

NC State Board of Environmental Health Specialist Examiners

Minutes of February 6, 2015 Board Meeting

The North Carolina State Board of Environmental Health Specialist Examiners met on Friday, February 6, 2015 in Room 230 at the Whitted Human Services Center, 300 West Tryon Street, Hillsborough, NC 27278 at 9:30 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, Ernie Nichols, Daniel Ortiz, 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 9:35 a.m.

Board Action. Phil Thompson made a motion to approve the agenda as presented. Jessica Silver seconded the motion. All votes affirmative.

Conflict of Interest Statement

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. 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.

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 February 5, 2015:

SECU Checking Account	\$3,050.94
SECU Money Market Account	\$87,562.22
SECU Shares Account	\$36.46
STIF	\$13,334.00

Chair Report – Greg Bright

The Chair introduced Daniel Ortiz as the most recently appointed Board member. Mr. Ortiz, Cumberland County Environmental Health Director, will serve as one of the Board's Eastern North Carolina representatives in the seat that Courtney Silverthorne previously held. The Chair also reported that Governor McCrory has reappointed Seth Swift as one of the Board's Western North Carolina representatives. The Chair has received no update from Governor McCrory's office regarding appointment of the expired terms of the Piedmont (Greg Bright) and Western (Patricia Hawkins) representatives.

Vice-Chair Report – Courtney Silverthorne

Vice-Chair, Courtney Silverthorne, expressed her appreciation to all board members for their support during her tenure. This will be her last meeting.

Secretary/Treasurer Report – Ernie Nichols

No report.

Administrative Assistant to the Board's Report – Donna Coffey

No report as matters later in the agenda will cover topics on which she would report.

Policy Updates – Patricia Hawkins

Human Resources Policy – Patricia explained that this new Board policy covers matters related to the Board’s only employee, the Administrative Assistant.

Board Action: Phil Thompson made a motion to approve the Human Resources Policy as presented. Seth Swift seconded the motion. All votes affirmative.

Internal Audit Policy – Patricia explained the proposed changes to the Internal Audit Policy and indicated that the Board’s audit firm, Anderson Smith Wike, recommended the changes.

Board Action: Jessica Silver made a motion to approve the Internal Audit Policy as presented. Melanie Campen seconded the motion. All votes affirmative.

Annual Audit Policy – Patricia covered the proposed changes to the Annual Audit Policy.

Board Action: Jessica Silver made a motion to approve the Annual Audit Policy as presented. Larry Michael seconded the motion. All votes affirmative.

Education Committee Report – Jessica Silver

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

Intern #	Name	County/Agency
2491	Milkereit; Dave A	Durham County Health Department
2492	Tiger; James Peter	Chatham County Health Department
2493	Monteith; Travis Lowell	Jackson County Health Department
2494	Parmeter; James N	New Hanover County Health Department
2495	Comer; Jennifer Lynn	Forsyth County Health Department
2496	Hall; Matthew Aaron	Mecklenburg County Health Department
2497	Ransom; Sydney Erin	Mecklenburg County Health Department
2498	Thompson; Cassandra L.	Mecklenburg County Health Department
2501	Raynor; Spencer Eugene	MTW District Health Department

All applicants have submitted required documents and meet the NC EHS requirements for registration as an Intern. The effective date of internship for each individual approved at today’s Board meeting is February 6, 2015.

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

The Education Committee presented the following interns with previous qualifying experience (also known as “fast tracking”) to the Board for REHS status approval:

Name	County/Agency	Intern #	Effective Date
1. Raynor; Spencer Eugene	MTW District Health Department	2501	2/6/2015

Board Action: Phil Thompson 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:

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
14396	Introductory HACCP Course	Patel, Jaymin	Philbrook Consulting & Training	Hyde Park	NY	6/20/14	6/21/14	16.00	16.00
14397	HACCP for Special Processes	Patel, Jaymin	Philbrook Consulting & Training	Hyde Park	NY	6/23/14	6/23/14	8.00	8.00
14398	EPM Safety Orientation Training	Jackson, Jason	Charlotte Stormwater Services	Charlotte	NC	11/6/14	11/6/14	2.00	2.00
14399	2014 Water Microbiology Conference	Potts, JD	UNC CH	Chapel Hill	NC	5/5/14	5/7/14	6.00	6.00
14400	Health Risk Evaluation Training	Ortiz, Daniel	Occupational & Environmental Epidemiology Branch/Dr. Ken Rudo	various		Various	Various	2.50	2.50

