

NC State Board of Environmental Health Specialist Examiners

Minutes of October 9, 2014 Board Meeting

The North Carolina State Board of Environmental Health Specialist Examiners met on Thursday, October 9, 2014. The meeting took place at the West Campus Office Building, Meeting Room 009, 131 W Margaret Lane, Hillsborough, NC, 27278 at 10:00 a.m. A call in number was available. Those in attendance, either in person or via telephone, were Chair Greg Bright, Ann Absher, Dr. Brian Byrd, Melanie Campen, Patricia Hawkins, Carl Kivett, Larry Michael, Jessica Silver, Courtney Silverthorne, Seth Swift, Phil Thompson and Donna Coffey.

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

Board Action. Phil Thompson made a motion to approve the agenda as presented. Ann Absher 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 October 8, 2014:

SECU Checking Account	\$6,054.80
SECU Money Market Account	\$50,207.49
SECU Shares Account	\$36.37

Chair Report – Greg Bright

No report

Vice-Chair Report – Courtney Silverthorne

No report

Secretary/Treasurer Report – Ernie Nichols

In Ernie's absence, Donna Coffey presented the Year-to-Date Financial Report.

Administrative Assistant to the Board's Report – Donna Coffey

Donna updated the Board on recent reports that she has submitted to various State agencies regarding Board activity.

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 July 1, 2014 through September 30, 2014 bank statements. The Committee traced payments from the deposit slip to RSTAS and to the bank statements and found that the Administrative

Assistant properly recorded all revenue receipts properly. The Audit Committee noted no major discrepancies.

Education Committee Report – Jessica Silver

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

	Name	Intern #	County/Agency
1)	Thomas; Nicole M	2467	Cumberland County
2)	Shallow; Tia Caprice	2468	Wake County
3)	Mingus; Brandon Michael	2469	Wake County
4)	Aycrigg; Alexander David	2470	Wake County
5)	Brown; Marlena Taylor	2471	Wake County
6)	Andrews; Jessica Wrenn	2472	Wake County
7)	Lake; Andrew James	2473	Wake County
8)	Parker; Dimitri Keon	2474	Wake County
9)	McNeill; Laura Bennett	2475	Wake County
10)	Herndon; Rachael E	2476	Wake County
11)	Radford; Casey Parris	2477	Buncombe County
12)	Williams; Chelsea M	2478	Carteret County
13)	Heath; Nathan Ryan	2479	Haywood County
14)	Mack; Lloyd Joseph	2480	Richmond County
15)	Eason; Bevrilin Nicole	2481	Harnett County
16)	Stephenson; Anna Brittney	2482	Cumberland County
17)	Hart; Tara Dawn	2483	Guilford County

The effective date of internship for each individual approved at today’s Board meeting is October 9, 2014.

Board Action: Courtney Silverthorne made a motion to approve the interns as presented. No second required. All votes affirmative with Greg Bright abstaining from voting on those from Wake County and Jessica Silver abstaining from voting on those from Buncombe County.

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

	Name	County/Agency	Intern #	Eligible Date
1.	Ronni Collier	Hyde County	2394	10/11/14
2.	Laura Pruitt	Wilson County	2395	10/11/14
3.	Jacob Presley	Mecklenburg County	2396	10/11/14
4.	Nykeesse Roberts	Mecklenburg County	2397	10/11/14
5.	John Compton	Mecklenburg County	2398	10/11/14
6.	Tiffany Steelman	Davie County	2399	10/11/14
7.	Betsy Ann Gaines	Mecklenburg County	2400	10/11/14
8.	Brittany McDaniel	Mecklenburg County	2425	10/24/14

Board Action: Courtney Silverthorne made a motion to approve the interns as presented. All votes affirmative.

