

# NC State Board of Environmental Health Specialist Examiners

## Minutes of January 31, 2013 Board Meeting

The North Carolina State Board of Sanitarian Examiners met on Thursday, January 31, 2013. The meeting took place at the Orange County Environmental Health 131 West Margaret Lane, Room 004, Hillsborough, NC 27243. A call in number was made available. Those in attendance, either in person or via telephone, were Seth Swift, Jeff French, Patricia Hawkins, Lynn Lathan, Ernie Nichols, Courtney Silverthorne, Jessica Silver, Debra Yarbrough and Donna Coffey. Board members Greg Bright, Layton Long, Burt Ogle and Wayne Stewart were absent.

**Called to Order** - Chair Seth Swift called the meeting to order at 10:06 a.m.

**Board Action. Jeff French made a motion to approve the agenda as amended and Debra Yarbrough 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 McCrory**

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

### **Approval of Minutes**

The Board reviewed the December 4, 2012 minutes and made no changes.

**Board Action: Patricia Hawkins made a motion to accept the December 4, 2012 Minutes as submitted. Jessica Silver seconded the motion. All votes affirmative.**

The Board reviewed the December 17, 2012 minutes and made no changes.

**Board Action: Ernie Nichols made a motion to accept the December 17, 2012 Minutes as submitted. Jeff French seconded the motion. All votes affirmative.**

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

Donna reported the following account balances as of January 31, 2013:

SECU Checking Account	\$12.82
SECU Money Market Account	\$61,198.23
SECU Shares Account	\$39.82
STIF Account (12/31/2013 balance)	\$13,116.13

### **Chair Report – Seth Swift**

The Chair shared the following: General Assembly session opened yesterday and it is expected that independent occupational boards may be under scrutiny in the session

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

No report

### **Secretary/Treasurer Report – Ernie Nichols**

No report

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

The Administrative Assistant shared the following: 2013 Renewal went well; Anderson, Smith, Wike, CPA will be on-site February 13 to conduct annual audit.

### **Education Committee Report – Courtney Silverthorne**

No Interns are eligible to RS status.

No Interns were presented to the Board for approval.

The Education Committee made the following recommendations for 2013 Continuing Education Courses:

