

NC State Board of Environmental Health Specialist Examiners

Minutes of December 8, 2017 Board Meeting

The North Carolina State Board of Environmental Health Specialist Examiners will hold a meeting on Friday, December 8, 2017 at 10:30 a.m. in Building 3, third-floor Environmental Health Training Room at the NC Health & Human Services Campus, 5605 Six Forks Road, Raleigh, NC 27699. A call-in number was available. Those in attendance, either in person or via telephone, were Chair Phil Thompson, Ann Absher, Dr. Brian Byrd, Melanie Campen, Carl Kivett, Larry Michael, Drew Morgan, Daniel Ortiz, Jessica Silver, Seth Swift, Board Attorney, John Barkley and Board Assistant, Donna Coffey.

Called to Order – Chair Phil Thompson called the meeting to order at 10:39 a.m.

Board Action. Drew Morgan made a motion to approve the agenda as presented. Seth Swift seconded the motion. All votes affirmative.

Conflict of Interest Statement

Chair Phil Thompson reminded Board members to recuse themselves when action on a staff member, family, or friend is under consideration by the Board. He 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.

At 10:58 a.m., Board Chair Phil Thompson reported that there was a need to meet in closed session pursuant to NCGS 143-318.11(a)(1) and (6) as well as NCGS 143-318.18(6). Larry Michael and Melanie Campen recused themselves citing conflict of interest.

Board Action: Seth Swift made a motion to move into Closed Session pursuant to NCGS 143-318.11(a)(1) and (6) as well as NCGS 143-318.18(6). Jessica Silver seconded the motion. All votes affirmative.

At 11:18 a.m., the Board moved back into open session. Based on information gathered to-date in the Pamlico County Environmental Health investigation, the Board agreed to continue the investigation of alleged unethical and unlawful incidents. Board members Drew Morgan and Daniel Ortiz will continue the investigation.

Chair Report – Phil Thompson

No report.

Vice-Chair Report – Larry Michael

No report.

Secretary/Treasurer Report – Carl Kivett

Carl Kivett and Donna Coffey presented the year-to-date financial report for Board review reporting that due to increases in the number of applicant, Board revenues are expected to be higher than budget at year end, while expenditures are expected to be slightly lower than budget. Carl recommended that the Board approve a \$6,400 budget amendment to account for the increased activity. The chart below reflects the Board's 2017 amended budget.

NC State Board of Environmental Health Specialist Examiners

2017 Approved Budget

		2017 Approved Budget	2017 Budget Changes	Line Item Transfers	2017 Amended Budget
1	Income				
2	Exam Receipts				
3	Exam Administration Fee	2,500.00	1,600.00		4,100.00
4	NEHA Exam	5,300.00	2,200.00		7,500.00
5	Total Exam Receipts	7,800.00	3,800.00		11,600.00
6	Interest Earned	630.00	0.00		630.00
7	Registration Applications				
8	Applicants w/ Previous Exper	100.00	0.00		100.00
9	Intern Applications	2,500.00	1,900.00		4,400.00
10	Military Applicant	100.00	0.00		100.00
11	Military Spouse	50.00	0.00		50.00
12	Out-of-State Applicant	100.00	0.00		100.00
13	Total Registration Applications	2,850.00	1,900.00		4,750.00
14	Renewals and Related Fees				
15	Annual Renewals	49,000.00	0.00		49,000.00
16	Renewals received after 12/31	2,150.00	700.00		2,850.00
17	2017 Renewal Prepays	0.00	0.00		0.00
18	Total Renewals and Related Fees	51,150.00	700.00		51,850.00
19	Total Income	62,430.00	6,400.00		68,830.00
20	Expense				
21	General Administration				
22	Auditor Fees	3,600.00		(100.00)	3,500.00
23	Bank Charge	600.00	1,500.00	(500.00)	1,600.00
24	Contract Services	250.00	0.00	(250.00)	0.00
25	Equipment (Purchases)	1,500.00	600.00		2,100.00
26	Exam Costs	5,300.00	2,800.00		8,100.00
27	Insurance	500.00	0.00		500.00
28	Legal Fees	250.00	0.00		250.00
29	Office & Meeting Supplies	1,000.00	500.00		1,500.00
30	Post Office Box Rental	70.00	0.00		70.00
31	Postage	200.00	0.00	50.00	250.00
32	Printing	0.00	0.00	100.00	100.00
33	Software	500.00	0.00	200.00	700.00
34	Telephone	875.00	0.00		875.00
35	Training/Education Expenses	50.00	0.00		50.00
36	Travel Expense (Staff)	1,200.00	0.00	500.00	1,700.00
37	Wages (and Withholding)				
38	Payroll Tax Expense	2,300.00	0.00	100.00	2,400.00
39	Wages	30,000.00	1,000.00	(100.00)	30,900.00
40	Total Wages (and Withholding)	32,300.00			
41	Web Admin & Hosting	1,000.00	0.00		1,000.00
42	Total General Administration	49,195.00	6,400.00		55,595.00
43	Meeting Expenses				
44	Board Meeting Expense	10,000.00	0.00		10,000.00
45	Board Member Plaques/Gifts	400.00	0.00		400.00
46	Committee Meetings	250.00	0.00		250.00
47	Investigations and Hearings	500.00	0.00		500.00
48	Liaison Expense	500.00	0.00		500.00
49	Per Diem Expense	600.00	0.00		600.00
50	Total Meeting Expenses	12,250.00	0.00		12,250.00
52	Total Expense	61,445.00	6,400.00		67,845.00
53	Income Less Expenditures	985.00	0.00	0.00	985.00

