

NC State Board of Environmental Health Specialist Examiners

Minutes of December 11, 2013 Board Meeting

The North Carolina State Board of Environmental Health Specialist Examiners met on Wednesday, December 11, 2013. The meeting took place at the Waverly Akins Wake County Office Building, 337 S. Salisbury Street, Raleigh, NC at 10:00 a.m. A call in number was made available. Those in attendance, either in person or via telephone, were Seth Swift, Greg Bright, Jeff French (via telephone), Patricia Hawkins, Lynn Lathan, Courtney Silverthorne, Wayne Stewart, Jessica Silver and Donna Coffey. Board members Layton Long, Ernie Nichols, Burt Ogle and Debra Yarbrough were absent. One member of the public, Charlie McFee, attended the meeting.

Called to Order - Chair Seth Swift called the meeting to order at 10:17 a.m.

Board Action. Patricia Harris made a motion to approve the agenda and Jessica Silver 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 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.

Approval of Minutes

The Board reviewed the June 27, 2013 minutes and made no changes.

Board Action: Patricia Hawkins made a motion to accept the June 27, 2013 Minutes as submitted. Greg Bright seconded the motion. All votes affirmative.

The Board reviewed the October 24, 2013 minutes and made no changes.

Board Action: Greg Bright made a motion to accept the October 24, 2013 Minutes as submitted. Jessica Silver seconded the motion. All votes affirmative.

Financial Report – Donna Coffey

Donna reported the following account balances as of December 10, 2013:

| | |
|---------------------------|-------------|
| SECU Checking Account | \$4,011.31 |
| SECU Money Market Account | \$34,102.24 |
| SECU Shares Account | \$36.14 |
| STIF Account | \$13,160.11 |

Chair Report – Seth Swift

Seth reported that that the State Auditor’s Office is reviewing the Board’s 2012 Financial Audit performed by Anderson Smith & Wike PLLC. Seth Swift and Donna Coffey have confirmed, with the Auditor’s Office, that this is a routine review tied to the recently approved HB 74. Seth also reminded board members that due to change in employment of some Board members, retirements of other members and expiration of terms of others, there would be several new members appointed by Governor McCrory in 2014.

Vice-Chair Report – Wayne Stewart

Wayne reported that he has retired from local government and consequently should resign from his position on the Board. His term is officially due to expire on 12/15/2014.

Secretary/Treasurer Report – Ernie Nichols

Administrative Assistant to the Board’s Report – Donna Coffey

Donna has confirmed the location of the January 2014 meeting as the Orange County Environmental Health Conference Room in Hillsborough.

Audit Committee – Patricia Hawkins

No report.

Education Committee Report – Courtney Silverthorne

The following interns were presented to the Board for RS status:

| Name | County/Agency | Intern # |
|-----------------|--------------------|----------|
| Shelby Ledford | Mecklenburg County | 2436 |
| Jeremy Gore | Columbus County | 2437 |
| Travis Bolton | Carteret County | 2438 |
| Catherine Flynn | Warren County | 2439 |

Board Action: Courtney Silverthorne made a motion to approve the interns as presented. No second required. All votes affirmative. Lynn Lathan from Mecklenburg County abstained from voting on Intern #2436, and Jessica Silver from Warren County abstained from voting on Intern #2439.

Closed Session

Board Action: Courtney Silverthorne made a motion to go into closed session at 10:35 a.m. to discuss confidential matters related to requests for military and disability waivers. Jessica Silver seconded the motion. All votes affirmative.

The Board came back into open session at 11:00 a.m.

Certification of October 25, 2013 Exam Scores

The following Interns passed the October 25, 2013 Exam:

| RS # | Pass/Fail |
|------|-----------|
| 2376 | Pass |
| 2389 | Pass |
| 2390 | Pass |
| 2393 | Pass |
| 2394 | Pass |
| 2395 | Pass |
| 2396 | Pass |
| 2398 | Pass |
| 2405 | Pass |
| 2408 | Pass |
| 2415 | Pass |
| 2425 | Pass |