Continuing Education Approval

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

Cours e #	Name of Education/Training	Submitted By	Organization Sponsor	City	State	Start Date	End Date	Hrs Req'd	Hrs App'd
	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								
14271	Respiratory Protection Training for Program Administrators	Rowland, Keith	DHHS, PHPR-WRO	various		Various		5.00	5.00
14272	CIT Pool Portion	Chu, Anna	DPH/EH Section/CIT & Authorizations	various		Various		7.00	7.00
14273	Rabies: Understanding the Basics of Program Infrastructure and Human Rabies Risk Assessment	Various	DHHS Communicable Disease	various		Various		5.50	5.50
14274	Disaster Assessment Training (NC 1000.1)	Isley, Alice	NCEM	Morehead City	NC	8/5/14	8/5/14	4.00	4.00
14275	MIC11: Food Microbiological Control 8: Processes	Dixon, Dorian	FDA ORAU EduNeering	Online		Online		2.00	2.00
14276	F102: Foodborne Illness Investigations 2: Beginning an Investigation	Dixon, Dorian	FDA ORAU EduNeering	Online		Online		2.00	2.00
14277	F103: Foodborne Illness Investigations 3: Expanding the Investigation	Dixon, Dorian	FDA ORAU EduNeering	Online		Online		2.00	2.00
14278	F104: Foodborne Illness Investigations 4: Conducting a Food Hazard Review	Dixon, Dorian	FDA ORAU EduNeering	Online		Online		2.00	2.00
14279	MIC13: Food Microbiological Control 10: Aseptic Sampling	Dixon, Dorian	FDA ORAU EduNeering	Online		Online		2.00	2.00
14280	MIC14: Food Microbiological Control 11: Good Manufacturing Practices	Dixon, Dorian	FDA ORAU EduNeering	Online		Online		2.00	2.00
14281	FDA218: Risk Based Inspection Methods at Retail	Manning, Angela	FDA	Macon	NC	7/22/14	7/23/14	16.00	16.00
14282	2014 Business Environmental Safety Training (BEST) Committee	Various	Wake County Local EM Planning Committee	Raleigh	NC	2/6/14	2/6/14	6.00	5.50
14283	NC Rural Water Association Seminar	Weaver, Darrin	NC Rural Water Association	Wilkesboro	NC	5/20/14	5/20/14	6.00	6.00
14284	Risk Factor Study Training	Ham, Melissa	DHHS & FDA	various		Various		9.75	8.75
14285	FD207: Plan Review for Food Establishments	Oldham, Barry	FDA	Dover	DE	6/24/14	6/26/14	21.00	15.50
14286	Infection Control Part II: The Infection Preventionist as an Environmentalist	Leaver, Nancy	Statewide Program for Invection Control & Epi (SPICE), UNC School of Med, UNC-CH, UNC Healthcare	Chapel Hill	NC	11/3/14	11/7/14	27.50	20.00
14287	2014 AFDOOS Conference	Various	AFDOSS	Gatlinburg	TN	9/7/14	9/10/14	15.00	P
14288	Epi-Ready for Response Teams - Foodborne Illness Investigation	Johnson, Brian	FDA/NEHA	Warwick	RI	5/20/14	5/22/14	18.50	18.50
14289	Update on Smokefree Restaurants & Bars Law Rules	Martin, Jim	NC Tobacco Prevention & Control Branch - Division of PH	Online		7/31/14	7/31/14	1.50	1.50
14290	NC EH Supervisors Association Fall Meeting	Chappell, Terry	NCEH Supervisors Association	Aberdeen	NC	10/16/14	10/17/14	8.25	8.25
14291	Recreational Water Illness & Aquatic Facility	Wilson, Katie	NEHA	Online		Various		1.00	1.00
14292	Salt Water Generators	Wilson, Katie	NEHA	Online		Various		1.00	1.00
