

# NC State Board of Environmental Health Specialist Examiners

## Minutes of December 12, 2014 Board Meeting

The North Carolina State Board of Environmental Health Specialist Examiners met on Friday, December 12, 2014. The meeting took place at the Waverly Akins Wake County Office Building, 337 S. Salisbury St. Raleigh, NC 27601 at 10:00 a.m. A call in number was available. Those in attendance, either in person or via telephone, were Chair Greg Bright, Dr. Brian Byrd, Melanie Campen, Patricia Hawkins, Carl Kivett, Ernie Nichols, Jessica Silver, Courtney Silverthorne, Seth Swift, Phil Thompson and Donna Coffey. In addition to Board members, the Board’s Legal Counsel, John Barkley, attended the meeting.

**Called to Order** - Chair Greg Bright called the meeting to order at 10:18 a.m.

**Board Action. Phil Thompson made a motion to approve the agenda as presented. Courtney Silverthorne 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. Phil Thompson stated a conflict of interest and recused himself from all actions associated to NC Environmental Health State of Practice (NCEHSOP) Committee, as he is Chair of that Committee.

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.

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

Donna reported the following account balances as of December 11, 2014:

SECU Checking Account	\$5,036.18
SECU Money Market Account	\$43,369.24
SECU Shares Account	\$36.41
STIF	\$13,235.00

### **Chair Report – Greg Bright**

The Chair reported that he has received no update from Governor McCrory’s office regarding appointment of the expired terms of the Western (Seth Swift), Piedmont (Greg Bright) and Eastern (Courtney Silverthorne) representatives.

### **Vice-Chair Report – Courtney Silverthorne**

No report

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

Secretary/Treasurer Ernie Nichols reviewed the Year-to-Date Financial Report.

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

Administrative Assistant Donna Coffey reported the 2015 registration renewal activity has been steady, and she expects between now and the end of December, the activity will increase significantly. She also reported that she had received inquiries from Chuck Hefren, a representative the Program Evaluation Division of the General Assembly, regarding the Occupational Licensing Agency survey that she completed during summer 2014. While most of the questions were general in nature, Mr. Hefren did question whether the Board had an official complaint form available on its website. After a brief

discussion, the Board directed Donna to develop a draft form and distribute to Board members for review.

**Multipurpose Registration Application Form – Patricia Hawkins**

Chair Greg Bright and Assistant Donna Coffey informed the Board that they recently received an inquiry from Kelly Quick representing the Research Division of the North Carolina General Assembly regarding reporting requirements outlined in Section 2 of Session Law 2014-67. In response, Chair Bright responded to the inquiry by first explaining the challenges that the Board had faced to-date in 2014 and explained that the Board is currently updating its registration application form with the intent to have a special category of registrants for Military applicants. With regard to the additional requirements of Section 2 of the Law, Chair Bright's letter asked for specific clarification. Ms. Quick responded that she would send the requested information, but the Board has received nothing to-date.

As additional related information, Donna Coffey informed the Board that a soon-to-be military retiree contacted her earlier this week and inquired about the Boards' registration process. She let the potential applicant know that the Board would be discussing the topic at today's meeting, and she has plans to follow up with him after the meeting.

Examples of topics the Board discussed with regard to military and out-of-state applicants: how would a military applicant's experience training and experience meet the Board's current requirements; what required documentation would a military applicant submit; whether to allow other comparable requirements or standards in determining equivalency; would they be required to take the exam; how to best accommodate the Senate Law requirement to respond to applicants within 30 days of application receipt; and applicable fees for all categories of applicants.

The Board appointed Dr. Bryan Byrd, Education Committee member, to study the questions raised today and report back to the Board at its next meeting.

At 11:27 a.m., a motion was made by Jessica Silver, seconded by Seth Swift to move into closed session to discuss a confidential investigative matter. All votes were affirmative and the Board went into closed session.