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

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 |

| Course # | Name of Education/Training | Submitted By | Organization Sponsor | City | State | Start Date | End Date | Hrs Req'd | Hrs App'd |
|----------|--|--------------------|--|--------------------|-------|------------|----------|-----------|-----------|
| 13326 | Southeastern District Educational Meeting - 2nd Quarter | Solice, Perry | NCPHA | Elizabethtown | NC | 6/14/13 | 6/14/13 | 4.00 | 4.00 |
| 13327 | Annual HAZWOPER Refresher (Guilford County) | Cole, Scott | Guilford County Emergency Management | Greensboro | NC | 11/7/13 | 11/7/13 | 6.00 | 5.25 |
| 13328 | Eastern NC EH Association meeting | Dees, Tony | Eastern NC EH Association | Greenville | NC | 12/6/13 | 12/6/13 | 4.00 | 4.00 |
| 13329 | WNC EH Supervisors' Association Meeting | Hawkins, Patricia | WNCEHSA | Asheville | NC | 9/24/13 | 9/24/13 | 2.00 | 2.00 |
| 13330 | Environmental Management of Pediatric Asthma: Guidelines for Health Care Providers | Brown, William | National Environmental Education Foundation | Washington | DC | 11/1/13 | 11/1/13 | 1.50 | 1.50 |
| 13331 | 2013 Gulf & South Atlantic States Shellfish Conference | French, Jeff | Interstate Shellfish Sanitation Conference & South Carolina DHEC | Charleston | SC | 5/13/13 | 5/15/13 | 12.00 | 12.00 |
| 13332 | Introduction to Water Treatment | Haines, Andrew | EdX/Delft University | Online | | 9/16/13 | 11/25/13 | 16.00 | 16.00 |
| 13333 | Hearing Protective Devices | Zontek, Tracy | Western Carolina University ASSE Chapter | Cullowhee | NC | 10/21/13 | 10/21/13 | 1.25 | 1.25 |
| 13334 | Install 225/O&M 225: Inspector Field Practicum | Tanner, Joni | NCSU Soil Science | Various | | Various | | 6.00 | 6.00 |
| 13335 | O&M 210: Pump System Field Course - Advanced Monitoring & Troubleshooting in the Field | Tanner, Joni | NCSU Soil Science | Various | | Various | | 6.00 | 6.00 |
| 13336 | Install 271: Gravity and Pump Systems - Installation | Tanner, Joni | NCSU Soil Science | Various | | Various | | 3.00 | 3.00 |
| 13337 | Eastern NC EH Supervisors' Meeting | | Eastern NC EH Supervisors' Association | Greenville | NC | 8/30/13 | 8/30/13 | 4.00 | 3.00 |
| 13338 | Confidential Records & Files/Filing Systems | Newbern, Caroll | State Department of Archives | Various | | Various | | 3.00 | 3.00 |
| 13339 | Drinking Water Sample Certification | Timmons, Regina | Maryland Department of Environment | Baltimore | MD | 2/7/13 | 2/7/13 | 3.00 | 3.00 |
| 13340 | Planning for Unique Evacuation & Shelter in Place Needs of People with Medical Dependencies | Alley, Shannon | Yale New Haven Health Center for Emergency Preparedness & Response | Burlington | NC | 2/28/13 | 2/28/13 | 8.00 | 6.75 |