14293	Water Chemistry 101	Wilson, Katie	NEHA	Online		Various		1.00	1.00
14294	World Aquatic Health Conference	Wilson, Katie	National Swimming Pool Foundation	Portland	OR	10/9/14	10/10/14	7.50	7.50
14295	Mecklenburg County 2014 Well Contractor Training Seminar	Corbitt, Lisa	Mecklenburg County EH	Charlotte	NC	3/27/14	3/27/14	6.00	6.00
14296	Municipal Wet Weather Stormwater Conference	Jackson, Jason	International Erosion Control Association (IECA)	Charlotte	NC	8/18/14	8/19/14	12.00	9.75
14297	NC Suspicious Substance Response Guideline Training	Hawkins, Patricia	Blue Ridge Community College	Brevard	NC	5/20/14	5/20/14	3.00	3.00
14298	West Piedmont EH Section Meeting - Summer 2014	Jordan, Josh	West Piedmont EH Section	Lexington	NC	8/14/14	8/14/14	4.00	4.00
14299	Mountain EH Section - 3rd Quarter Educational Meeting	Jennings, Kyle	Mountain EH Section	Mills River	NC	8/13/14	8/13/14	5.00	5.00
14300	2041 Commissioner's Food Safety Forum	Waggett, Christina	NCDA&CS	Raleigh	NC	8/26/14	8/26/14	3.50	3.50
14301	LaCrosse Encephalitis (Educational Presentation by Dr. Brian Byrd)	Byrd, Dr. Brian	WCU/Haywood County Health & HS Department	Waynesville	NC	7/24/14	7/24/14	0.50	D
14302	Physical/Chemical Wastewater Operators School	Slade, Heath	NC American Water Works Association & NC Water Environment Association	Raleigh	NC	4/29/14	5/2/14	18.75	18.75
14303	Food Code Chapter 2: Supervision (FDAFC07)	Barbee, Mary	FDA ORAU EduNeering	Online		Online		1.50	1.50
14304	Environmental Health & Shelters	Barbee, Mary	South Central PH Partnership	Online		Online		3.00	3.00
14305	Meth Lab Recognition	Sullivan, Larry	Johnston County EH	Smithfield	NC	9/12/14	9/12/14	1.50	1.50
14306	South Eastern District Educational Meeting	Blake, Ashley	South Eastern District NCPHA - EH	Fayetteville	NC	6/12/14	6/12/14	4.00	4.00
14307	South Eastern District Educational Meeting	Blake, Ashley	South Eastern District NCPHA - EH	Wilmington	NC	9/11/14	9/11/14	4.00	4.00
14308	North Central EH District Meeting	Sanders, Jessica	North Central EH District	Hillsborough	NC	8/28/14	8/28/14	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
14309	NCPHA - EH Section Annual Education Conference	Henderson, Lillian	NCPHA EH Section	Wilmington	NC	9/17/14	9/18/14	6.50	6.50
14310	Central NC EH Supervisors Association Meeting	McGuire, Meg	Central NC EH Supervisors Association	Dobson	NC	9/5/14	9/5/14	3.00	3.00
14311	Lead Safety for Renovation, Repair & Painting	Yarbrough, Deb	Craven County HD	New Bern	NC	Various		7.00	7.00
14312	30th Annual Onsite Water Protection Conference	Tanner, Joni	NCSU	Raleigh	NC	10/14/14	10/16/14	15.00	15.00
14313	18-Hour Introductory Installer Training	Tanner, Joni	NCSU	various		Various		18.00	18.00
14314	Install 200: Installation of Pump Systems	Tanner, Joni	NCSU	various		Various		6.00	6.00
14315	Install 202: Mountain Installation Options for Difficult Sites	Tanner, Joni	NCSU	various		Various		3.00	3.00
14316	Tech 200: Septic System Options for Difficult Sites	Tanner, Joni	NCSU	various		Various		12.00	12.00
14317	NSPF - CPSC Pool & Spa Safety Act	Rhea, Stacie	National Swimming Pool Foundation	Online		Online		1.00	1.00