Board Action: Jessica Silver made a motion to approve a budget amendment totaling \$6,400 to account for increased activity in 2017. Daniel Ortiz seconded the motion. All votes affirmative.

Minutes – Donna Coffey

Donna presented the October 26, 2017 regular meeting minutes for approval.

Board Action: Daniel Ortiz made a motion to approve the October 26, 2017 regular meeting minutes as presented. Seth Swift seconded the motion. All votes affirmative.

Financial Report – Donna Coffey

Donna reported the following account balances as of 10/25/2017 meeting:

SECU Checking Account	\$9,309.09
SECU Money Market Account	\$71,962.13
SECU Shares Account	\$37.23
STIF	\$13,670.32

Administrative Assistant to the Board’s Report – Donna Coffey

No report

Education Committee Report – Daniel Ortiz

Daniel Ortiz presented the Education Committee Report that included the following:

2017 & 2018 Continuing Education Reviews

Course #	Name of Education/Training	Submitted By	Organization Sponsor	City	State	Start Date	End Date	Hrs App'd
2017 Non-CIT Continuing Ed								
17130	Mountain EH Section - 4th Quarter	Monteith, Travis	Mountain EH District	Newton	NC	11/15/17	11/15/17	5.00
17131	North Central EH District - 4th Quarter	Grady, Brandi	NCHED	Durham	NC	11/9/17	11/9/17	4.00
17132	South Eastern District Winter Meeting	Thomas, Nicole	SEDNCPHA	Wilmington	NC	12/7/17	12/7/17	3.50
17133	WNCEHSA 1st Quarter Meeting	Blethen, Andrew	WNCEHSA	Asheville	NC	2/22/17	2/22/17	2.00
17134	WNCEHSA 2nd Quarter Meeting	Blethen, Andrew	WNCEHSA	Asheville	NC	5/17/17	5/17/17	2.00
17135	WNCEHSA 3rd Quarter Meeting	Blethen, Andrew	WNCEHSA	Asheville	NC	9/27/17	9/27/17	2.00
17136	WNCEHSA 4th Quarter Meeting	Gambill, Chad	WNCEHSA	Asheville	NC	12/12/17	12/12/17	2.00
17137	Central NCEHSA Quarterly Meeting	Colley, Traci	Central NCEHSA	Winston-Salem	NC	5/19/17	5/19/17	3.00
17138	Central NCEHSA Quarterly Meeting, December	Colley, Traci	Central NCEHSA	Concord	NC	12/15/17	12/15/17	3.00
17139	NCEHSA Fall Educational Conference	Harris, Stacey	NCEHSA	Aberdeen	NC	11/16/17	11/17/17	8.25
17140	WPEHS Meeting, November	Zimmerman, Tonya	WPEHS	Concord	NC	11/30/17	11/30/17	4.00
17141	Environmental Asthma Triggers Healthy Homes Training	Ortiz, Daniel	Various	Various		Various	Various	4.25

