

NC State Board of Environmental Health Specialist Examiners

Minutes of February 12, 2016 Board Meeting

The North Carolina State Board of Environmental Health Specialist Examiners met on Friday, February 12, 2016 at 10:00 a.m. in Room 004 at the Orange County West Campus Office Building, 131 West Margaret Lane, Hillsborough, NC 27278. A call in number was available. Those in attendance, either in person or via telephone, were Chair Jessica Silver, Melanie Campen, Carl Kivett, Larry Michael, Ernie Nichols, Daniel Ortiz, Seth Swift, Phil Thompson and Donna Coffey.

Called to Order – Chair Jessica Silver called the meeting to order at 10:04 a.m.

Board Action. Phil Thompson made a motion to approve the agenda as presented. Melanie Campen seconded the motion. All votes affirmative.

Conflict of Interest Statement

Chair Jessica Silver reminded Board members to recuse themselves when action on a staff member, family, or friend is under consideration by the Board. The Vice 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 Bev Perdue

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

Minutes – Donna Coffey

Donna presented the September 28, 2015 work session minutes for approval.

Board Action. Phil Thompson made a motion to approve the September 28, 2015 work session minutes as presented. Melanie Campen seconded the motion. All votes affirmative.

Donna presented the October 8, 2015 regular meeting minutes for approval.

Board Action. Melanie Campen made a motion to approve the October 8, 2015 work session minutes as presented. Carl Kivett seconded the motion. All votes affirmative.

Financial Report – Donna Coffey

Donna reported the following account balances as of today’s meeting:

SECU Checking Account	\$4,186.54
SECU Money Market Account	\$96,269.64
SECU Shares Account	\$36.73

Chair Report – Jessica Silver

No report

Vice-Chair Report – Larry Michael

No report.

Secretary/Treasurer Report – Ernie Nichols

No report

Administrative Assistant to the Board’s Report – Donna Coffey

Donna reported that the auditor will be on site in the Board office doing field work on March 3, 2016.

Education Committee Report – Phil Thompson

The Education Committee recommended the following items:

Interns for Approval

Intern #	Name	County/Agency	Intern Years
1. 2549	Gann; Caitlyn Jean	Rockingham	2 Years
2. 2550	Spence; Noelle Marie	Union	2 Years
3. 2551	Robert; Eva	Forsyth	2 Years

All applicants have submitted required documents and meet the NC EHS requirements for registration as an Intern. The effective date of internship for each individual approved at today's Board meeting is February 12, 2016.

Military Spouse (also qualifies as Applicant with Previous Qualifying Experience (Fast Track) for Full REHS

REHS #	Name	County/Agency/Comments
2555	Donner; Lyndsay	Registered in Illinois

The applicant has submitted required documents and meets the NC EHS requirements for registration as a full REHS in NC. The effective date of REHS for each individual approved at today's Board meeting is February 12, 2016.

Continuing Education Approval

The Education Committee presented the following continuing education recommendations to the Board for approval:

Course #	Name of Education/Training	Submitted By	Organization Sponsor	City	State	Start Date	End Date	Hrs Req'd	Hrs App'd
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 certificate with hours submitted									
2015 Non-CIT Continuing Ed									
15357	Certified Professional of Food Service	Patel, Jaymin	NEHA	Orlando	FL	7/11/15	7/12/15	16.00	16.00
2016 Non-CIT Continuing Ed									
16007	NC Contaminating Incident Response Training	Various	NC Division of Public Health	Greensboro	NC	1/19/16	1/19/16	3.00	3.00
16008	2016 NC Groundwater Association Conference & Trade Show	Ortiz, Daniel	NC Groundwater Association	Greensboro	NC	1/29/16	1/29/16	2.00	2.00
16009	NC DEQ Rulemaking 101	Morgan, Andrew	NC DEQ & NC Office of Administrative Hearings	Raleigh	NC	2/3/16	2/3/16	5.50	5.50

16010	Virginia Mosquito Control Association Annual Conference	Salmen, Dennis	Virginia Mosquito Control Association	Portsmouth	VA	1/26/16	1/28/16	10.50	10.50
16011	Fundamentals of Field Epidemiology Course	Patterson, Janice	Clay County health Department	Hayesville	NC	2/8/16	2/29/16	16.00	16.00
16012	Environment & Health: What's the Human Microbiome Have to Do With It?	Cseh, Larry	NC Division of Public Health	Washington	DC	1/14/16	1/15/16	10.00	10.00
16013	Water, Wastewater Equipment, Treatment & Transport (WWETT) Show	Champion, Cassandra	Water, Wastewater Equipment, Treatment & Transport (WWETT)	Indianapolis	IN	2/17/16	2/20/16	up to 15	up to 15
16014	Best Practices to Address Dampness & Mold Growth in Buildings	Higgins, Sheila	NC Division of Public Health in collaboration with EH & Epidemiology	Various		Various	Various	3.00	3.00
16015	Northeast EH District Meeting	Harrison, Anne	Northeast EH District	Greenville	NC	1/15/16	1/15/16	4.00	4.00

Board Action: Phil Thompson, Education Committee Chair, made a motion to approve the Education Committee Report as submitted. Melanie Campen seconded the motion. All votes affirmative.

2016 Budget Approval

Board Action: Jessica Silver made a motion to approve the 2016 Budget as submitted. Ernie Nichols seconded the motion. All votes affirmative.

2016 Board Organization

Board Action: Daniel Ortiz made a motion to postpone the board organization until the April 14, 2016 meeting. Carl Kivett seconded the motion. All votes affirmative. The current Executive Committee will remain in place until that time.

2016 Board Meeting Dates

There was a discussion regarding the possible addition of a third exam for 2016 (over the last 5 years, the Board has conducted 2 exams per year). In addition, the Board discussed offering the exam in locations other than Hillsborough. Board members Melanie Campen, Jessica Silver and Phil Thompson will look into opportunities and report to the Board at the April 14, 2016 meeting.

Results of the 2016 Renewal Audit

On February 11, 2016, the Board conducted its annual audit of 2016 renewal applications. Board members randomly selected and audited 236 renewal applications. Approximately 50 of those applications were identified as not having sufficient verification of attendance of continuing education. Donna will contact those individuals to correct the problems and obtain verification. In addition to verification of attendance, the Board conducted an internal financial audit of those 236 applications by tracing the payments to Quick Books and to the credit union deposit slips. No problems were noted in the financial transactions.

Administrative Assistant Annual Performance Review

The Board conducted the annual performance review of Administrative Assistant Donna Coffey. The Board noted that Donna exceeds expectations and noted specifically the work she has done with the Legislative Review Committee. The Board approved paying Donna a bonus of \$1,000.

Board Action: Daniel Ortiz made a motion to pay Donna Coffey a \$1,000 bonus for her performance over the past year. Melanie Campen seconded the motion. All votes affirmative.

Adjourn 11:58 a.m.

Respectfully submitted,

Ernie Nichols, REHS
Secretary-Treasurer
February 12, 2016