examiners met on Thursday, March 22, 2012, at 10:00 a.m. The meeting took place in the board room of the Davidson County Health Department, 915 Greensboro Street, Lexington, NC 27292. A call in number was made available. Those in attendance, either in person or via telephone, were Seth Swift, Greg Bright, Jessica Crawford, Jeff French, Patricia Hawkins, Lynn Lathan, Ernie Nichols, Burton Ogle, Terry Pierce, Courtney Silverthorne, Wayne Stewart, Debra Yarbrough and Donna Coffey.

**Called to Order** - Chair Seth Swift called the meeting to order at 10:07 a.m. Two items were added to the New Business portion of the agenda – (1) Discussion of Recent Letter from Septic Tank Association and (2) Personnel Discussion.

**Board Action. Debra Yarbrough made a motion to approve the agenda as amended and Lynn Lathan seconded. All votes affirmative.**

### **Conflict of Interest Statement**

Chair Seth Swift asked if any Board member wishes to speak to 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.

### **Executive Order No. 34 from Governor Purdue**

The Chair reminded board members of Executive Order No. 34 from Governor Purdue requiring appointees to attend at least 75 percent of the board's regularly scheduled meetings.

### **Approval of Minutes**

The Board reviewed the December 1, 2011 minutes and made no changes.

**Board Action: Jeff French made a motion to accept the December 1, 2011 Minutes as submitted. Terry Pierce seconded the motion. All votes affirmative.**

The Board reviewed the December 12, 2011 minutes and made no changes.

**Board Action: Jeff French made a motion to accept the December 12, 2011 Minutes as submitted. Patricia Hawkins seconded the motion. All votes affirmative.**

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

Donna reported the following account balances as of March 1, 2012 (most recent bank statement):

STIF Account	\$13,478.22
SECU Checking Account	\$2,675.41
SECU Money Market Account	\$46,384.60
SECU Shares Account	\$35.65

### **Chair Report – Seth Swift**

The Chair shared the following: Blue Lizard continues to host RSTAS database; he attended Environmental Health Law course two weeks ago; the Board has received a request to be exhibitor at 2012 Interstate EH Seminar. No Board members planned to attend the seminar and no action was taken on the item.

### **Vice-Chair Report – Wayne Stewart**

No report

### **Secretary/Treasurer Report – Jeff French**

Jeff reported that the Board collected \$10,310 more in revenue in 2011 than it expended. This was compared to the original anticipated difference of \$4,000. There were significant savings in travel as a result of the Board's efforts to reduce the number of meetings and conduct business in a more efficient manner. Discussion ensued about whether to invest some portion of the savings in the Board's STIF account.

**Board Action: Greg Bright made a motion to place \$5,000 of the savings into the Board's STIF account. Debra Yarbrough seconded the motion. All votes affirmative.**

**Administrative Assistant to the Board's Report – Donna Coffey**

Donna reported that the external audit has been completed and the reports indicated that there were no problems with the Board's finances. She made copies of 2010 and 2011 audits available for Board members. She also reported, in follow up to the January 19, 2012 Board meeting, that the external auditor has determined that the REHS Board is a state licensing board and falls under GS 93B.

Chair Seth Swift commended the Board for being good fiscal stewards of the monies it oversees.

**Education Committee Report – Greg Bright**

The following Interns were presented to the Board:

Name	County	Intern #	Date of Employment
Lucas Tyler Couch	Mecklenburg	2381	01/11/12
Jeffrey Allen Massengill	Craven	2382	02/01/12
Lily Breanne Crittenton	Carteret	2383	02/06/12
Blakley Cheyenne Lyles	Carteret	2384	02/02/12
Anthony Bennett Garris	Richmond	2385	02/06/12

**Board Action: The Board approved the above referenced applicants as Interns effective March 22, 2012. All votes affirmative. Lynn Lathan abstained from discussion and voting on Mecklenburg County Intern Lucas Tyler Couch. Debra Yarbrough abstained from discussion and voting on Craven County Intern Jeffrey Allen Massengill.**

The following Intern was presented to the Board for REHS status.