| 13341 | Hazard Analysis & Critical Control Points (HACCP) Manager Certification Course | Jones, Jeffrey | NEHA | Washington | DC | 7/8/13 | 7/9/13 | 5.00 | 5.00 |
| 13342 | NEHA AEC Attendance | Jones, Jeffrey | NEHA | Washington | DC | 7/8/13 | 7/11/13 | 11.00 | 11.00 |
| 13343 | Warewashing Machines and Dish Room Best Practices | Jones, Jeffrey | Food Safety Matters - ECOLAB | Online | | | | 1.00 | 1.00 |
| 13344 | Strategies to Reduce the Risk of Norovirus & Influenza | Jones, Jeffrey | Food Safety Matters - ECOLAB | Online | | | | 1.00 | 1.00 |
| 13345 | Ask the Experts | Jones, Jeffrey | Food Safety Matters - ECOLAB | Online | | | | 1.00 | 1.00 |
| 13346 | Managerial & Watersystem Capacity Development Response, Tools & Strategies with NC Public Water Supply Section | Setzer, Britt | UNCS School of Government - Environment Finance Training Center | Winston-Salem | NC | 9/12/13 | 9/12/13 | 6.00 | 6.00 |
| 13347 | NERRS Science Collaborative Project | Sherman, Stan | NC National Estuarine Research Reserve & NC Coastal Federation | Wrightsville Beach | NC | 9/13/13 | 9/13/13 | 1.75 | D |
| 13348 | Maryland Groundwater Symposium | Timmons, Regina | MDE Water Supply Program | Baltimore | MD | 9/26/13 | 9/26/13 | 4.50 | 4.50 |
| 13349 | IS-100.B Introduction to Incident Command System, ICS-100 | Del Rosario, Katie | FEMA | Online | | | | 3.00 | 3.00 |
| 13350 | CDPIMS & Training | Evans, Ed | CDP | Winton | NC | 10/21/13 | 10/21/13 | 6.00 | 5.00 |
| 13351 | 2013 Annual Conference for Child Nutrition Administrators | Rodriguez, Angela | NC Child Nutrition Services of NC DPI | Durham | NC | 10/23/13 | 10/25/13 | 10.00 | 6.25 |
| 13352 | Equal Employment Opportunity Institute (EEOI) | Jenkins, Shannon | NC DENR | Morehead City | NC | 11/7/13 | 11/8/13 | 10.00 | D |
| 13353 | Isolation/Quarantine Table Top Exercise | Thornton, Danny | Brunswick County Health Services | Bolivia | NC | 11/15/13 | 11/15/13 | 3.00 | D |
| 13354 | 40 Hour HAZWOPER | Baker, Kyle | NCSU Industrial Extension Service | Raleigh | NC | 11/18/13 | 11/22/13 | 15.00 | 20.00 |
| 13355 | North Carolina Safety Conference | Wilson, Katie | National Safety Council | Charlotte | NC | 11/21/13 | 11/22/13 | 8.50 | 8.50 |
| 13356 | Mountain Environmental Health Section | Fouts, Jonathan | Mountain EH Section | Newton | NC | 12/4/13 | 12/4/13 | 5.00 | 5.00 |
| 13357 | WPEHS December Meeting | Jordan, Joshua | West Piedmont EH Section | Salisbury | NC | 12/5/13 | 12/5/13 | 4.00 | 4.00 |
| 13358 | CNCEHSA Quarterly Meeting | Pixley, Connie | Central NCEH Supervisors Association | Asheboro | NC | 12/6/13 | 12/6/13 | 4.00 | 4.00 |
| 13359 | OSWW Workshop | Newbern, Caroll | NC On-Site Water Protection Branch & Halifax County EH | Roanoke Rapids | NC | 12/12/13 | 12/12/13 | 3.50 | 3.50 |
| 13360 | Southeast Tidal Creek Summit | Sherman, Stan | NC, SC & GA Grant | Wilmington | NC | 12/16/13 | 12/17/13 | 5.00 | 5.00 |

