

# NC State Board of Environmental Health Specialist Examiners

## Minutes of March 20, 2014 Board Meeting

The North Carolina State Board of Environmental Health Specialist Examiners met on Thursday, March 20, 2014. The meeting took place at the Davidson County Health Department Board Room, 915 Greensboro Street, Lexington, NC at 10:30 a.m. A call in number was available. Those in attendance, either in person or via telephone, were Greg Bright, Jeff French, Patricia Hawkins, Ernie Nichols, Courtney Silverthorne, Jessica Silver, Seth Swift, Debra Yarbrough and Donna Coffey. Board members Layton Long, Lynn Lathan, Burt Ogle and Wayne Stewart were absent, because either their term has expired and the Governor's Office has not approved new appointments or their job duties have changed. Board Attorney, John Barkley, joined the meeting via telephone.

**Called to Order** - Chair Greg Bright called the meeting to order at 10:30 a.m.

**Board Action. Jeff French made a motion to amend the agenda by moving the Reciprocity Committee Report to earlier in the meeting in order to accommodate the Board Attorney schedule. Ernie Nichols seconded the motion. All votes affirmative.**

### **Conflict of Interest Statement**

Chair Greg Bright 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.

### **Reciprocity Committee Report**

In follow up to the Board's reciprocity discussion in December 2013, the Reciprocity Committee met on January 13, 2014. The committee compared NC REHS registration requirements with Minnesota's REHS registration requirements. The chart below summarizes the Committee's research.

#### COMPARISON OF NC AND MN OVERSIGHT BOARD REQUIREMENTS FOR REGISTRATION OF ENVIRONMENTAL HEALTH SPECIALISTS

Min. Registration Requirement	North Carolina	Minnesota
<b>Educational Background</b>	BS with 30 hours or more phys/bio science	BS with 30 hours or more phys/bio science
<b>EHS Exam</b>	NEHA	NEHA
<b>Written Essay Exam</b>	Yes	No
<b>Oral Exam</b>	Yes	No
<b>"Internship" Period</b>	2 years	1 year
<b>Continuing Education</b>	15 hours/year	24 hours/year

Board Attorney, John Barkley, informed the Board that NC statutes require the NC EHS Board to grant reciprocity. He recommended that the Board establish a reciprocity application, fee and review process.

**Board Action: Jeff French made a motion, in accordance with NC General Statute 90A-62, to accept the REHS registration program in Minnesota without examination with the stipulation that any REHS applicant from Minnesota must be currently registered in that state, have a minimum of 2 years of environmental health experience or minimum of 1 year experience in the practice of environmental health if that individual graduated from an National Environmental Health Science & Protection Accreditation Council (EHAC) approved program. The effective date of this action is March 20, 2014, Seth Swift seconded the motion. All votes affirmative.**

In addition, the Board directed Jeff French to draft a letter for the Minnesota EHS Board informing them of the NC EHS Board action and to copy the applicant from Minnesota of the Board's action.

The Board appointed an Out-of-State Application Committee and tasked the Committee with the following assignments:

- Develop reciprocity application form
- Determine a recommended reciprocity application fee
- Draft a standard notification letter for approved applicants. The letter would include:
  - Expiration date of the reciprocity offer (12 months from date of letter)
  - If applicant does not obtain employment within the 12 month period, he/she can reapply for reciprocity
  - Copy of the notification letter to be sent to the state where applicant is currently registered
- Establish an appeals process

The Out-of-State Application Committee includes Patricia Hawkins and Debra Yarbrough.

**Financial Report – Donna Coffey**

Donna reported the following account balances as of March 19, 2014:

SECU Checking Account	\$6,341.29
SECU Money Market Account	\$68,597.88
SECU Shares Account	\$36.21
STIF Account	\$13,194.82

**Chair Report – Greg Bright**

Greg reported that the Governor's Office is aware of the vacancies on the Board as he and Donna have both spoken with Josh Arrant from that office. Progress on getting new appointments has been slow, but they will continue following up on the matter.

**Vice-Chair Report – Courtney Silverthorne**

No report

**Secretary/Treasurer Report – Ernie Nichols**

No report

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

Donna reported that the Board's auditor, Anderson Smith Wike PLLC, will be on site within the next two weeks to complete fieldwork for the Board's 2013 annual financial audit.