Name	County	Intern #	Eligible Date
Michael Robert Singleton	Carteret	2371	3/10/12

**Board Action: The Board approved the above referenced Intern as REHS effective March 10, 2012. All votes affirmative.**

There was discussion regarding the increase in the number of online courses over time. Discussion included, but was not limited to: how to approve for multi-years instead of each year; thoughts on assigning a permanent number to online courses; course numbers with permanent ending course numbers and annually change the first two numbers; how to best work with sponsors to highlight changes in courses from year to year; developing a list of "pre-approved" sponsors – for example, UNCCPH, NCSU, etc.; and policy implications. The Board asked the Education Committee to review these options and report back to the Board at a future meeting.

The Board reviewed the following 2011 and 2012 CE courses:

	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
<b>2011 Courses for Review at March 22, 2012 Meeting</b>									
11399	MGT 314: Enhanced Incident Management Unified Command Course	Yarbrough, Debra	Texas Engineering Extension Service	College Station	TX	11/8/11	11/11/11	20.00	20.00
11401	Homeland Security Exercise & Evaluation Training Course	Ward, Thomas	NCDHS - PHRST7 & US Dept of Homeland Security	Monroe	NC	3/8/11	3/9/11	11.25	11.25
11402	FS1005: Leaving the Jungle Behind-Transforming Our Food Safety System	Barrger, William	NEHA e-Learning	Online		Various		1.00	1.00
11403	FS0606: Kashrut & Faith-based Food Codes	Barrger, William	NEHA e-Learning	Online		Various		1.00	1.00
11405	WQ1001: Hitchhikers in Our Lake	Barrger, William	NEHA e-Learning	Online		Various		1.00	1.00
11406	DW0603: Some Cross-Connections Present with Very Interesting Visual Clues	Barrger, William	NEHA e-Learning	Online		Various		1.00	1.00
11407	SUS1001: Improving Public Health Through Adapting to Climate Change & Performing Health Impact Assessments	Barrger, William	NEHA e-Learning	Online		Various		1.00	1.00
11408	WQ0903: Implementing Water Safety Plans in the Caribbean & Latin America	Barrger, William	NEHA e-Learning	Online		Various		1.00	1.00
11414	FS1107: Back to the Future with Inspector Spock	Barrger, William	NEHA e-Learning	Online		Various		1.00	1.00
11415	SUS1101: A Holistic View of the Three Pillars of Sustainability: Social, Economical & Environmental	Barrger, William	NEHA e-Learning	Online		Various		1.00	1.00
<b>2012 Courses for Review at March 22, 2012 Board Meeting</b>									
12800	CIT EHS Module		NC DENR OET	Raleigh	NC			55.00	55.00
12801	CIT EHS FLI		NC DENR OET	Raleigh	NC			36.00	36.00
12802	CIT EHS CCSS		NC DENR OET	Raleigh	NC			5.50	5.50
12803	CIT EHS Lead		NC DENR OET	Raleigh	NC			2.00	2.00
12804	CIT EHS Tattooing		NC DENR OET	Raleigh	NC			4.00	4.00
12805	CIT EHS Swimming Pools		NC DENR OET	Raleigh	NC			8.00	8.00
12806	CIT OSWP Module		NC DENR OET	Raleigh	NC			77.00	77.00
12807	CIT OSWP OSW (Without Wells)		NC DENR OET	Raleigh	NC			66.00	66.00
12808	CIT OSWP Wells		NC DENR OET	Raleigh	NC			11.00	11.00
12016	CFP 2012 Biennial Meeting	Hardister, Bill	The Conference for Food Protection	Indianapolis	IN	4/14/12	4/18/12	21.50	20.00
12038	SOP PH Law Course	Beamer, Anna	SOP	Winston-Salem	NC	3/6/12	3/8/12	15.00	15.00
12039	FDA ER325 Food borne Illness Investigations	Beamer, Anna	FDA & EH Section/Office of Ed & Training	Asheboro	NC	5/22/12	5/24/12	18.50	18.50
12040	Subsurface Operators' Workshop	Warren, Kim	Chatham Co EH	Pittsboro	NC	3/8/12	3/18/12	3.00	3.00
12041	Septic Contractors' Workshop	Warren, Kim	Chatham Co EH	Siler City	NC	2/9/12	2/9/12	3.00	3.00
12042	2012 Survival On-Site	Lassiter, Doug	NC Septic Tank Association	Hickory	NC	1/26/12	1/27/12	12.00	12.00
12043	Carolina Recycling Association Conference	Ford, Nadine	Carolina Recycling Assoc	Asheville	NC	3/20/12	3/23/12	11.00	11.00
12044	OSWP Training	Angoli, Tricia	OSWP/EHS/DPH	Raleigh	NC	2/28/12	2/28/12	3.00	3.00
12045	2012 Annual Conference Food Protection Evolution: Adapting to Changing Times	Beamer, Anna	DHHS EH Section	Durham	NC	5/2/12	5/3/12	8.50	8.50
12046	Radon: Health Effect & Sampling Strategy	Zontek, Tracy	WCU ENVH Program & ASSE Student Section	Cullowhee	NC	1/18/12	1/18/12	2.00	2.00
12047	Hazard Assessment & Response Management for CBRNE Incidents	Muse, Patrick	Center for Domestic Preparedness - FEMA	Anniston	AL	2/5/12	2/9/12	24.00	20.00
Course #	Name of Education/Training	Submitted By	Organization Sponsor	City	State	Start Date	End Date	Hrs Req'd	Hrs App'd