**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 #	Name of Education/Training	Submitted By	Organization Sponsor	City	State	Start Date	End Date	Hrs Req'd	Hrs App'd
13800	CIT EHS Module	Beamer, Anna	NC DENR OET	Raleigh	NC			55.00	55.00
13801	CIT EHS FLI	Beamer, Anna	NC DENR OET	Raleigh	NC			36.00	36.00
13802	CIT EHS CCSS	Beamer, Anna	NC DENR OET	Raleigh	NC			5.50	5.50
13803	CIT EHS Lead	Beamer, Anna	NC DENR OET	Raleigh	NC			2.00	2.00
13804	CIT EHS Tattooing	Beamer, Anna	NC DENR OET	Raleigh	NC			4.00	4.00
13805	CIT EHS Swimming Pools	Beamer, Anna	NC DENR OET	Raleigh	NC			8.00	8.00
13806	CIT OSWP Module	Beamer, Anna	NC DENR OET	Raleigh	NC			77.00	77.00
13807	CIT OSWP OSW (Without Wells)	Beamer, Anna	NC DENR OET	Raleigh	NC			66.00	66.00
13808	CIT OSWP Wells	Beamer, Anna	NC DENR OET	Raleigh	NC			11.00	11.00
13001	2013 NC GWA Trade Show & Continuing Education	Morgan, Drew	NC Groundwater Association	Greensboro	NC	1/25/13	1/26/13	5.00	5.00
13002	Soil Science Society of NC Annual Meeting	Vaughan, Jeff	Soil Science Society of NC	Raleigh	NC	1/22/13	1/23/13	9.00	9.00
13003	23rd Annual Convention "Tools for Success"	Lassiter, Doug	NC Septic Tank Association	Hickory	NC	1/31/13	2/1/13	9.00	9.00
13004	ABCs of Pandemic Influenza	Wilfert, Rachel	UNC-CPHP	Online		Various		0.75	P
13005	Acute Disease Surveillance & Outbreak Investigations: Federal Surveillance Systems	Wilfert, Rachel	UNC-CPHP	Online		Various		1.50	P
13006	An Overview of Outbreak Investigations (FOCUS, Volume 1.1)	Wilfert, Rachel	UNC-CPHP	Online		Various		1.00	P
13007	Anatomy of Foodborne Outbreaks	Wilfert, Rachel	UNC-CPHP	Online		Various		1.00	P
13008	Anatomy & Physiology of an Outbreak Team (FOCUS, Volume 1.2)	Wilfert, Rachel	UNC-CPHP	Online		Various		1.00	P
13009	Bio-Psycho-Social Responses to Disaster (NC DRN, Module 3)	Wilfert, Rachel	UNC-CPHP	Online		Various		1.00	P
13010	Case Finding & Line Listing: A Guide for the Investigator (FOCUS, Volume 1.4)	Wilfert, Rachel	UNC-CPHP	Online		Various		1.00	P
13011	Catastrophic Flooding: Environmental Health Risks & Morbidity & Mortality Surveillance	Wilfert, Rachel	UNC-CPHP	Online		Various		1.00	P
13012	Cohort Study Analysis & Interpretation	Wilfert, Rachel	UNC-CPHP	Online		Various		1.00	P
13013	Cohort Study Design & Implementation	Wilfert, Rachel	UNC-CPHP	Online		Various		1.00	P
13014	Collecting Specimens in Outbreak Investigations (FOCUS, Volume 4.2)	Wilfert, Rachel	UNC-CPHP	Online		Various		1.00	P
13015	Conducting Environmental Health Assessments (FOCUS, Volume 3.4)	Wilfert, Rachel	UNC-CPHP	Online		Various		1.00	P
13016	Conducting Traceback Investigations (FOCUS, Volume 3.3)	Wilfert, Rachel	UNC-CPHP	Online		Various		1.00	P
13017	Crisis Leadership: Leadership at the Speed of Light	Wilfert, Rachel	UNC-CPHP	Online		Various		1.25	P
13018	Data Analysis Basics for Analytic Epidemiology (E is for Epi, Session 3.3)	Wilfert, Rachel	UNC-CPHP	Online		Various		0.75	P
13019	Descriptive Epidemiology (E is for Epi, Session 3.1)	Wilfert, Rachel	UNC-CPHP	Online		Various		0.75	P
13020	Developing a Questionnaire (FOCUS, Volume 2.2)	Wilfert, Rachel	UNC-CPHP	Online		Various		1.00	P
13021	Electronic Information Systems in NC Public Health Practice (Public Health Informatics Basics, Module 3)	Wilfert, Rachel	UNC-CPHP	Online		Various		0.75	P
13022	Embarking on an Outbreak Investigation (FOCUS, Volume 1.3)	Wilfert, Rachel	UNC-CPHP	Online		Various		1.00	P
13023	Environmental Risk Assessment	Wilfert, Rachel	UNC-CPHP	Online		Various		0.75	P
13024	Epidemiology: A Basic Public Health Science (E is for Epi, Session 1.1)	Wilfert, Rachel	UNC-CPHP	Online		Various		0.75	P
13025	Epidemiology Applications: Disaster & Environmental Epidemiology (E is for Epi, Session 5.1)	Wilfert, Rachel	UNC-CPHP	Online		Various		0.75	P
13026	Epidemiology Tools & Methods (E is for Epi, Session 2.1)	Wilfert, Rachel	UNC-CPHP	Online		Various		0.75	P
13027	Epidemiology Applications: Forensic Epidemiology & Maternal & Child Health Epidemiology (E is for Epi, Session 5.2)	Wilfert, Rachel	UNC-CPHP	Online		Various		0.75	P
13028	Epidemiology Partners & Resources (E is for Epi, Session 2.2)	Wilfert, Rachel	UNC-CPHP	Online		Various		0.75	P
13029	Ethical Issues in Disaster Response (NC DRN, Module 7)	Wilfert, Rachel	UNC-CPHP	Online		Various		0.75	P
13030	Federal Public Health Surveillance (E is for Epi, Session 4.2)	Wilfert, Rachel	UNC-CPHP	Online		Various		1.00	P
13031	Forensic Epidemiology Investigations (FOCUS, Volume 2.6)	Wilfert, Rachel	UNC-CPHP	Online		Various		1.00	P
13032	HIPPA: An Overview	Wilfert, Rachel	UNC-CPHP	Online		Various		0.75	P
13033	Investigating Outbreaks of Psychogenic Illness	Wilfert, Rachel	UNC-CPHP	Online		Various		1.00	P
13034	Incident Command Systems (ICS) for Public Health	Wilfert, Rachel	UNC-CPHP	Online		Various		0.75	P