14318	What Lies Beneath: The Science Behind Contamination	Fanning, Paula	Partnership for Food Safety Education	Online		Online		1.00	1.00
14319	NCSWEOA 2014 Fall Conference	Barnette, Minor	NC Solid Waste Enf Officers' Association	Wrightsville Beach	NC	10/22/14	1/24/14	11.00	11.00
14320	FDA Southeast Region Annual Food Safety Seminar	Osborne, Jim	FDA Southeast Region	Savannah	GA	12/8/14	12/11/14	17.75	17.75
14321	Food Safety HACCP for Retail Food Establishments	Bryant, Veronica	International HACCP Alliance	Online		Online		16.00	16.00
14322	NC Septage Management Firm New Operator Training	Dial, Charles	NC DENR, Division of Waste Management	Fayetteville	NC	5/6/14	5/16/14	3.00	3.00
14323	2014 National Lead & Healthy Homes Conference	Sturdivant, Amber	HUD & Rebuilding Together	Nashville	TN	5/28/15	5/30/14	18.00	18.00
14324	2014 NEHA Annual Educational Conference & Exhibition	Sturdivant, Amber	NEHA/IFEH	Las Vegas	NV	7/7/14	7/10/14	19.00	19.00
14325	Western NC EH Supervisors Association Meeting	Hawkins, Patricia	WNCEHSA	Asheville	NC	9/24/14	9/24/14	2.00	2.00
14326	2014 Gulf & South Atlantic States Shellfish Conference	French, Jeff	NC Division of Marine Fisheries	Beaufort	NC	9/9/14	9/11/14	15.25	15.25
14327	Waste Water Pollution Control System Operators	Pierce, Cheryl	Required Training LLC	Greenville	SC	7/1/14	7/1/14	6.00	6.00
14328	6th Annual Onsite Wastewater Contractor Day	Champion, Cassandra	Granville Vance District Health Department	Henderson	NC	3/26/14	3/26/14	6.00	6.00
14329	Northeastern District Environmental Health Educational Meeting	Hill, Tashaunda	Northeastern EH District	Winterville	NC	10/10/14	10/10/14	4.25	4.25
14330	Health & Environmental Risk Communication Workshop	Teachey, Melissa	Naval Civil Engineer Corps Officer School	Camp Lejeune	NC	9/16/14	9/18/14	18.00	18.00
14331	NC Mosquito & Vector Control Association Annual Conference	Salmen, Dennis	NC Mosquito & Vector Control Association	Greenville	NC	11/12/14	11/14/14	11.25	11.25
14332	BRC Third party Auditor - Food Safety Issue 6 Course	Lasic, Dan	SAI Global	Orlando	FL	10/21/14	10/24/14	32.00	20.00
14333	Regional Food Protection Branch Meeting	Slachta, Cheryl	DPH/Food Protection Program	various		Various		4.75	4.75
14334	Regional Water Issues Conference	Rozzelle, Rusty	Catawba - Wateree Relicensing Coalition	Mooreville	NC	10/28/14	10/18/14	5.75	5.75
14335	Introduction to Arc GIS 1: GIS Fundamentals at ITRE	Withrow, Bruce	NCSU ITRE	Raleigh	NC	3/6/14	3/7/14	16.00	16.00
14336	CDPims & Training	Withrow, Bruce	CDP	Bolivia	NC	7/29/14	7/29/14	6.00	6.00
14337	Eleventh One Medicine Symposium: Disasters & Diseases: A One Medicine Approach to Current Challenges	McElroy-Bacon, Connie	NCDA&CS	Durham	NC	12/10/14	12/11/13	12.25	12.00
14338	Food Microbiological Control 5: Controlling Growth Factors	Deberry, Christ	FDA ORAU EduNeering	Online				2.00	2.00
14339	Mountain Environmental Health Section - 2nd Quarter Meeting	Fouts, Jonathan	Mountain EH Section	Sylva	NC	6/11/14	6/11/14	5.00	5.00
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