12048	2012 NC State Health Directors' conference	Rust, David	NCDHHS, Div of PH, NC Association Local Health Directors, UNC-CH Con Ed	Raleigh	NC	1/26/12	1/27/12	10.00	4.00
12049	Wake County HAZMAT Awareness Training	Green, Eric	Wake County Emergency Mgmt	Raleigh	NC	1/25/12	1/25/12	6.00	5.00
12050	IS-701.a: NIMS Multiagency Coordination System	Moses, Pam	FEMA	Online		Various		5.00	5.00
12051	IS-559: Local Damage Assessment	Moses, Pam	FEMA	Online		Various		2.00	2.00
12052	BEST Conference	Green, Eric	Wake County LEPC	Raleigh	NC	2/8/12	2/8/12	6.00	4.50
12053	NCNCEHSA Quarterly Meeting	Lahey, Tracie	CNCEHSA	Siler City	NC	3/1/12	3/1/12	3.00	P
12054	Regional EHS Meeting	Harrelson, Cris	Food Protection Program, DH/NCDHHS	Elizabethtown	NC	3/1/12	3/1/12	4.75	P
12055	USFDA Special Event Assignment Training	Harrelson, Cris	USFDA	Charlotte	NC	3/21/12	3/21/12	5.00	P
12056	NC Food Emergency Response Plan Training	Harrelson, Cris	NCDHHS/NCDA&CS	Fletcher, Greensboro, Greenville	NC	2/14, 2/15, 2/16	2/14, 2/15, 2/16	4.00	P
12057	IS-100.b: Introduction to Incident Command System, ICS-100	Rogers, Kevin	FEMA	Online		Various		3.00	P
12058	IS-200.b: ICS for Single Resources & Initial Action Incidents	Rogers, Kevin	FEMA	Online		Various		3.00	3.00
12059	IS-700.a: NIMS An Introduction	Rogers, Kevin	FEMA	Online		Various		3.00	3.00
12060	IS-800.b: National Response Framework, An Introduction	Rogers, Kevin	FEMA	Online		Various		3.00	3.00
12061	FD170: Application of the Basics of Inspection & Investigation	Lombardi, Michelle	International Food Protection Training Institute	Brooklyn	NY	2/8/12	2/10/12	15.00	16.25
12062	EH Training in Emergency Response	Red, Krissie	NEHA	Online		Various		14.00	15.00
12063	North Central District Educational Meeting	Salter, Chris	North Central District	Roxboro	NC	3/27/12	3/27/12	6.00	5.75
12064	Licensed Aquatic Facility Technician	Suchy, Tony	American Swimming Pool & Spa Assoc	Various		Various		8.00	7.25
12065	Basic Food Law for State Regulators	Morris, Corey	FDA ORA U through Kaplan EduNeering	Online		Various		2.00	1.00
12066	Basics of Inspection: Beginning an Inspection	Morris, Corey	FDA ORA U through Kaplan EduNeering	Online		Various		2.00	2.00
12067	Basics of Inspection: Issues & Observations	Morris, Corey	FDA ORA U through Kaplan EduNeering	Online		Various		2.00	2.00
12068	Food Code Chapter 1: Purpose & Definition	Morris, Corey	FDA ORA U through Kaplan EduNeering	Online		Various		1.50	P
12069	Food Code Chapter 3: Part I	Morris, Corey	FDA ORA U through Kaplan EduNeering	Online		Various		1.50	P
12070	Food Code Chapter 3: Part II	Morris, Corey	FDA ORA U through Kaplan EduNeering	Online		Various		1.50	P
12071	Food Code Chapter 5: Water, Plumbing & Waste	Morris, Corey	FDA ORA U through Kaplan EduNeering	Online		Various		1.00	P
12072	Food Code Chapter 7: Poisonous & Toxic Materials	Morris, Corey	FDA ORA U through Kaplan EduNeering	Online		Various		1.00	P
12073	EH Section ENCPHA	Vaughan, Vera	EH Section ENCPHA	New Bern	NC	5/9/12	5/10/12	9.25	P
12074	Farm-to-Fork: Best Practices in Food Safety for Resident Camps	Hawkins, Patricia	Transylvania County, EH, NCSU Coop Extension	Brevard	NC	2/16/12	2/16/12	5.25	P
12075	2012 State Health Directors' Conference	Stewart, Wayne	DHHS, DPH, NCALHD, UNC-SPH	Raleigh	NC	4/26/12	4/27/12	4.00	-
12076	Public Health Preparedness/Mass Prophylaxis Training	Dees, Troy	Carteret County HD, Texas Tech TEEX	Morehead City	NC	1/26/12	1/27/12	14.00	
12077	31st Annual Health Directors Legal Conference	Boggs, Carolyn	UNC SOG	Chapel Hill	NC	4/26/12	4/27/12	8.25	8.25
12078	Management of Onsite Wastewater Systems	Lassiter, Doug	NC Septic Tank Association	Various		Various		12.00	12.00
12079	Wetland Trail Layout: Finding the Micro-Topography	Teachey, James	NC Coop Extension	Sneads Ferry	NC	3/5/12	3/5/12	3.00	1.25
12080	2112 NC Dairy Foods Safety & Quality Conference	VanHoy, Lee	NC Dairy Producers Assoc, NC Dairy Advantage, NCSU, NCDA&CS	Hickory	NC	2/16/12	2/16/12	2.00	2.00
12081	61st NC Dairyman's Conference	VanHoy, Lee	NC Dairy Producers Assoc, NC Dairy Advantage, NCSU	Hickory	NC	2/17/12	2/17/12	3.25	3.25
12082	West Piedmont EH Section Spring Meeting	Easter, Johnny	West Piedmont EH Section of NCPHA	Greensboro	NC	2/14/12	2/14/12	4.00	4.00
12083	Surry County Repair Workshop	Easter, Johnny	Surry County EH	Mt. Airy	NC	5/31/12	6/1/12	12.00	14.00
<b>Course #</b>	<b>Name of Education/Training</b>	<b>Submitted By</b>	<b>Organization Sponsor</b>	<b>City</b>	<b>State</b>	<b>Start Date</b>	<b>End Date</b>	<b>Hrs Req'd</b>	<b>Hrs App'd</b>