| Course # | Name of Education/Training | Submitted By | Organization Sponsor | City | State | Start Date | End Date | Hrs Req'd | Hrs App'd |
|-------------------------|--|-------------------|---|----------------|-------|-------------|-------------|-----------|-----------|
| 13361 | Geology & Soils of the Triassic Basin | Vaughan, Jeff | Soil Society of NC | Pittsboro | NC | 12/17/13 | 12/17/13 | 6.50 | 6.50 |
| 13362 | Western NC EH Supervisors Association | Hawkins, Patricia | WNCEHSA | Asheville | NC | 12/18/13 | 12/18/13 | 2.00 | 2.00 |
| 13363 | PHP&R Regional Offices Isolation & Quarantine Workshop | Lott, Valerie | NC Public Health Preparedness & Response | Various | | Various | | 2.50 | D |
| 13364 | Epidemiology for Health Education | Colley, Traci | ECU Graduate School | Greenville | NC | Spring 2013 | Spring 2013 | 30.00 | 20.00 |
| 13365 | Solid & Hazardous Waste Management | Colley, Traci | ECU Graduate School | Greenville | NC | Fall 2013 | Fall 2013 | 30.00 | 20.00 |
| 13366 | Curing, Smoking, Drying of Meat, Poultry, Fish & Fermented Sausages | Cagle, Neill | FDA/Center for Agriculture & Food Security & Preparedness | Online | | | | 5.00 | 5.00 |
| 13367 | Fermentation of Food | Cagle, Neill | FDA/Center for Agriculture & Food Security & Preparedness | Online | | | | 3.00 | 3.00 |
| 13368 | Introduction to Continuity of Operations Planning for Pandemic Influenzas (IS-520) | Hester, Jarvin | FEMA Emergency Management Institute | Online | | | | 1.00 | 1.00 |
| 13369 | Exercising Continuity Plans for Pandemics (IS-522) | Hester, Jarvin | FEMA Emergency Management Institute | Online | | | | 8.00 | 8.00 |
| 13370 | Iron, Manganese 'R Us - Welcome to NC | Setzer, Britt | NCVOA | Morganton | NC | 4/10/13 | 4/10/13 | 6.00 | 6.00 |
| 13371 | Water Sector Incident Command & National Incident Command System Training | Setzer, Britt | USEPA/Horsley Willen Group | Raleigh | NC | 6/13/13 | 6/13/13 | 6.00 | 6.00 |
| 13372 | New Health Director Training | Harrelson, Cris | NCPHA | Asheville | NC | 9/16/13 | 9/17/13 | 4.00 | 2.50 |
| 13373 | HAZWOPER 24-Hour Moderate Risk | Chapple, Jason | Kirkwood & Blue Ridge Community Colleges | Winston-Salem | NC | 11/18/13 | 11/20/13 | 8.00 | 8.00 |
| 13374 | Southeastern District Educational Meeting | Solice, Perry | NCPHA | Burgaw | NC | 12/6/13 | 12/6/13 | 4.00 | 5.00 |
| 13375 | Management of Hazardous Waste | Blake, Rhonda | Environmentaal Resource Center | Kings Mountain | NC | 12/12/13 | 12/12/13 | 4.00 | 4.00 |
| 13376 | DOT Hazardous Materials Training | Blake, Rhonda | Environmentaal Resource Center | Roxboro | NC | 9/23/13 | 9/23/13 | 8.00 | 8.00 |
| Courses for 2014 | | | | | | | | | |
| 14101 | Soil Science Society of NC Annual Meeting | Vaughan, Jeff | Soil Science Society of NC | Raleigh | NC | 1/21/14 | 1/22/14 | 11.00 | 7.25 |
| 14102 | Food Safety Supervisor/Manager's Course | Teachey, Melissa | Dept of Navy | Camp Lejeune | NC | 1/1/14 | 12/13/14 | 18.00 | D |
| 14103 | Mishap Investigations | Teachey, Melissa | Dept of Navy | Camp Lejeune | NC | 3/14/14 | 3/18/14 | 18.00 | D |
| 14104 | Legal Basics for Human Services Directors & Administrators | Boggs, Carolyn | UNC School of Government | Chapel Hill | NC | 1/13/14 | 1/15/14 | 3.50 | 3.50 |
| 14105 | Aquatic Facility Audits | Wichmann, Susan | National Swimming Pool Foundation | Online | | | | 1.50 | 1.50 |
| 14106 | Aquatic Play Feature | Wichmann, Susan | National Swimming Pool Foundation | Online | | | | 2.00 | 2.00 |
| 14107 | Aquatic Risk Management | Wichmann, Susan | National Swimming Pool Foundation | Online | | | | 1.50 | 1.50 |
| 14108 | Certified Aquatic Energy Auditor | Wichmann, Susan | National Swimming Pool Foundation | Online | | | | 2.50 | 2.50 |
| 14109 | Certified Pool/Spa Inspector (CPI) | Wichmann, Susan | National Swimming Pool Foundation | various | | | | 3.00 | 3.00 |
| 14110 | Recreational Water Illnesses | Wichmann, Susan | National Swimming Pool Foundation | Online | | | | 3.00 | 2.00 |
| 14111 | Certified Pool/Spa Operator (CPO) | Wichmann, Susan | National Swimming Pool Foundation | various | | | | 16.00 | 13.00 |
| 14112 | Pool Operator Primer | Wichmann, Susan | National Swimming Pool Foundation | Online | | | | 8.00 | 8.50 |
| 14113 | 2014 NC GWA Trade Show & Continuing Education | Morgan, Andrew | NC GWA | Greensboro | NC | 1/31/14 | 2/1/14 | 4.00 | 4.00 |