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 regarding House Bill 74 and Rulemaking indicating that the Rules were posted to the Board's website and to the Office of Administrative Hearing's (OAH) website on July 28, 2014 and remained posted until the required September 26 deadline. The Board received one comment; the Rockingham County Environmental Health Director, Edwin Stott, commented on Tattoo Rules. During a discussion, Board members agreed that Mr. Stott's comment was not relevant to this particular Board. Seth will follow up with an explanation to Mr. Stott.

The Board must report to OAH no later than November 15 with OAH reviewing submitted materials in mid-December. Following additional discussion regarding existing Board Rules and in light of the fact

that no public comments were received, the Board classified all rules as necessary without substantial public interest and appointed Seth Swift as the Board's Rule Making Coordinator.

Board Action: Larry Michael made a motion to classify all rules as necessary without substantial public interest. Phil Thompson seconded the motion. All votes affirmative

Board Action: Phil Thompson made a motion to appoint Seth Swift as the Board's Rule Making Coordinator. Ann Absher seconded the motion. All votes affirmative.

Greg Bright agreed to forward a letter to the Office of Administrative Hearings confirming the Board's action appointing Seth.

Board Action: Larry Michael made a motion to go into closed session to discuss a confidential ongoing investigation. Patricia Hawkins seconded the motion. All votes affirmative.

At 11:16 a.m., the Board moved into closed session to discuss an confidential investigative matter.

At 11:30 a.m., the Board resumed 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.

Multi-purpose Application Form – Patricia Hawkins

The Board discussed the most recent version of the proposed Multi-Purpose Application Form and associated fees. Board members agreed that additional work, in collaboration with attorney John Barkley, should be done regarding the form and types of application fees. Greg agreed to invite Mr. Barkley to the upcoming December meeting.

Board Action: Patricia Hawkins made a motion to set the Out-of-State (formerly known as Reciprocity) Application Fee at \$50 effective December 2014. Ann Absher seconded the motion. All votes affirmative.

NEHA Exam Scoring Change

Patricia Hawkins reported that NEHA recently transitioned to a new scoring model. The new model conflicts with 21 NCAC 62.0403 (c) that outlines specifically how the Board must figure individual portions and overall score of the exam. The Executive Committee and Patricia had a telephone meeting with NEHA staff members in August to determine how to dovetail the new NEHA scale with the needs of the Board. NEHA agreed to furnish documentation that will bridge the old and new scoring models until the Board is able to update its Rules. Board members agreed there is further work to do, in collaboration with Attorney John Barkley, to update Rule 21 NCAC 62.0403 (c).

Software Update

Donna Coffey reported to the Board that the version of QuickBooks currently in use is a 2009 version and should be updated.

Board Action: Ann Absher made a motion to upgrade the Board's current version of QuickBooks. Patricia Hawkins seconded the motion. All votes affirmative.

2015 Annual Renewal Process

Donna Coffey reported that she has updated the Renewal Application Form for 2015, and it is available on line through RSTAS, the Board's website, www.ncrehs.com, and Face Book. She will notify currently registered Environmental Health Specialists via the listserv.

2015 Officer Selection Process

In accordance with Board policy, the Chair appointed two members, Patricia Hawkins and Larry Michael, to serve as the Nominating Committee. The Nominating Committee is tasked with reporting their nominations to the Board at the December meeting.

2015 Budget Timeline and Discussion

The Chair will work with Ernie Nichols, Secretary/Treasurer and Donna Coffey to develop a budget for 2015 and have it ready for presentation at the upcoming December meeting.

2015 Proposed Meeting Calendar

The Board reviewed the proposed calendar. Donna Coffey will update the calendar considering comments from today's meeting and bring it to the December meeting.

2014 Financial (CPA) Audit

The Board agreed to contract with Anderson Smith Wike LLC for its 2014 financial audit.

Board Action: Ann Absher made a motion to contract with Anderson Smith Wike LLC to conduct the Board's 2014 financial audit. Brian Byrd seconded the motion. All votes affirmative.

Chair Greg Bright reminded Board members that the REHS exam scheduled for tomorrow, Friday, October 10, 2014 begins at 9:00 a.m. Twenty-three Interns are scheduled to take the exam.

Meeting Adjourned 2 : 0 0 p.m.

Respectfully submitted,

Ernie Nichols, REHS
Secretary-Treasurer
October 9, 2014