12084	ABCs of Pandemic Influenza	Wilfert, Rachel	UNC - CPHP	Online		Various		0.75	P
12085	Acute Disease Surveillance & Outbreak Investigations: Federal Surveillance Systems	Wilfert, Rachel	UNC - CPHP	Online		Various		1.50	P
12086	An Overview of Outbreak Investigations (FOCUS, Volume 1.1)	Wilfert, Rachel	UNC - CPHP	Online		Various		1.00	P
12087	Anatomy of Foodborne Outbreaks	Wilfert, Rachel	UNC - CPHP	Online		Various		1.00	P
12088	Anatomy & Physiology of an Outbreak Team (FOCUS, Volume 1.2)	Wilfert, Rachel	UNC - CPHP	Online		Various		1.00	P
12089	Bio-Psycho-Social Responses to Disaster (NC DRN, Module 3)	Wilfert, Rachel	UNC - CPHP	Online		Various		1.00	P
12090	Case Finding & Line Listing: A Guide for the Investigator (FOCUS, Volume 1.4)	Wilfert, Rachel	UNC - CPHP	Online		Various		1.00	P
12091	Case Study 1: Gastrointestinal Illness on a College Campus	Wilfert, Rachel	UNC - CPHP	Online		Various		0.50	P
12092	Case Study 3: Outbreak at a Hotel Convention	Wilfert, Rachel	UNC - CPHP	Online		Various		0.50	P
12093	Case Study 4: Storm-Related Water Contamination	Wilfert, Rachel	UNC - CPHP	Online		Various		0.50	0.50
12094	Case Study 5: Hepatitis A Cluster with Unknown Sources	Wilfert, Rachel	UNC - CPHP	Online		Various		0.50	0.50
12095	Case Study 6: Elemental Mercury Spill	Wilfert, Rachel	UNC - CPHP	Online		Various		0.50	0.50
12096	Catastrophic Flooding: Environmental Health Risks & Morbidity & Mortality Surveillance	Wilfert, Rachel	UNC - CPHP	Online		Various		1.00	1.00
12097	Collecting Specimens in Outbreak Investigations (FOCUS, Volume 4.2)	Wilfert, Rachel	UNC - CPHP	Online		Various		1.00	1.00
12098	Conducting Environmental Health Assessments (FOCUS, Volume 3.4)	Wilfert, Rachel	UNC - CPHP	Online		Various		1.00	1.00
12099	Conducting Traceback Investigations (FOCUS, Volume 3.3)	Wilfert, Rachel	UNC - CPHP	Online		Various		1.00	1.00
12100	Crisis Leadership: Leadership at the Speed of Light	Wilfert, Rachel	UNC - CPHP	Online		Various		1.25	1.25
12101	Developing a Questionnaire (FOCUS, Volume 2.2)	Wilfert, Rachel	UNC - CPHP	Online		Various		1.00	1.00
12102	Electronic Information Systems in NC Public Health Practice (Public Health Informatics Basics, Module 3)	Wilfert, Rachel	UNC - CPHP	Online		Various		0.75	0.75
12103	Embarking on an Outbreak Investigation (FOCUS, Volume 1.3)	Wilfert, Rachel	UNC - CPHP	Online		Various		1.00	1.00
12104	Environmental Risk Assessment	Wilfert, Rachel	UNC - CPHP	Online		Various		0.75	0.75
12105	Epidemiology Specialties: disaster & Environmental Epidemiology (E is for Epi, Session 5.1)	Wilfert, Rachel	UNC - CPHP	Online		Various		0.75	0.75
12106	Ethical Issues in Disaster Response (NC DRN, Module 7)	Wilfert, Rachel	UNC - CPHP	Online		Various		0.75	0.75
12107	Forensic Epidemiology Investigations (FOCUS, Volume 2.6)	Wilfert, Rachel	UNC - CPHP	Online		Various		1.00	1.00
12108	Incident Command Systems (ICS) for Public Health	Wilfert, Rachel	UNC - CPHP	Online		Various		0.75	0.75
12109	Infectious Disease Surveillance & Outbreak Investigation Using GIS	Wilfert, Rachel	UNC - CPHP	Online		Various		0.75	0.75
12110	Interviewing Techniques (FOCUS, Volume 2.3)	Wilfert, Rachel	UNC - CPHP	Online		Various		1.00	1.00
12111	Introduction to Cultural Competency & Title VI	Wilfert, Rachel	UNC - CPHP	Online		Various		0.75	0.75
12112	Introduction to Forensic Epidemiology (FOCUS, Volume 2.3)	Wilfert, Rachel	UNC - CPHP	Online		Various		1.00	1.00
12113	Introduction to Geographic Information Systems (GIS)	Wilfert, Rachel	UNC - CPHP	Online		Various		0.75	0.75
12114	Investigating Outbreaks of Psychogenic Illness	Wilfert, Rachel	UNC - CPHP	Online		Various		1.00	1.00
12115	Introduction to Mental Health Preparedness	Wilfert, Rachel	UNC - CPHP	Online		Various		3.83	3.75
<b>Course #</b>	<b>Name of Education/Training</b>	<b>Submitted By</b>	<b>Organization Sponsor</b>	<b>City</b>	<b>State</b>	<b>Start Date</b>	<b>End Date</b>	<b>Hrs Req'd</b>	<b>Hrs App'd</b>