Board Action: Courtney Silverthorne made a motion to approve the recommended continuing education hours as presented noting those that are pending or denied until further notice. No second required. All votes affirmative.

Reciprocity Sub-Committee Report

At its previous meeting, the Board created a Reciprocity Committee to explore options for the NC EHS Board granting reciprocity to Charles McFee, an REHS from Minnesota. The Reciprocity Committee reported that preliminary analysis indicates that there are two ways that an individual may use their previous work experience to count towards becoming a full REHS in North Carolina.

| | Reciprocity | Fast Tracking |
|--|--|--|
| Explanation | Blanket agreement between NC EHS Board and another state EHS Board. Via the agreement, all individuals from that particular state would be able to use some portion or all of their individual's on-the-job experience from that state towards the individual's RS internship in NC. NC EHS Board granting of reciprocity from another state does not automatically ensure that that particular state would grant reciprocity to NCREHS. | Allows an individual's on-the-job experience to count towards some portion of their RS internship in North Carolina. |
| CIT Required | Yes | Yes |
| NC REHS Portion of Exam Required (Essay and Oral) | No | Yes |

Agreeing that this is a complex issue, the Board also agreed:

- Reciprocity would be granted for individuals who have attained full REHS status in their prior state
- Reciprocity would not be available for Interns from those particular states.
- Determine the relationship between NEHA and NC requirements to include scores and transcripts

The Board further directed the Reciprocity Committee to focus on the opportunity to allow reciprocity with the State of Minnesota and not to limit its focus on reciprocity for the individual Minnesota applicant.

New Business

Closed Session

Upon a motion by Wayne Stewart and second by Jessica Silver, the Board moved into closed session at 1:06 p.m. to discuss a personnel/investigative issue.

The meeting resumed to open session at 1:32 p.m.

2014 Board Reorganization

The Board Nomination Committee recommended Greg Bright to serve as Chair of the Board and Courtney Silverthorne to serve as Vice-Chair of the Board for the two-year period from 2014 through 2016. Ernie Nichols would continue the second year of his two-year appointment as Secretary/Treasurer to the Board with his term expiring December 2014.

Board Action: Jessica Silver made a motion for Greg Bright to serve as Chair and Courtney Silverthorne to serve as Vice-Chair for 2014-2016. Lynn Lathan seconded the motion. All votes

affirmative.

2014 Budget

In Ernie's absence, Donna Coffey provided the Year-to-Date Financial Report and presented the 2014 budget proposal that she and Ernie developed.

Board Action: Greg Bright made a motion to accept the 2014 budget proposal as submitted. Jessica Silver seconded the motion. All votes affirmative.

2014 Meeting and Exam Calendar

The Board approved the following meeting and exam calendar for 2014:

| <i>Date</i> | <i>Location</i> | <i>Purpose</i> |
|-------------------|--|-----------------|
| January 31, 2014 | Orange County Environmental Health West Campus Office Building 131 West Margaret Lane Hillsborough, NC 27243 | Regular Meeting |
| March 20, 2014 | Davidson County Health Department 915 N Greensboro St. Lexington, NC | Regular Meeting |
| March 21, 2014 | Davidson County Health Department 915 N Greensboro St. Lexington, NC | Exam |
| June 20, 2014 | Waverly Akins Wake County Office Building 337 S. Salisbury St. Raleigh, NC 27601 | Regular Meeting |
| October 9, 2014 | Orange County Environmental Health West Campus Office Building 131 West Margaret Lane Hillsborough, NC 27243 | Regular Meeting |
| October 10, 2014 | Orange County Environmental Health West Campus Office Building 131 West Margaret Lane Hillsborough, NC 27243 | Exam |
| December 12, 2014 | Waverly Akins Wake County Office Building 337 S. Salisbury St. Raleigh, NC 27601 | Regular Meeting |

Meeting Adjourned 2 :28 p.m.

Respectfully submitted,

Ernie Nichols, REHS
Secretary-Treasurer
December 11, 2013