17142	Produce Inspections for Regulators	Love, Lucy	FDA	Salem	OR	8/15/17	8/18/17	15.00
17143	IS-00230.d Fundamentals of Emergency Management	Stanley, David	FEMA	Online		Online	Online	6.00
17144	Preparation for Retail Food Standardization	Wanucha, Donna	FDA	Raleigh	NC	4/13/17	4/13/17	6.00
17145	Water Microbiology 2017	Potts, JD	UNC Well Institute	Chapel Hill	NC	5/15/17	5/17/17	15.00
17146	Albemarle Pamlico Ecosystem Symposium	Potts, JD	Albemarle Pamlico National Estuary Partnership	Raleigh	NC	11/1/17	11/1/17	5.00
17147	IAFP Annual Meeting	Lasic, Mladen	International Association for Food Protection	Tampa	FL	7/9/17	7/13/17	20.00
17148	Annual NC Air Quality Workshop	Hester, Jarwin	NCDEQ	Raleigh	NC	3/14/17	3/14/17	5.00
17149	Safety 101	Hester, Jarwin	Safety & Health Council	Charlotte	NC	7/7/17	7/7/17	D
17150	First Aid/CPR & Respiratory Device Training	Hester, Jarwin	NCDOL	Greensboro	NC	11/1/17	11/1/17	D
17151	Mountain EH Section - 3rd Quarter #2	Morris, Corey	Mountain EH District	Mills River	NC	7/12/17	7/12/17	4.75
17152	REHS Workshop: Biology & Identification of Common Container-Inhabiting Mosquitoes Found in WNC	Byrd, Brian	WCU	Culowhee	NC	3/9/17	3/9/17	7.00
17153	Bio 175 General Microbiology - Instructor	Smith, Allan	Blue Ridge Community College	Brevard	NC	8/16/17	12/13/17	20.00
2018 Courses Auto Approved or Approved in Prior Years (no agenda changes)								
18300	Install 340: The Building Blocks of Septic Success = Soils, Sites & Systems	Tanner, Joni	NCSU	Various		Various	Various	6.00
18301	Subsurface Wastewater Operator School	Tanner, Joni	NC State University	Various		Various	Various	21.00
18302	18-Hour Introductory Installer Training	Tanner, Joni	NC State University	Various		Various	Various	18.00
18303	Install 230: Piedmont Pumps & Offsite Systems	Tanner, Joni	NC State University	Various		Various	Various	6.00
18304	Install 330: Innovations in Wastewater	Tanner, Joni	NCSU	Various		Various	Various	6.25
18305	Subsurface Wastewater Inspector School for Time-of-Sale Inspections	Tanner, Joni	NC State University	Various		Various	Various	12.00
18306	Certified Pool/Spa Operator (CPO) Certification	Wichmann, Susan	National Swimming Pool Foundation	Various		Various	Various	16.00
18307	Certified Pool/Spa Inspector (CPI)	Wichmann, Susan	National Swimming Pool Foundation	Various		Various	Various	6.00
18308	Recreational Water Illnesses	Wichmann, Susan	National Swimming Pool Foundation	Various		Various	Various	5.00
18309	Recreational Water Illnesses	Wichmann, Susan	National Swimming Pool Foundation	Online		Online	Online	3.00
18310	Certified Pool/Spa Inspector (CPI)	Wichmann, Susan	National Swimming Pool Foundation	Online		Online	Online	3.00
18311	Pool Operator Primer	Wichmann, Susan	National Swimming Pool Foundation	Online		Online	Online	9.50

Interns for Approval

Intern	#	Employer
1. Stump; Jackson Jason	2704	Burke County Health Department
2. Lyons; Nicole Dorothy	2705	Craven County Health Department
3. Adcock; James Lewis	2706	Wake Department of Environmental Services
4. Currie; Chatham D	2707	Union County Health Department

5. Parker; Perry Leemonde	2708	Sampson County Health Department
6. Byrd; Meghan Nichole	2709	Randolph County Health Department
7. Gates; Elizabeth Marie	2710	Pitt County Health Department
8. Case; Brittany Nicole	2711	Pitt County Health Department
9. Stamey; Christian Tanner	2712	Macon County Health Department
10. Jones; Angie LaVonne	2713	Guilford County Department of Public Health

Interns Eligible for REHS Status

REHS #	Name		County/Agency	Effective Date
1. 2544	Lee	Andrew	Forsyth	12/15/17
2. 2546	Suwal	Tripti	Guilford	12/15/17
3. 2548	Sparks	Roman Craig	Toe River	12/15/17

Board Action: **A motion was made by Daniel Ortiz to approve the Education Committee report as presented. Melanie Campen seconded the motion. All votes affirmative.**

Slate of Board Appointments for Expiring Terms

The Board approved the board appointment recommendations outlined in the following chart:

NC State Board of Registered Environmental Health Specialist Examiners
Board Approved Recommendations for Governor Cooper Appointment

Per NC § 90A-55 (c), the Environmental Health Section of the North Carolina Public Health Association, Inc., shall submit a recommended list of Board member candidates to the Governor for the Governor's consideration in appointments, except for the two representatives of the Department of Health and Human Services recommended by the Secretary of Health and Human Services and the local health director recommended by the North Carolina Local Health Directors Association. The list below represents the recommendations as outlined in Statute for the NC State Board of Environmental Health Specialist Examiners.