At 11:36, the Board returned to open session.

**Investigation Update**

Chair Greg Bright reported that the Board took no action in closed session regarding the investigation and the matter is still ongoing.

**Education Committee Report – Jessica Silver**

The Education Committee certified the following passing scores for the October 10, 2014 exam:

- 23 Interns took one or more portions of the exam
- 15 passed the portion they took while 8 did not pass

The following Interns passed the exam:

	REHS #	Last Name	First Name	Employer	REHS Eligible Date
2	2450	Chrobak	Joseph	Forsyth County Health Department	3/21/2015
3	2430	Davis	Jay	Rockingham County Health Department	10/24/2015
4	2431	DelRosario	Katie	Durham County Health Department	10/24/2014
6	2424	Freese	Eli	Mecklenburg County Health Department	10/24/2015
8	2442	Grijalva	Wendy	Forsyth County Health Department	3/21/2015
9	2406	Hayes	Patrick	Rockingham County Health Department	3/21/2015
12	2410	Kornegay	Mary	Wayne County Health Department	3/21/2015
14	2417	Malone	Devon	Carteret County Health Department	6/27/2015
16	2382	Massengill	Jeffrey	Pitt County Health Department	3/22/2014
17	2418	Nelson	Julie	Carteret County Health Department	6/27/2015
18	2465	Piemonte	Lauren	Mecklenburg County Health Department	7/18/2015
19	2401	Pollard	Melanie	Appalachian District Health Department	12/4/2014
20	2433	Shelton	Jason	Guilford County Department of Public Health	10/24/2015
22	2409	Watkins	Anna	Burke County Health Department	3/21/2015
23	2427	Williams	Suataj	Mecklenburg County Health Department	10/24/2015

The Education Committee presented the following interns to the Board for approval:

Name	Intern #	County/Agency
1) Spencer; Cameron Blake	2484	Caldwell County
2) Parker; Perry Leemonde	2485	Sampson County
3) Lawson; Corey S	2486	Cumberland County
4) Coats; Christin Michele	2487	Randolph County
5) Greene; Jasa Lane	2488	Gaston County
6) Hargett; Britney Darcel	2489	Craven County
7) Anderson; Devon Paige	2490	Mecklenburg County

The effective date of internship for each individual approved at today's Board meeting is December 12, 2014.

**Board Action: Phil Thompson made a motion to approve the interns as presented. No second required. All votes affirmative with Courtney Silverthorne abstaining from voting on those from Craven County.**

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

	Name	County/Agency	Intern #	Eligible Date
1.	Massengill; Jeffrey	Pitt County	2382	10/10/14
2.	Pollard; Melanie	Appalachian District	2401	12/4/14
3.	Smith; Derrick	Person County	2402	12/4/14
4.	Branch; Marcus	Sampson County	2419	10/24/14
5.	DelRosario; Katie	Durham County	2431	10/24/14
6.	Day; Carla	Yadkin County	2495	12/4/14

**Board Action: Phil Thompson made a motion to approve the interns as presented. All votes affirmative with Courtney Silverthorne abstaining from voting on those from Pitt County.**