Course #	Name of Education/Training	Submitted By	Organization Sponsor	City	State	Start Date	End Date	Hrs Req'd	Hrs App'd
13035	Introduction to Surveillance (E is for Epi, Session 4.1)	Wilfert, Rachel	UNC-CPHP	Online		Various		1.00	P
13036	Introduction to Cultural Competency & Title VI	Wilfert, Rachel	UNC-CPHP	Online		Various		0.75	P
13037	Introduction to forensic Epidemiology (FOCUS, Volume 2.3)	Wilfert, Rachel	UNC-CPHP	Online		Various		1.00	P
13038	Introduction to Geographic Information Systems (GIS)	Wilfert, Rachel	UNC-CPHP	Online		Various		0.75	P
13039	Introduction to Mental Health Preparedness	Wilfert, Rachel	UNC-CPHP	Online		Various		3.75	P
13040	Introduction to Public Health Informatics (Public Health Informatics Basics, Module 1)	Wilfert, Rachel	UNC-CPHP	Online		Various		0.50	P
13041	Infectious Disease Surveillance & Outbreak Investigation Using GIS	Wilfert, Rachel	UNC-CPHP	Online		Various		0.75	P
13042	Interviewing Techniques (FOCUS, Volume 2.3)	Wilfert, Rachel	UNC-CPHP	Online		Various		1.00	P
13043	Recognizing an Outbreak (I is for Investigation, Session 1)	Wilfert, Rachel	UNC-CPHP	Online		Various		1.00	P
13044	Rapid Needs Assessment & GIS (FOCUS, Volume 5.3)	Wilfert, Rachel	UNC-CPHP	Online		Various		1.00	P
13045	Radiological Surveillance	Wilfert, Rachel	UNC-CPHP	Online		Various		0.75	P
13046	Rabies Epidemiology & Control	Wilfert, Rachel	UNC-CPHP	Online		Various		0.75	P
13047	North Carolina Communicable Disease Law	Wilfert, Rachel	UNC-CPHP	Online		Various		0.75	P
13048	Public health Burden of Foodborne Disease	Wilfert, Rachel	UNC-CPHP	Online		Various		0.75	P
13049	Overview of Study Design	Wilfert, Rachel	UNC-CPHP	Online		Various		0.75	P
13050	Study Designs for Analytic Epidemiology (E is for Epi, Session 3.2)	Wilfert, Rachel	UNC-CPHP	Online		Various		0.50	P
13051	Mapping for Surveillance & Outbreak Investigation (FOCUS, Volume 5.2)	Wilfert, Rachel	UNC-CPHP	Online		Various		1.00	P
13052	Tick-Borne Diseases of the US	Wilfert, Rachel	UNC-CPHP	Online		Various		0.75	P
13053	Key Concepts & Terms in Public Health Informatics (PH Informatics Basics, Module 2)	Wilfert, Rachel	UNC-CPHP	Online		Various		0.75	P
13054	Recognition & Management of Bioterrorist Agents: An Overview	Wilfert, Rachel	UNC-CPHP	Online		Various		0.75	P
13055	The Practice of Epidemiology: An Overview (E is Epi, Session 1.2)	Wilfert, Rachel	UNC-CPHP	Online		Various		0.75	P
13056	Case Study 4: Storm-Related Water Consumption	Wilfert, Rachel	UNC-CPHP	Online		Various		1.50	P
13057	Case Study 5: Hepatitis A Cluster with Unknown Sources	Wilfert, Rachel	UNC-CPHP	Online		Various		1.50	P
13058	Case Study 6: Elemental Mercury Spill	Wilfert, Rachel	UNC-CPHP	Online		Various		1.00	P
13082	Integrated Toxicology & EH Program Seminar Series	Smathers, Emily	Duke ITEHP	Durham	NC	1/11/13	4/17/13	21.00	P
13083	Preparation for Standardization of Retail Food Staff (FDA)	Pierce, Andre	Wake County Environmental Svcs, EH Division	Raleigh	NC	1/9/13	1/9/13	5.25	5.25
13084	Chemical Spill Response Training	Pappas, Chris	Sigma Consulting & Training	Various		Various		7.50	7.50
13085	Northeastern Environmental Health District	Gilstrap, Len	Northeastern Environmental Health District	Greenville	NC	1/11/13	1/11/13	4.00	4.00
13086	Carteret County Spring Wastewater Training	Gilstrap, Len	Carteret County HD	Morehead City	NC	3/19/13	3/19/13	6.00	6.00
13087	Carteret County Fall Wastewater Training	Gilstrap, Len	Carteret County HD	Morehead City	NC	9/12/13	9/12/13	6.00	6.00
13088	OSHA 8-Hour HAZWOPER Refresher Training	Cole, Walter	Safety Unlimited, Inc	Online				8.00	8.00
13089	Introduction to Human Health Risk Assessment	Red, Krissie	South Central Public Health Partnership (Tulane)	Online				2.00	2.00
13090	Fundamentals of Health Risk Assessment in Public Health	Red, Krissie	South Central Public Health Partnership (Tulane)	Online				4.00	4.00
13091	Environmental Health Issues in Disasters	Red, Krissie	South Central Public Health Partnership (Tulane)	Online				2.00	2.00
13092	Environmental Sampling & Monitoring in a Disaster	Red, Krissie	South Central Public Health Partnership (Tulane)	Online				4.00	4.00
13093	Environmental Health & Shelters	Red, Krissie	South Central Public Health Partnership (Tulane)	Online				3.00	3.00
13094	MGT 319 - Bioterrorism Mass Prophylaxis Preparedness & Planning	Harris, Stacey	NC Emergency Management	Various		Various		12.00	12.00
13095	Harris Nuclear Plant Ingestion Pathway Zone Workshop	Sullivan, Larry	NC Emergency Management	Raleigh	NC	1/23/13	1/23/13	4.00	4.00
13096	2013 Mid-Atlantic Mosquito Control Annual Ed Conference	Salmen, Dennis	Mid-Atlantic Mosquito Control Assoc	Columbia	SC	3/13/13	3/15/13	9.50	9.50
13097	2013 American Mosquito Control Association Annual Conf	Salmen, Dennis	American Mosquito Control Assoc	Atlantic City	NJ	2/24/13	2/28/13	15.50	15.50
13098	Innovative Food Defense Program	McDowell, Harold	NCDA&CS, Food & Drug Division	Various		Various		5.00	4.50
13099	Permitting Drip & Pretreatment Systems - Improvement Permit	Grant, Dawn	Eastern Area Health Ed Center (EAHEC)	Various		Various		6.00	6.00
13100	Permitting Drip & Pretreatment Systems - Construction Authorization	Grant, Dawn	Eastern Area Health Ed Center (EAHEC)	Various		Various		6.00	6.00
13101	Permitting Drip & Pretreatment Systems - Operation Permit	Grant, Dawn	Eastern Area Health Ed Center (EAHEC)	Various		Various		6.00	6.00