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
15013	Lead Safety for Renovation, Repair & Painting - Initial	Yarbrough, Debra	Craven County Health Department	New Bern	NC	Various	Various	7.00	6.50
15014	Lead Safety for Renovation, Repair & Painting - Refresher	Yarbrough, Debra	Craven County Health Department	New Bern	NC	Various	Various	4.75	3.25
15015	NWS Storm Prediction Center: Services & Tools for Emerg Mgrs	Cseh, Larry	NOAA	Online		Online	Online	1.50	1.50
15016	Ebola in Context: Understanding Transmission, Response & Control	Cseh, Larry	London School of Hygiene & Tropical Med	Online		Online	Online	15.00	12.00
15017	Food Microbiological Control 5: Controlling Growth Factors	Edwards, Jay	FDA	Online		Online	Online	2.00	2.00
15018	Food Microbiological Control 7A: Control by Thermal Processing	Edwards, Jay	FDA	Online		Online	Online	2.00	2.00
15019	Food Microbiological Control 7B: Control by Pasteurization	Edwards, Jay	FDA	Online		Online	Online	2.00	2.00
15020	The Pool Professor Pool Operatro Course (One Day)	Fielding, Roy	Pool Professor, Inc	various		Various	Various	6.00	6.00
15021	The Pool Professor Pool Operatro Course (Two Days)	Fielding, Roy	Pool Professor, Inc	various		Various	Various	11.00	11.00
15022	NSPF - CPSC Pool & Spa Safety Act	Rhea, Stacie	National Swimming Pool Foundation	Online		Online	Online	1.00	1.00
15023	Northeastern EH District Quarterly Meeting - 1st Qtr	Hill, Tashaunda	Northeastern EH District	Winterville	NC	1/16/15	1/16/15	4.50	4.50
15024	25th Annual Convention - "The Road Ahead 2015"	Lassiter, Doug	NC Septic Tank Association	Hickory	NC	1/29/15	1/29/15	6.00	6.00
15025	Environmental Assessment of Foodborne Outbreaks	Styers, Steve	CDC	Online		Online	Online	10.00	10.00
15026	Raising the Bar for Pool Chemicals & Test Kits	Various	NSF International	Online		Online	Online	1.00	1.00
15027	7th Annual Septic Contractors Day	Champion, Cassandra	Granville-Vance District HD	Henderson	NC	4/1/15	4/1/15	6.00	6.00
15028	Keeping It Clean in 2015: New Year's Resolutions to Correct & Prevent Common HD Violations	Fanning, Michele	EcoLab	Online		Online	Online	1.00	1.00

15029	South Eastern District Association Mtg - 1st Qtr	Ortiz, Daniel	South Eastern District EH	Smithfield	NC	3/12/15	3/12/15	4.25	4.25
15030	Brunswick County ULV Calibration Workshop	Thornton, Danny	Clarke Mosquito Control	Bolivia	NC	4/20/15	4/21/15	6.00	5.75
Course #	Name of Education/Training	Submitted By	Organization Sponsor	City	State	Start Date	End Date	Hrs Req'd	Hrs App'd
15031	NC Ground Water Association Trade Show & Annual Conference	Morgan, Andrew	NC Ground Water Association	Greensboro	NC	1/30/15	1/30/15	2.00	2.00
15032	IS-915: Protecting Critical Infrastructure Against Insider Threats	Moses, Pamela	FEMA	Online		Online	Online	1.00	1.00
15033	IS-106.15 Workplace Violence Awareness Training 2015	Moses, Pamela	FEMA	Online		Online	Online	1.00	1.00
15034	IS-906: Workplace Security Awareness	Moses, Pamela	FEMA	Online		Online	Online	1.00	1.00
15035	IS-520: Introduction to Continuity of Operations Planning for Pandemic Influenzas	Moses, Pamela	FEMA	Online		Online	Online	1.00	1.00
15036	Food Microbiological Control 8: Technology Based Food Processes	Moses, Pamela	FEMA	Online		Online	Online	2.00	2.00
15037	Aquatic Facility Audits (Online)	Wichmann, Susan	National Swimming Pool Foundation	Online		Online	Online	1.50	1.50
15038	Aquatic Facility Audits (Classroom)	Wichmann, Susan	National Swimming Pool Foundation	various		Various	Various	1.50	1.50
15039	Aquatic Play Feature (Online)	Wichmann, Susan	National Swimming Pool Foundation	Online		Online	Online	2.00	2.00
15040	Aquatic Play Feature (Classroom)	Wichmann, Susan	National Swimming Pool Foundation	various		Various	Various	4.00	4.00
15041	Aquatic Risk Management (Online)	Wichmann, Susan	National Swimming Pool Foundation	Online		Online	Online	1.50	1.50
15042	Aquatic Risk Management (Classroom)	Wichmann, Susan	National Swimming Pool Foundation	various		Various	Various	1.50	1.50
15043	Certified Pool/Spa Inspector (Online Only)	Wichmann, Susan	National Swimming Pool Foundation	Online		Online	Online	3.00	3.00
15044	Certified Pool/Spa Inspector (Classroom Only)	Wichmann, Susan	National Swimming Pool Foundation	various		Various	Various	6.00	4.50
15045	Certified Pool/Spa Operator (Classroom Only)	Wichmann, Susan	National Swimming Pool Foundation	various		Various	Various	16.00	13.00
15046	Certified Pool/Spa Operator (Fusion Course)	Wichmann, Susan	National Swimming Pool Foundation	various		Various	Various	17.50	8.50
15047	Pool Operator Primer	Wichmann, Susan	National Swimming Pool Foundation	Online		Online	Online	9.50	9.50
15048	Recreational Water Illnesses (Classroom)	Wichmann, Susan	National Swimming Pool Foundation	various		Various	Various	5.00	5.00
15049	Recreational Water Illnesses (Online)	Wichmann, Susan	National Swimming Pool Foundation	Online		Online	Online	3.75	3.75
15050	2015 NC State Health Director's Conference	Clayton, Janet	NCDHHS, NCDPH, NCALHD	Raleigh	NC	1/22/15	1/23/15	3.00	3.00