**Audit Committee – Patricia Hawkins**

Patricia Hawkins reported that the Audit Committee met at 8:30 a.m. this morning. The Committee reviewed transactions in the Board's checking, money market and savings accounts for the period covering the October 2013 through the March 2014 bank statements. During the Board's annual renewal audit in January, payments from interns and REHS were traced from the deposit slip to RSTAS and to the bank statements, and it was found that all revenue receipts were properly recorded. The Audit Committee noted no major discrepancies.

**Legislative Committee – Jeff French**

Jeff French reported on House Bill 74 including a rulemaking update and on NC GS93B-15.1.

**Education Committee Report – Courtney Silverthorne**

The following interns were presented to the Board for approval:

Name	County/Agency	Intern #
1. Charles McFee	Wake County	2414
2. Bibiana Contti	Craven County	2440
3. Robert Pearsall	New Hanover County	2441
4. Wendy Grijalva	Forsyth County	2442
5. Johanna Farmer	Forsyth County	2443
6. Shane Walker	Yadkin County	2444
7. Angela Garner	Mecklenburg County	2445
8. Alexander Torres	Mecklenburg County	2446
9. Landon Greene	Mecklenburg County	2447
10. Melanie Torres	Guilford County	2448
11. Shane Cashion	Iredell County	2449
12. Joseph Chrobak	Forsyth County	2450
13. Heather Woods	Dare County	2451

**Board Action: Courtney Silverthorne made a motion to approve the interns as presented. No second required. All votes affirmative.**

The following interns were presented to the Board for REHS status approval:

Name	County/Agency	Intern #	Eligible Date
1. Jaron Herring	Randolph County	2393	12/4/2013
2. Savannah Kent	Madison County	2380	1/19/2014
3. Breanne Crittenton	Carteret County	2383	3/22/2014

The following interns were presented to the Board for REHS status approval contingent on passing the REHS exam given on March 21, 2014:

Name	County/Agency	Intern #	Eligible Date
1. Jeffrey Massengill	Craven County	2382	3/22/2014
2. Blakely Lyles	Carteret County	2384	3/22/2014

The following intern was presented to the Board for REHS status approval as an out-of-state applicant via reciprocity:

Name	County/Agency	Intern #	Eligible Date
1. Charles McFee	Wake County	2414	3/20/2014

**Board Action: Courtney Silverthorne made a motion to approve the interns as presented. No second required. All votes affirmative. Debra Yarbrough abstained from voting on Jeffrey Massengill as she is employed in Craven County also.**

**Fast Tracking Request**

The Board denied a request from Intern #2398, John Compton, for Fast Tracking citing that the individual does not meet the experience requirement to qualify.

**Board Action: Courtney Silverthorne made a motion to deny the Fast Tracking request for Intern #2398. No second required. All votes affirmative.****Request from Former Intern to Take NEHA Exam**

The Education Committee recommended that the Board deny a request from Intern #2109, Erin Bryan-Millush, to take the NEHA portion of the exam offered by NC REHS. This recommendation was because NEHA requires non-REHS candidates to sit for the exam in specific sites that are not associated with state administered ones.

**Board Action: Courtney Silverthorne made a motion to deny the NEHA exam request as presented. No second required. All votes affirmative.**

