

NC State Board of Environmental Health Specialist Examiners

Minutes of February 17, 2017 Board Meeting

The North Carolina State Board of Environmental Health Specialist Examiners met on Friday, February 17, 2017 at 9:00 a.m. in Room 250, Whitted Human Services Center, 300 West Tryon Street, Hillsborough, NC, 27278... A call in number was available. Those in attendance, either in person or via telephone, were Chair Phil Thompson, Melanie Campen, Carl Kivett, Larry Michael, Drew Morgan, Daniel Ortiz, Jessica Silver, Seth Swift and Donna Coffey.

Called to Order – Chair Phil Thompson called the meeting to order at 9:08 a.m.

Board Action. Jessica Silver 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.

Chair Report – Phil Thompson

Phil reported that as of 12/31/2016, former Governor McCrory appointed Caroline Daly to serve in the Public Spirited Citizen position that Ernie Nichols had served over the last few years. Donna mailed a letter and notice of today's meeting to Ms Daly in early January. Phil also reported that he has attended Administrative Procedure Oversight committee meetings since the last Board meeting. There appears to be a movement to implement more accountability on the part of Occupational Licensing Boards.

Vice-Chair Report – Larry Michael

No report.

Secretary/Treasurer Report – Ernie Nichols

No report as the Secretary/Treasurer position, formerly held by Ernie Nichols, is currently vacant.

Financial Report – Donna Coffey

Donna reported the following account balances as of today's meeting:

SECU Checking Account	\$4,054.99
SECU Money Market Account	\$107,186.90
SECU Shares Account	\$37.00
STIF (as of 12/31/2016)	\$13,423.28

Administrative Assistant to the Board's Report – Donna Coffey

Donna relayed the following information related to the 2017 annual renewal:

- 1,021 total renewals for a total collection of \$51,050 against a budget of \$51,150
- 278 or 27% of the renewals were paid online
- Since launching the online payment system on 11/29/2016, the board has collected just shy of \$15,000 in revenue and paid \$102 in associated fees
- 49 individuals (either retired, unaffiliated or no longer employed) have not renewed as of this date

Andy Deal, auditor from Anderson Smith Wike will be onsite in the board office on February 27, 2017

Update: Essay Questions Review

Dr. Byrd was unable to attend today's meeting, however, he has requested that the Board set a meeting in the near future that will allow time for board members to work through questions, scoring and other outstanding questions related to essays. Donna will email possible dates to board members.

In response to several requests from Interns, there was consensus among Board members to allow, beginning with the next exam date, an additional hour of exam time to complete the essay. By NEHA rules, interns must complete the NEHA exam within the 4 hour required time.

Education Committee Report – Daniel Ortiz

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

Certification of December 9, 2016 Exam Scores

The following individuals have either passed or not passed the NC REHS exam administered on December 9, 2016 based on Board requirements that individuals score **60% or higher** on each component part of the examination and an overall **weighted average score of 70%**.

REHS #	Name		County/Agency	Pass/ Not Pass	Date of REHS Eligibility
2500	Luke	Baird	Lenoir	P	3/16/2017
2463	Misty	Parnell	Dare	P	12/9/2016
2451	Ray	Heather	Dare	P	12/9/2016

Motion: **Drew Morgan made a motion to certify and accept the scores for the December 9, 2016 REHS exam. Jessica seconded the motion. All ayes.**

Interns for Approval All applicants have submitted required documents and meet the NC EHS requirements for registration as an Intern.

Intern #	Name	/Agency
1. 2618	Mclver; Davis LaMar	New Hanover
2. 2619	Ennis; Crystal Renee	Franklin
3. 2620	Roberson; Tyler Wayne	Cabarrus
4. 2621	Snyder; Jacob Donald	Cabarrus
5. 2622	Mills; Brandy Spencer	Carteret

6. 2623	Willard; Hellen Jiah	Carteret
7. 2624	Roberts; Erica Moor	Rockingham
8. 2425	Hill; Trenton Nathaniel	Henderson (Seth Swift recused)
9. 2526	West; Shayla S	Durham
10. 2627	Hough; Victor	Buncombe (Jessica Silver recused)
11. 2628	Squires; Jacob Scott	Yadkin
12. 2629	Johnson; Chelsea Phillips	Yadkin
13. 2630	Jenkins; Reba Louanne	Jackson
14. 2531	Shaw; Jessica Marie	Henderson (Seth Swift recused)
15. 2532	Mahoney; Robert Nicholas	Union

Motion: **Phil Thompson made a motion to approve the Interns as presented, effective February 17, 2017. Drew Morgan seconded. All votes affirmative.**

Interns Eligible for REHS Status

REHS #	Name		County/Agency	Effective Date
1. 2451	Heather	Ray	Dare	12/9/16
2. 2463	Misty	Parnell	Dare	12/9/16
3. 2493	Travis	Monteith	Jackson	2/6/17
4. 2494	James	Parmeter	New Hanover	2/6/17

Motion: **Jessica Silver made a motion to approve full REHS status to interns listed as they have fulfilled the requirements to become a REHS in North Carolina. Seth Swift seconded. All votes affirmative.**

Other Education Committee Business

Motion: **Seth Swift made a motion to approve a confirmed Medical Disability Waiver for REHS #2146. Phil Thompson seconded the motion. All votes affirmative.**

Board Organization – Secretary/Treasurer Position

Motion: The Nominating Committee of Melanie Campen and Daniel Ortiz nominated Carl Kivett as the Secretary/Treasurer position on the Executive Committee. Phil Thompson seconded the motion. All votes affirmative.

At 10:14 a.m. Jessica Silver made a motion to go into closed session to discuss a confidential investigative matter pursuant to NCGS 143-318.11(a)(1) and (6) as well as NCGS 143-318.18(6) in addition to a confidential personnel matter. Seth Swift seconded the motion. All votes affirmative.

The Board returned to open session at 10:40 a.m.

Motion: A motion was made by Drew Morgan and seconded by Daniel Ortiz to raise Mrs. Coffey's hourly compensation from the current rate of \$17.00 per hour to \$18.00 per hour beginning immediately and to immediately award a one-time bonus of \$1,000.00 net of taxes.

Upcoming Meetings – The Board agreed on the 2017 Board Meeting Schedule.

- Essay Exam Work Session - March 7, 2017, 10 a.m., Hillsborough
- Regular Meeting & Exam – April 5 & 6, 2017, Hillsborough
- July 20 (meeting) and July 21 (exam) – Hillsborough
- October 26 (meeting) and October 27 (exam) – Hillsborough
- December 8 - Raleigh

At 11:00, the Board moved to 2017 Renewal Audit.

Adjourn 3 : 2 5 p m .

Respectfully submitted,

Ernie Nichols, REHS
Secretary-Treasurer
February 17, 2017