### 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
14340	Food Code Variances Training	Chu, Anna	EH Section	Various		Various		5.50	5.50
14341	Lead Supervisor Refresher	Richardson, Warren	Greenville Tech College	Apex	NC	8/6/14	8/6/14	5.25	5.25
14342	Lead Project Designer Refresher	Richardson, Warren	Greenville Tech College	Apex	NC	8/7/14	8/7/14	2.75	2.75
14343	Basic Swimming Pool Plan Review Training	Thompson, Phil	NCDHHS/DPH/EHS/FFPB-Pools, Tattoos & State Institutions Program	various		Various	Various	4.00	4.00
14344	NCGWA Continuing Education Class	Patterson, Barry	NC Groundwater Association	Asheville	NC	4/4/14	4/4/14	6.00	6.00
14345	WNCEHSA Quarterly Meeting	Hawkins, Patricia	WNC EH Supervisors Association	Asheville	NC	12/17/14	12/17/14	2.00	2.00
14346	West Piedmont EH Section - Fall Meeting 2014	Smith, Ryan	West Piedmont EH Section	Concord	NC	12/4/14	12/4/14	4.00	4.00
14347	MEHS 4th Quarter Educational Meeting	Jennings, Kyle	Mountain EH Section	Newton	NC	11/18/14	11/18/14	5.00	5.00
14348	ICS 300: Incident Command for Expanding Incidents	Various	Various	various	NC	Various	Various	18.00	18.00
14349	ICS 400: Intermediate ICS for Expanding Incidents	Salter, Chris	Durham County/NC Emergency Management	Durham	NC	10/30/14	10/31/14	10.00	10.00
14350	North Central EH District Meeting - 4th Quarter	Sanders, Jessica	North Central EH District	Pittsboro	NC	12/4/14	12/4/14	4.75	4.75
14351	Team Up for School Nutrition Success Pilot Workshop	Rodriguez, Angela	National Food Service Management Institute	Oxford	MS	11/12/14	11/13/14	9.00	9.00
14352	2014 Annual Conference for School Nutrition Administrators	Rodriguez, Angela	NC School Nutrition Services	Durham	NC	10/22/14	10/24/14	6.00	1.00
14353	History of Backflow Prevention	Setzer, Britt	NC Rural Water Association	Greensboro	NC	5/14/14	5/14/14	1.00	1.00
14354	Financial Fraud & Protecting Finances	Setzer, Britt	NC Rural Water Association	Greensboro	NC	5/14/14	5/14/14	1.00	D
14355	Public Water Supply Regulatory Updates	Setzer, Britt	NC Rural Water Association	Greensboro	NC	5/14/14	5/14/14	1.00	1.00
14356	pH Adjustments in Water/Wastewater Industries	Setzer, Britt	NC Rural Water Association	Greensboro	NC	5/14/14	5/14/14	1.00	1.00
14357	Controlling DBPs from Water Source to Customer Tap	Setzer, Britt	NCWOA	Morganton	NC	4/2/14	4/2/14	6.00	6.00
14358	Low Pressure Membrane Filtration	Setzer, Britt	NCDENR-SWR-Public Water Supply Section	Raleigh	NC	5/5/14	5/5/14	4.00	4.00
14359	Safe Handling of Sodium Hypochlorite	Setzer, Britt	NCWOA South Piedmont Section	Shelby	NC	6/26/14	6/26/14	2.00	2.00
14360	South Eastern District Educational Meeting - 4th Quarter	Blake, Ashley	South Eastern District NCPHA - EH	Kenansville	NC	12/4/14	12/4/14	4.00	4.00
14361	ECU Environmental Health Masters Program	Kane, Ben	East Carolina University	Online & Campus		1/1/14	5/31/14	20.00	20.00
14362	75th Annual North Carolina Waterworks Operators School	Sutton, Kim	NC Water Works Operators Association	Raleigh	NC	9/22/14	9/26/14	15.00	15.00
14363	Matching Training Methods to Food Employee's Needs	Various	FDA	Online				1.00	1.00