12116	Introduction to Public Health Informatics (Public Health Informatics Basics, Module 1)	Wilfert, Rachel	UNC - CPHP	Online		Various		0.58	P
12117	Key Concepts & Terms in Public Health Informatics (Public Health Informatics Basics, Module 2)	Wilfert, Rachel	UNC - CPHP	Online		Various		0.75	P
12118	Mapping for Surveillance & Outbreak Investigation (FOCUS, Volume 5.2)	Wilfert, Rachel	UNC - CPHP	Online		Various		1.00	P
12119	North Carolina Communicable Disease Law	Wilfert, Rachel	UNC - CPHP	Online		Various		0.75	P
12120	Public Health Burden of Foodborne Disease	Wilfert, Rachel	UNC - CPHP	Online		Various		0.75	P
12121	Rabies Epidemiology & Control	Wilfert, Rachel	UNC - CPHP	Online		Various		0.75	P
12122	Radiological Surveillance	Wilfert, Rachel	UNC - CPHP	Online		Various		0.83	0.75
12123	Rapid Needs Assessment & GIS (FOCUS, Volume 5.3)	Wilfert, Rachel	UNC - CPHP	Online		Various		1.00	1.00
12124	Recognition & Management of Bioterrorist Agents: An Overview	Wilfert, Rachel	UNC - CPHP	Online		Various		0.75	0.75
12125	Recognizing an Outbreak (I is for Investigation, Session 1)	Wilfert, Rachel	UNC - CPHP	Online		Various		1.00	P
12126	Tick-Borne Diseases of the US	Wilfert, Rachel	UNC - CPHP	Online		Various		0.75	0.75
12127	Guide to Rabies - Packaging & Shipping	Cline, Curt	NC SLPH	Online		Various		1.00	1.00
12128	Malaria 101 for the Health Care Provider	Cline, Curt	CDC	Online		Various		1.00	1.00
12129	Health Literacy for Public Health Professionals	Cline, Curt	CDC	Online		Various		1.00	0.00
12130	Lead Safety for Renovation, Repair & Painting	Yarbrough, Debra	Craven County HD	New Bern	NC	Various		7.00	6.75
12131	Mecklenburg County Well Contractors Training	Garrett, Kim	Mecklenburg County HD/EH	Charlotte	NC	3/5/12	3/5/12	7.50	7.50
12132	Interstate Environmental Health Seminar	Nixon, Kristina	Interstate EH Committee, NCPHA EH	Fontana Village	NC	7/18/12	7/20/12	9.75	9.75
12133	NE Regional Supervisor's Meeting	Nixon, Kristina	Food Protection Program, DPH, NCDHHS	Elizabeth City	NC	3/20/12	3/20/12	5.00	5.00
12134	Winter Educational Conference	Sturdivant, Amber	National Capital Area EH Association	Washington	DC	1/19/12	1/19/12	4.00	4.00