**Continuing Education Approval**

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
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	5.75
14113	2014 NC GWA Trade Show & Continuing Education	Morgan, Andrew	NC GWA	Greensboro	NC	1/31/14	2/1/14	4.00	4.00
14114	Chemical Spill Response Training	Pappas, Chris	Sigma Consulting & Training	New Bern	NC	3/17/14	3/17/14	7.50	7.50
14115	Chemical Spill Response Training	Pappas, Chris	Sigma Consulting & Training	Goldsboro	NC	3/18/14	3/18/14	7.50	7.50
14116	Chemical Spill Response Training	Pappas, Chris	Sigma Consulting & Training	Raleigh	NC	3/19/14	3/19/14	7.50	7.50
14117	Chemical Spill Response Training	Pappas, Chris	Sigma Consulting & Training	High Point	NC	3/20/14	3/20/14	7.50	7.50
14118	Chemical Spill Response Training	Pappas, Chris	Sigma Consulting & Training	Concord	NC	3/21/14	3/21/14	7.50	7.50
14119	2014 "Rebuilding the Onsite Industry"	Lassiter, Doug	NC Septic Tank Association	Hickory	NC	1/30/14	1/30/14	6.00	5.00
14120	Advanced On-Site Treatment & Dispersal	Lassiter, Doug	NC Septic Tank Association	various		Various	Various	3.00	3.00
14121	On-Site Water/Wastewater Regulatory Communication	Lassiter, Doug	NC Septic Tank Association	various		Various	Various	3.00	3.00
14122	Food Protection	Red, Krissie	South Central PH Partnership	Internet Course				4.00	4.00
14123	Air Quality & Environmental Noise	Red, Krissie	South Central PH Partnership	Internet Course				2.00	P
14124	Swimming Pools & Recreational Facilities	Red, Krissie	South Central PH Partnership	Internet Course				3.00	3.00
14125	Solid & Hazardous Waste	Red, Krissie	South Central PH Partnership	Internet Course				3.00	3.00
14126	General Environmental Health	Red, Krissie	South Central PH Partnership	Internet Course				3.00	3.00
14127	Wastewater	Red, Krissie	South Central PH Partnership	Internet Course				4.00	4.00
14128	Conference for Food Protection Workshop	Hardister, Bill	Conference for Food Protection	Orlando	FL	5/3/14	5/3/14	5.00	5.25
14129	Conference for Food Protection - Biennial Meeting	Hardister, Bill	Conference for Food Protection	Orlando	FL	5/2/14	5/7/14	35.00	P
14130	Introduction to Surveillance (E is for Epi, Session 4.1)	Fouts, Jonathan	UNC CPHC	Internet Course				1.00	1.00
14131	Data Analysis Basics for Analytic Epidemiology (E is for Epi, Session 3.3)	Fouts, Jonathan	UNC CPHC	Internet Course				0.75	0.75
14132	Study Designs for Analytic Epidemiology (E is for Epi, Session 3.2)	Fouts, Jonathan	UNC CPHC	Internet Course				0.50	0.50
14133	Descriptive Epidemiology (E is for Epi, Session 3.1)	Fouts, Jonathan	UNC CPHC	Internet Course				0.75	0.75
14134	Epidemiology Partners & Resources (E is for Epi, Session 2.2)	Fouts, Jonathan	UNC CPHC	Internet Course				0.75	0.75
14135	Epidemiology Tools & Methods (E is for Epi, Session 2.1)	Fouts, Jonathan	UNC CPHC	Internet Course				0.75	0.75
14136	The Practice of Epidemiology: An Overview (E is for Epi, Session 1.2)	Fouts, Jonathan	UNC CPHC	Internet Course				0.75	0.75
14137	Epidemiology: A Basic Public Health Science (E is for Epi, Session 1.1)	Fouts, Jonathan	UNC CPHC	Internet Course				0.75	0.75
14138	Zoonosis, Preparedness & Public Health	Troutman, David	University @ Albany Center for PH Preparedness	Internet Course				3.00	3.00