14364	Hand Washing: Critical to Risk Reduction - What's the Dirt on Clean Hands?	Fanning, Paula	EcoLab	Online				1.00	1.00
14365	SRV 220 - Surveying Law	Alcock, Alan	Wake Technical Community College	Raleigh	NC	8/18/14	12/18/14	10.00	10.00
14366	Innovations in Green Infrastructure RMP for Retrofit Delivery	Jackson, Jason	Chesapeake Stormwater Network	Charlotte	NC	11/6/14	11/6/14	1.00	D
14367	Respiratory Protection Fit Tester Training	Rowland, Keith	DHHS, NC PHPR - WRO	various		Various	Various	5.00	5.25
14368	US EPA Region 4 Air Monitoring Workshop	Lance, Kevin	EPA	Athens	GA	3/25/14	3/27/14	20.00	12.25
14369	2014 Ambient Air Quality Monitoring Workshop	Lance, Kevin	NC Division of Air Quality	Raleigh	NC	2/18/14	2/19/14	10.00	10.00
14370	8-Hour HAZWOPER Annual Refresher	Lance, Kevin	Ballew Environmental Training	Asheville	NC	6/10/14	6/10/14	8.00	8.00
14371	Install 204: Piedmont Installation Options for Difficult Sites (Half Day)	Tanner, Joni	NCSU	various		Various	Various	3.00	3.00
14372	66th Annual Interstate Seafood Seminar	French, Jeff	Virginia Department of Shellfish Sanitation	Virginia Beach	NC	4/16/14	4/18/14	12.50	12.50
14373	6-Hour Safety Health Workshop	Edwards, Dustin	NC Industrial Commission	various		Various	Various	6.00	6.00
14374	Eastern NCEHSA Meeting	Jernigan, Keith	Eastern NC EH Supervisors' Association	Greenville	NC	12/12/14	12/12/14	4.00	4.00
14375	What the Heck is IH and Why Should You Care?	Zontek, Tracy	WCU EH Program/ASSE Student Section	Cullowhee	NC	10/23/14	10/23/14	1.50	1.25
14376	Charlotte Regional Safety & Health School	Wilson, Kathleen	Charlotte Regional Safety & Health School	Charlotte	NC	4/10/14	4/11/14	9.50	9.50
14377	Biostatistics for Health Professionals (Bios 7021)	Colley, Traci	ECU Distance Education	Online		8/27/14	12/17/14	30.00	20.00
14378	Directed Research Graduate Project	Colley, Traci	ECU Distance Education	Online		8/27/14	12/17/14	30.00	20.00
14379	NC Public Health Law: Overview & Update	Clayton, Janet	Wake AHEC; UNC School of Government	Online		9/24/14	9/24/14	1.50	1.50
14380	Eastern NC Program Standards Enrollee Meeting	Manning, Angela	FDA	Greenville	NC	9/17/14	9/17/14	4.00	4.00
14381	System Operation Topics (WWW)	Deberry, Chris	NCRWA	Roanoke Rapids	NC	9/25/14	9/25/14	6.00	5.00
14382	MGT-319: Mass Prophylaxis Preparedness & Planning	Lowry, Brian	Texas A&M Engineering Extension Service	Laurinburg	NC	4/10/14	4/11/14	12.00	12.00
14383	Nuclear Plant IP2 Workshop & Training	Lowry, Brian	NC Emergency Management	Hamlet	NC	5/6/14	5/16/14	6.00	6.00
14384	Winter Educational Conference	Kunes, Christy	National Capital Area Environmental Health Association	Vienna	VA	1/30/14	1/30/14	4.50	4.50
14385	Fall Educational Conference	Kunes, Christy	National Capital Area Environmental Health Association	College Park	VA	10/23/14	10/23/14	5.50	5.50
14386	Central NCEHSA Meeting - 4th Quarter	McGuire, Meg	Central NC EH Supervisors Association	Concord	NC	11/21/14	11/21/14	3.75	3.75
14387	Mid-Atlantic Milk Supply Project Forum	Woodard, Rick	Virginia Department of Agriculture & VA Farm Bureau	Richmond	VA	11/19/14	11/19/14	3.50	3.50
14388	Environmental Public-Private Partnerships	Parker, Chad	UNC Environmental Finance Center & LGTP @ WCU	Asheville	NC	12/9/14	12/9/14	4.00	4.00
14389	CIT Food Protection Tier IV - 2 Day Course	Slachta, Cheryl	Food Protection & Facilities Program	various		Various		8.00	8.00
14390	Hands Off: Strategies for Controlling the Spread of Norovirus Diseases	Locklear, Percell	EcoLab/EcoSure	Online		Online	Online	1.00	1.00
14391	Water Restoration Technician	Campbell, Amber	Restoration Sciences Academy	Raleigh	NC	9/17/14	9/19/14	22.00	D
14392	Reduce Oxygen Packaging HACCP	Salyer, Joseph	Retail Foodservice Food Safety Consortium/Utah State University Coop Extension	Glen Allen	VA	10/7/14	10/8/14	12.00	12.00
14393	Chatham County EH Septic Contractors, Inspectors & Operators Workshop	Ritter, Terri	Chatham County EH	Chapel Hill	NC	4/10/14	4/10/14	5.00	5.50
14394	Pharmaceutical Potent Compound Safety Training for the EHS&S	Alexander, Michelle	SafeBridge Consultants, Inc	New Brunswick	NJ	11/11/14	11/12/14	13.00	13.00
14395	Advanced Concepts in Potent Compound Safety (Boot Camp II)	Alexander, Michelle	SafeBridge Consultants, Inc	New Brunswick	NJ	11/13/14	11/13/14	7.00	7.00