**Board Action: The Board approved the recommendation from the Education Committee to approve the above referenced 2011 and 2012 Continuing Education requests with the exception of those noted as changed, pending or denied until further notice.**

#### **Audit Committee Report – Patricia Hawkins, Chair**

The Audit Committee completed an internal audit of the Board's financial records earlier in the day. The Committee reported that deposit paperwork for 1/6/12 deposit totaling \$1,840 was missing from file. The deposit had been made, but back up documentation was absent from the file today. Donna to provide that back up to the Audit Committee. In accordance with external auditor recommendations, the Committee also performed random audits/cross checks between actual deposits and RSTAS to ensure no irregularities.

#### **RSTAS Update - Seth Swift**

Seth reported that the migration of the RSTAS database from Blue Lizard to DHHS is underway. Seth reported that, at this point, DHHS has not asked the REHS Board to pay a monthly maintenance charge.

#### **Public Health Law – Seth Swift**

Ann Green completed the Public Health Law course this year. The Board instructed Donna to update individual RSTAS records PH Law sign in sheets are received.

#### **New Business**

At 12:45 p.m. the Board voted to go into closed session to discuss a personnel matter.

At 1:00 p.m. the Board moved out of closed session back into open session.

The Board conducted Donna Coffey's annual performance evaluation.

**Board Action: The Board approved a motion to award Donna Coffey, Administrative Assistant, a \$1,000 bonus. Jeff French made the motion and Wayne Steward seconded the action. All votes affirmative.**

Seth reminded all Board members that the annual economic statement for 2012 is due no later than April 15th. He also reminded them that the required annual ethics statements and training could be completed online.

The Board amended its meeting calendar to add a meeting on June 20, 2012 beginning at 10:00 a.m. This will be a telephone meeting. Donna will have Tobin amend the Board's website to reflect the addition of the meeting.

**Meeting Adjourned: 2:07 p.m.**

Respectfully submitted,

Jeff French, REHS  
Secretary-Treasurer  
March 22, 2012