**Board Action: The Board approved the recommendation from the Education Committee to approve the above referenced 2013 Continuing Education requests with the exception of those noted as changed, pending or denied until further notice. Ernie Nichols made the motion and Jeff French seconded the action. All votes affirmative.**

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

The Internal Audit Committee completed an internal audit of the Board’s financial records earlier in the day. The Committee reviewed records dated between October 11, 2012 and January 30, 2013. No irregularities were found. In accordance with external auditor recommendations, the Committee also performed random audits/cross checks between actual deposits and RSTAS to ensure no irregularities.

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

Patricia Hawkins made a preliminary report on the Renewal Audit. Nine Board Members assisted in the Renewal Audit of approximately 250 renewal applications. Initial problems were discovered in 7 of those renewals. Patricia will work with applicants to correct the problems where possible. She will report the results at a future meeting.

The Board discussed how to best ensure that all registrants have taken the required public health law course within the required timeframe of 4 years from their original date of registration.

**Board Action: Debra Yarbrough made a motion to direct the Administrative Assistant to audit, prior to the March 21, 2013 board meeting, all of those registered in 2008 to ensure that they have taken the mandated public health law course. Patricia Hawkins seconded the motion. All votes affirmative.**

**Meeting Adjourned: 1 2:41 p.m.**

Respectfully submitted,

Ernie Nichols, REHS  
Secretary-Treasurer  
January 31, 2013