

**NC STATE BOARD OF ENVIRONMENTAL HEALTH SPECIALIST EXAMINERS  
PO Box 238, Efland, NC 27243**

**Executive Committee**

**Phil Thompson, REHS, Chair**

*Pools, Tattoos & State Institutions Program  
Division of Public Health, Environmental Health  
Section  
NC Department of Health and Human Services  
P.O. Box 315  
Burlington, NC 27216*

**Larry Michael, REHS, Vice-Chair**

*State Environmental Health Director  
Division of Public Health, Environmental Health  
Section  
NC Department of Health and Human Services  
1632 Mail Service Center  
Raleigh, NC 27699*

**Carl Kivett, REHS, Secretary/Treasurer**

*Chatham County Environmental Health  
PO Box 130  
Pittsboro, NC 27312*



**Members**

**Ann Absher, Wilkesboro, NC  
Brian Byrd, Ph.D., Cullowhee, NC  
Melanie Campen, REHS, Hampstead, NC  
Caroline Daly, Raleigh, NC  
Patricia Hawkins, REHS Transylvania, NC  
Carl Kivett, REHS, Pittsboro, NC  
Andrew Morgan, REHS, Cary, NC  
Daniel Ortiz, REHS, Fayetteville, NC  
Seth Swift, REHS, Hendersonville, NC  
Jessica Silver, REHS Asheville, NC  
Donna Coffey, Board Assistant**

The North Carolina State Board of Environmental Health Specialist Examiners will hold a meeting on Thursday, October 26, 2017 at 11:00 a.m. in Room 250 at the Whitted Human Services Center, 300 West Tryon Street, Hillsborough, NC 27278.

**Agenda for October 26, 2017**

1. **Call to Order** – Phil Thompson, Chair
  - a. Conflict of Interest
  - b. Statement & Governor's Letter Concerning Executive Order 34
  
2. **Closed Session ((Pursuant to NCGS 143-318.11(a)(1), (a)(3) and (a)(6) as well as NCGS 143-318.18(6))**
  
3. **Regular Business Meeting**
  - a. **Agenda Approval (including additions or deletions)**
  - b. **Reports**
    - i. Chair Report - Phil Thompson
    - ii. Vice-Chair Report – Larry Michael
    - iii. Secretary/Treasurer Report – Carl Kivett
    - iv. Minutes – Donna Coffey

- v. Financial Report - Donna Coffey
- vi. Admin Assistant Report - Donna Coffey

**c. Committee Reports**

- i. Education Committee – Daniel Ortiz
- ii. Legislative Update - Larry Michael

**d. Other Business**

- i. Update: Board Members' Terms & Vacancies
- ii. Intern Effective Date
- iii. Fee Schedule Update re: Military and Military Spouse Application Fee
- iv. Records Retention

**4. Upcoming Exam and Meeting**

Exam – Tomorrow, October 27, 2017, Hillsborough

Regular Meeting – December 8, 2017, Raleigh

- Upcoming Agenda Topics
  - 2018 Proposed Budget
  - 2018 Meeting & Exam Calendar
  - 2017 Financial CPA Audit
  - Board Appointments

**5. Closed Session ((Pursuant to NCGS 143-318.11(a)(1) for Confidential NC REHS Essay Exam Questions Review))**

**6. Adjourn**