2015 Courses

15001	Soil Science Society of NC Annual Meeting	Vaughan, Jeff	Soil Science Society of NC	Raleigh	NC	1/20/15	1/21/15	11.00	11.00
15002	Basic Swimming Pool Plan Review Training	Thompson, Phil	NCDHHS/DPH/EHS/FPFB-Pools, Tattoos & State Institutions Program	Marion	NC	1/15/15	1/15/15	4.00	4.00
15003	Carteret County Spring Workshop 2015	Allen, Daniel	Carteret County HD	Morehead City	NC	3/11/15	3/11/15	6.00	6.00
15004	Install 204: Piedmont Installation Options for Difficult Sites (Half Day)	Tanner, Joni	NCSU	various		Various	Various	3.00	3.00
15005	18-Hour Introductory Installer Training	Tanner, Joni	NCSU	various		Various	Various	18.00	17.75
15006	Install 206: Coastal Installation Options for Difficult Sites	Tanner, Joni	NCSU	various		Various	Various	3.00	3.00
15007	Install 225/O&M 225: Inspector Field Practicum	Tanner, Joni	NCSU	various		Various	Various	6.00	6.00
15008	Install 230: Piedmont Pumps & Offsite Systems	Tanner, Joni	NCSU	various		Various	Various	6.00	6.00
15009	O&M 100: Subsurface Wastewater System Operator Training School	Tanner, Joni	NCSU	various		Various	Various	21.00	20.00
15010	Design 200: Onsite System Layouts	Tanner, Joni	NCSU	various		Various	Various	6.00	5.50
15011	O&M 130: Drip Distribution System Operation & Maintenance	Tanner, Joni	NCSU	various		Various	Various	6.00	6.00
15012	Food Safety Issues in the Event of Disasters: An Introduction	Stewart, Jennifer	University of Tennessee Center for Ag & Food Security & Preparedness	Online		Online	Online	3.00	3.00

**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. Larry Michael abstained from voting on courses associated with DPH related courses and Phil Thompson abstained from SOP related courses.**

**Legislative Committee – Seth Swift**

Seth Swift updated the Board on progress related to Rulemaking indicating that the Office of Administrative Hearing's (OAH) meeting will be Wednesday, December 17 in Raleigh and he plans to attend the meeting.

**2015 Meeting Calendar**

The Board reviewed and approved the updated draft calendar.

**Seth Swift made a motion to approve the 2015 Meeting Calendar as presented. Courtney Silverthorne seconded the motion. All votes affirmative.**

**Meeting Adjourned 1 : 1 5 p.m.**

Respectfully submitted,

Ernie Nichols, REHS  
Secretary-Treasurer  
December 12, 2014