Board Action: Jessica Silver 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.

Military Applicants

Dr. Brian Byrd of the Education Committee reported to the Board that he has many questions about military applicants and best methods to determine substantial equivalency with regard to military experience and education. Dr. Byrd indicated that he would follow up with NEHA since NEHA may have already addressed the questions that the NC EHS Board has and report his findings at a subsequent Board meeting.

Essay Exam Questions

After discussions regarding the relevancy of current essay questions, several suggestions were made regarding updating the questions. Examples of the suggestions from Board members included seeking input from supervisors' associations and Environmental Health Branch Heads.

Correction of Previously Approved Minutes

Board Action: Courtney Silverthorne made a motion to correct the December 11, 2013 minutes to reflect that the individuals who were approved for REHS were actually approved as Interns. Jessica Silver seconded the motion. All votes affirmative.

Legislative Committee – Seth Swift

Seth Swift reported that on December 17, 2014 he attended the Office of Administrative Hearing's (OAH) hearing of NC EHS Board Rules. There were no questions regarding the Board's Rules during the

hearing and thus the NC EHS Board Rules remain unchanged.

Multipurpose Application Form

Following a brief discussion by the Board, the Board approved the new form.

Board Action: Seth Swift made a motion to approve the Multipurpose Application Form. Jessica Silver seconded the motion. All votes affirmative.

Fees

The Board approved two new fees:

Military Application Fee - \$50

Military Spouse Application Fee - \$50

Board Action: Jessica Silver made a motion to approve the new fees. Phil Thompson seconded the motion. All votes affirmative.

Salary for Administrative Assistant to the Board

The Board increased the salary of the Administrative Assistant to the Board to \$17 per hour effective February 1, 2015. The position will continue to serve the Board at 30 hours per week. In addition, the Board approved Ernie Nichols' proposal to review, annually, the Administrative Assistant's salary on or near her annual employment anniversary date.

Board Action: Ernie Nichols made a motion to approve the hourly wage of the Administrative Assistant to the Board at \$17 per hour effective February 1, 2015. Phil Thompson seconded the motion. All votes affirmative.

2015 Budget

The Board approved the 2015 Budget as presented and directed the Secretary/Treasurer to bring any amendments necessary to cover the salary increase for the Administrative Assistant to the Board to the March 2015 meeting.

Board Action: Daniel Ortiz made a motion to approve the 2015 Budget as presented and directed the Secretary/Treasurer to bring any amendments necessary to cover the salary increase for the Administrative Assistant to the Board to the March 2015 meeting. Phil Thompson seconded the motion. All votes affirmative.

2015 Board Reorganization

The Board approved the following Executive Committee for 2015:

Chair – Jessica Silver

Vice-Chair – Larry Michael

Secretary/Treasurer – Ernie Nichols

Board Action: Seth Swift made a motion to approve the 2015 Executive Committee as presented. Phil Thompson seconded the motion. All votes affirmative.

The Board approved the following Education Committee appointments for 2015:

2015 Education Committee Chair – Phil Thompson

Education Committee – Phil Thompson, Chair, Dr. Brian Byrd, Melanie Campen, Daniel Ortiz

Board Action: Larry Michael made a motion to approve the 2015 Education Committee appointments as presented. Carl Kivett seconded the motion. All votes affirmative.

The Board appointed Dr. Brian Byrd as the 2015 Ethics Liaison

Board Action: Larry Michael made a motion to approve the 2015 Education Committee appointments as presented. Jessica Silver seconded the motion. All votes affirmative.

2015 Renewal Audit Report

- Phil Thompson reported the results of the 2015 Renewal Audit that was performed on February 5, 2015:
- The Board reviewed 243 applications, chosen at random.

- Board members traced renewal payments for the 243 applications from the Renewal Application to RSTAS and from the Renewal Application to Quick Books to ensure that the Administrative Assistant had properly booked the registration payments. 100% of payments were booked in both systems
- The Board found that 39 individuals did not submit proper documentation of CE attendance. These renewal applications are pending until the Administrative Assistant receives proper documentation.

Meeting Adjourned 2 : 1 2 p .m.

Respectfully submitted,

Ernie Nichols, REHS
Secretary-Treasurer
February 6, 2015