	Board Seat	Recommendation	Alternate
1	Environmental Health Specialist, Western	New Appointment: Lisa Ford, Food and Lodging Coordinator, Surry County Environmental Health ⁽¹⁾	New Appointment Alternate: Chad Gambill, Caldwell County ⁽¹⁾
2	Environmental Health Specialist, At Large	Reappointment: Jessica Silver, Environmental Health Director, Buncombe County ⁽¹⁾	No alternate ⁽⁴⁾
3	Public Spirited Citizen	New Appointment: Gregory Calder, Environmental Health Retiree ⁽¹⁾	New Appointment Alternate: Robert Ratliff, Jr., Environmental Health Retiree ⁽¹⁾
4	Environmental Health Educator	New Appointment: Dr. Kimberlee K. Hall, Western Carolina University ^{(1) (2)}	New Appointment Alternate: W.E. Hill, Jr., East Carolina University ^{(1) (2)}
5	Environmental Health Specialist, Eastern	Reappointment: Melanie Campen, Environmental Health Supervisor, Pamlico County ⁽¹⁾	No alternate ⁽⁴⁾
6	Secretary of Department of Health & Human Services (DHHS) Representative	Reappointment: Larry Michael, State Environmental Health Director, Division of Public Health, Environmental Health Section, North Carolina Department of Health and Human Services ⁽³⁾	No alternate ⁽⁴⁾
7	Division of Public Health, Department of Health & Human Services (DHHS) Representative	Reappointment: Phillip (Phil) Thompson, Program Manager, Pools, Tattoos and State Institutions Program, Division of Public Health, Environmental Health Section, North Carolina Department of Health and Human Services ⁽³⁾	No alternate ⁽⁴⁾

⁽¹⁾ NCPHA - EH Section Recommendation

⁽²⁾ Due to increased responsibilities and workload, current Environmental Health Educator appointee, Dr. Brian Byrd, chose not to reapply for a second term as a board member.

⁽³⁾ Secretary, DHHS Recommendation

⁽⁴⁾ Recommendation was for reappointment of incumbent; therefore, no alternate was recommended by NCPHA - EH Section or DHHS Secretary.

Board Action. Daniel Ortiz made a motion to approve the slate of board appointments to be forward to Governor Cooper’s office for consideration. Seth Swift seconded the motion. All votes affirmative.

Intern Effective Date

Phil Thompson and Donna Coffey reported that Alamance County has questioned the effective date of an intern’s effective date. Phil and Donna have consulted with Board Attorney, John Barkley, who confirmed that the Board’s current practice of establishing an applicant’s effective date as the date of Board approval and not the applicant’s hire date is in accordance with North Carolina Statutes.

Board Action. This was an information only item, and no Board action is required at this time.

2018 Proposed Budget

Donna Coffey and Carl Kivett presented a proposed budget for 2018. The approved 2018 budget will be posted to the Board's website.

Board Action. Daniel Ortiz made a motion to approve the 2018 budget as presented. Drew Morgan seconded the motion. All votes affirmative.

2018 Meeting Calendar

The Board agreed on dates for 2018 meetings and exams. The approved 2018 Calendar will be posted to the Board's website.

Board Action. Melanie Campen made a motion to approve the 2018 Meeting Calendar. Carl Kivett seconded the motion. All votes affirmative.

2018 Financial Audit

The Board agreed to contract with Anderson Smith Wike CPA firm to perform the Board's 2018 financial audit.

Board Action. Daniel Ortiz made a motion to approve the Anderson Smith Wike CPA to perform the Board's 2018 financial audit. Jessica Silver seconded the motion. All votes affirmative.

Board Action. Daniel Ortiz made a motion to adjourn the meeting and Drew Morgan seconded the motion. All votes affirmative, and meeting adjourned at 11:08 a.m.

Adjourn 11:08 a.m.

Respectfully submitted,
Carl Kivett, REHS
Secretary-Treasurer
December 8, 2017