Course #	Name of Education/Training	Submitted By	Organization Sponsor	City	State	Start Date	End Date	Hrs Req'd	Hrs App'd
14139	No Fooling, Septic Educational Conference	Swinney, David	Albemarle Regional Health Services	Barco	NC	4/1/14	4/1/14	5.00	5.00
14140	Certified Pool & Spa Operator Certification	Pickett, Alicia	Atlantic Solutions	Wilmington	NC	1/30/14	1/31/14	11.00	P
14141	2014 NC State Health Director's Conference	Clayton, Janet	NCDHHS, NCDPH, NCALHD	Raleigh	NC	1/23/14	1/24/14	4.00	4.00
14142	Carbon Monoxide Detectors	Ortiz, Daniel	Cumberland County HD	Fayetteville	NC	1/23/14	1/23/14	2.50	0.50
14143	Fermentation of Food	McGuire, Meg	FDA	Internet Course				3.00	3.00
14144	Curing, Smoking, Drying of Meat, Poultry, Fish & Fermented Sausages	McGuire, Meg	FDA	Internet Course				5.00	5.00
14145	Reduced Oxygen Packaging (ROP)	McGuire, Meg	FDA	Internet Course				4.00	4.00
14146	Environmental Health Training in Emergency Response (ETHER)	McGuire, Meg	CDC	Atlanta	GA			32.00	20.00
14147	Mid-Atlantic Mosquito Control Association Annual Education Conference	Salmen, Dennis	Mid-Atlantic Mosquito Control Association	Canbridge	MD	3/4/14	3/6/14	12.00	11.00
14148	Surveillance & Control of Dengue Vectors	Salmen, Dennis	American Mosquito Control Association	Charlotte	NC	1/16/14	1/16/14	1.00	1.00
14149	Mountain EH Section - 1st Quarter Meeting	Fouts, Jonathan	Mountain EH Section	Marion	NC	2/4/14	2/4/14	5.00	5.25
14150	Biology & Control of Vectors & PH Pests: the Importance of Integrated Pest Management	Cseh, Larry	CDC, NEHA	Chamblee	GA	2/11/14	2/13/14	21.00	15.00
14151	Food Code Refresher - Calibrate Your Skills	Slachta, Cheryl	Food Protection Program	various		Various		5.25	5.50
14152	Regional Food Protection Branch Meeting #1	Slachta, Cheryl	Food Protection Program	various		Various		4.25	4.25
14153	FD 312 Special Processes at Retail	Chu, Anna	FDA/SOP	Asheville	NC	1/14/14	1/16/14	18.75	18.50
14154	FD 312 Special Processes at Retail	Chu, Anna	FDA/SOP	Winston Salem	NC	2/4/14	2/6/14	18.75	18.50
14155	Back to Grass Roots	Morgan, Andrew	South Atlantic Jubilee	Myrtle Beach	SC	7/26/14	7/27/14	11.00	8.00
14156	2014 Water Systems Seminar	Morgan, Andrew	Franklin Electric	Raleigh	NC	6/5/14	6/5/14	6.50	6.00
14157	2014 Water Systems Seminar	Morgan, Andrew	Franklin Electric	Fayetteville	NC	6/3/14	6/3/14	6.50	6.00
14158	2014 Water Systems Seminar	Morgan, Andrew	Franklin Electric	Shallotte	NC	4/1/14	4/1/14	6.50	6.00
14159	Food Safety Matters: Newly Revised US Food Code Update	Fanning, Paula	EcoLab	Internet Course				1.00	1.00
14160	The Pool Professor Pool Operator Course (one day course)	Fielding, Roy	The Pool Professor, Inc.	various		various		6.00	6.00
14161	The Pool Professor Pool Operator Course (two day course)	Fielding, Roy	The Pool Professor, Inc.	various		various		11.00	11.00
14162	Northeastern EH District	Gilstrap, Len	Northeastern EH District	Greenville	NC	1/17/14	1/17/14	4.00	4.00
14163	Hazardous Materials Emergency Preparedness Workshop	Troutman, David	Cabarrus County LEPC/EnviroSafe Consulting	Kannapolis	NC	3/19/14	3/19/14	4.00	4.00
14164	2014 Disaster Symposium	Dodge, Vencent	Eastern Regional Advisory Committee	Atlantic Beach	NC	3/6/14	3/7/14	6.00	3.50
14165	Groundwater & Wells: Preparing for Tomorrow	Fowlkes, Jon	NC EH SOP Committee	Asheville	NC	4/30/14	5/2/14	15.25	15.25
14166	Pender County's First Annual Well Drillers Seminar	McVey, Douglas	Pender County HD	Burgaw	NC	3/7/14	3/7/14	6.00	5.50
14167	NC EH Supervisors Association Spring Meeting	Dees, Troy	NCEHSA	Aberdeen	NC	4/9/14	4/11/14	9.75	9.75
14168	Tech 450: Advances in Water Table Management	Tanner, Joni	NCSU	various		Various		6.00	5.75
14169	Tech 201: Wastewater in the Environment	Tanner, Joni	NCSU	various		Various		6.00	6.25
14170	FDA36: FDA Public Health Principles	Nelson-Bowker, August	FDA ORAU EduNeering	Internet Course				2.00	2.00
14171	MIC12: Food Microbiological Control 9: Natural Toxins	Nelson-Bowker, August	FDA ORAU EduNeering	Internet Course				2.00	2.00
14172	FDA38: Basics of Inspections: Beginning an Inspection	Nelson-Bowker, August	FDA ORAU EduNeering	Internet Course				2.00	2.00
14173	MIC15: Food Microbiological Control 12: Cleaning & Sanitizing	Nelson-Bowker, August	FDA ORAU EduNeering	Internet Course				2.00	2.00
14174	FDAFC01: Food Code Chapter 7	Nelson-Bowker, August	FDA ORAU EduNeering	Internet Course				1.00	1.00
14175	FDA39: Basics of Inspections: Issues and Observations	Nelson-Bowker, August	FDA ORAU EduNeering	Internet Course				2.00	2.00
14176	FDA01: Food & Drug Law: FDA Jurisdictions	Moses, Pam	FDA ORAU EduNeering	Internet Course				1.00	D
14177	MIC10: Food Microbiological Control 7C: Control by Retorting	Moses, Pam	FDA ORAU EduNeering	Internet Course				2.00	2.00
14178	MIC07: Food Microbiological Control 6: Control by Refrigeration & Freezing	Moses, Pam	FDA ORAU EduNeering	Internet Course				1.00	1.00
14179	FDA58: Bioterrorism Act of 2002 - Registration of Food Facilities	Moses, Pam	FDA ORAU EduNeering	Internet Course				0.75	P
14180	MIC08: Food Microbiological Control 7A: Control by Thermal Processing	Moses, Pam	FDA ORAU EduNeering	Internet Course				2.00	2.00
14181	FDA251 & FDA251A: An Introduction to Food Security Awareness	Moses, Pam	FDA ORAU EduNeering	Internet Course				1.00	1.00

Course #	Name of Education/Training	Submitted By	Organization Sponsor	City	State	Start Date	End Date	Hrs Req'd	Hrs App'd
14182	FDA35: Basic Food Law for State Regulators	Moses, Pam	FDA ORAU EduNeering	Internet Course				1.00	1.00
14183	F105: Foodborne Illness Investigations 5: Epidemiological Statistics	Moses, Pam	FDA ORAU EduNeering	Internet Course				2.00	2.00
14184	FDA45: Food Labeling	Moses, Pam	FDA ORAU EduNeering	Internet Course				1.00	1.00
14185	MIC05: Food Microbiological Control 4: Foodborne Parasites	Moses, Pam	FDA ORAU EduNeering	Internet Course				2.00	2.00
14186	MIC09: Food Microbiological Control 7B: Control by Pasteurization	Moses, Pam	FDA ORAU EduNeering	Internet Course				2.00	2.00
14187	Clean Marina Workshop	Stokley, Matthew	NC Natural Estuarine Research Reserve	Wilmington	NC	3/5/14	3/5/14	6.00	3.25
14188	CRA 24th Annual Conference & Trade Show	Barnette, Minor	Carolina Recycling Association	Asheville	NC	3/31/14	4/3/14	16.75	10.25
14189	Stormwater BMP Reviewer Certification	Johnson, Emmett	NCSU	Raleigh	NC	1/6/14	1/7/14	7.00	7.00
14190	2014 Clarke Mosquito Control Workshop	Hemmen, Marie	Clarke Mosquito Control	Wilmington	NC	3/10/14	3/10/14	3.25	3.25
14191	Risk-Based Inspection Methods at Retail	Johnson, Brian	FDA	Providence	RI	3/6/14	3/7/14	15.00	15.00
14192	Northeastern EH District #2	Gilstrap, Len	Northeastern EH District	Greenville	NC	4/4/14	4/4/14	4.25	4.25
14193	Central NC EH Supervisors Association Meeting	McGuire, Meg	Central NC EH Supervisors Association	Hillsborough	NC	2/28/14	2/28/14	3.00	3.00
14194	Western NC EH Supervisors Association Meeting	Hawkins, Patricia	Western NC EH Supervisors Association	Asheville	NC	2/25/14	2/25/14	2.00	2.00
14195	West Piedmont EH Section Winter Meeting	Jordan, Josh	West Piedmont EH Section	Winston Salem	NC	2/27/14	2/27/14	4.00	4.00
14196	Southeastern District Educational Meeting	Blake, Ashley	Southeastern District NCPHA - EH	Smithfield	NC	3/13/14	3/13/14	4.50	4.50

**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. No second required. All votes affirmative.**

### **Investigation Update**

In the investigation case of REHS #2153, Jeff French sent a letter to the individual on March 3, 2013 requesting the REHS to return his REHS card and certificate to the Board. The individual has not complied with the request as of the date of this meeting, and Jeff indicated that he will follow up with the RS.

### **Closed Session**

Upon a motion by Jeff French and second by Jessica Silver, the Board moved into closed session at 3:04 p.m. to discuss a personnel/investigative issue.

The meeting resumed to open session at 3:28 p.m.

Patricia Hawkins reminded Board members that mandated SEI Statements and Ethics Training Requirements must be completed by April 15, 2014.

Greg Bright reminded Board members that the REHS exam scheduled for tomorrow, Friday, March 21, 2014 begins at 9:30 a.m. Eight Interns are scheduled to take the exam (4 for full exam, 3 for NEHA only, 1 for oral and written only).

**Meeting Adjourned 3 : 4 8 p.m.**

Respectfully submitted,

Ernie Nichols, REHS  
Secretary-Treasurer  
March 20, 2014