

# NC State Board of Environmental Health Specialist Examiners

## Minutes of July 20, 2017 Board Meeting

The North Carolina State Board of Environmental Health Specialist Examiners met on Thursday, October 26, 2017 at 11:00 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, Ann Absher, Dr. Brian Byrd, Melanie Campen, 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 11:11 p.m.

**Board Action.** **Jessica Silver made a motion to approve the agenda as presented. Melanie Campen 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 11:14 p.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).

**Motion:** **Jessica Silver 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). Melanie Campen seconded the motion. All votes affirmative.**

At 11:23 p.m., the Board entered into open session.

Phil Thompson announced that the Board has completed its investigation regarding the complaints against Courtney Cole, Registered Environmental Health Specialist Intern #2565 most recently employed with the Durham County Health Department. The Investigative Team concluded that there is just cause for the Board to hold a hearing regarding action as it pertains to Courtney Cole's NC REHS registration.

**Board Action:** **Based on findings, Daniel Ortiz made a motion to offer Courtney Cole the option to voluntarily surrender her registration prior to a Board hearing regarding the matter. If Courtney Cole does not respond within ten days of receiving correspondence from the Board, the Board will set a hearing date. Larry Michael seconded the motion. All votes affirmative.**

### **Chair Report – Phil Thompson**

No report.

### **Vice-Chair Report – Larry Michael**

No report.

**Secretary/Treasurer Report – Carl Kivett**

In Carl Kivett's absence, Donna Coffey presented the year-to-date financial report for Board review reporting that Board revenues and expenditures are on target with budget. This is an information only item and no Board action is necessary.

**Minutes – Donna Coffey**

Donna presented the March 7, 2017 and May 19, 2017 regular and closed meeting minutes for approval.

**Board Action. Daniel Ortiz made a motion to approve the March 7, 2017 and May 19, 2017 regular and closed session meeting minutes as presented. Seth Swift seconded the motion. All votes affirmative.**

**Financial Report – Donna Coffey**

Donna reported the following account balances as of 7/19/2017 meeting:

<b>Account</b>	<b>Current Balance</b>
Checking (32452888)	\$4,639.07
Money Market (7044465)	\$89,424.67
Share (2458563)	\$37.12
Credit Union Totals	\$94,100.86
STIF	13,493.00
Total Cash Accounts	106, 593.86

**Administrative Assistant to the Board's Report – Donna Coffey**

Donna Coffey reported that she submitted the annual NC DOR report regarding current registrations noting that NC DOR requests some information that is not contained in the RSTAS database (for example, full social security numbers of registrants – the last 4 digits are stored in RSTAS not the full number.

There are two additional reports due prior to the end of July – FY 2017 Self-Assessment of Internal Control Questionnaire/Certification Form and the Semi-Annual Report of Registrants for NC Child Support Enforcement. She will complete those and obtain required signatures from Phil and Carl as needed.

**Education Committee Report – Daniel Ortiz**

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

**NC STATE BOARD OF ENVIRONMENTAL HEALTH SPECIALIST EXAMINERS**  
**Education Committee Report**  
 July 20, 2017

Meeting called to order at 10:33 by Committee Chair Daniel Ortiz.

**2017 CE Course Reviews**

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 App'd
<b>2017 Non-CIT Continuing Ed</b>								
17070	NC Viper Medical Network Training	Little, Roland	DHHS	Online		Online	Online	0.50
17071	Human Rabies Risk Assessments & Rabies Post Exposure Management	Little, Roland	Wake AHEC	Online		Online	Online	1.50
17072	Wild Mushroom Food Safety Certification (Day 1)	Hawkins, Patricia	Mushroom Mountain	Mills River	NC	6/17/17	6/17/17	6.25
17073	Wild Mushroom Food Safety Certification (Day 2)	Hawkins, Patricia	Mushroom Mountain	Mills River	NC	6/18/17	6/18/17	3.25
17074	2017 NCSWEOA Fall Conference - Pre-Conference Workshop	Barnette, Minor	NC Solid Waste Enforcement Officers Association	Wrightsville Beach	NC	10/24/17	10/24/17	5.00
17075	2017 NCSWEOA Fall Conference	Barnette, Minor	NC Solid Waste Enforcement Officers Association	Wrightsville Beach	NC	10/25/17	10/27/17	10.50
17076	Industrial Ventilation Testing & Troubleshooting	Teachey, Melissa	Naval Facilities Engineering & Expeditionary Warfare Center	Pensacola	FL	5/23/17	5/25/17	14.00
17077	Northeast EH District Meeting	Casper, Kelly	Northeast Environmental Health District	Greenville	NC	7/21/17	7/21/17	4.00
17078	NC LEAD Surveillance System Training Webinars	Gaetz, Kim	NC DHHS-DP/EH Section	Online		Online	Online	1.00
17079	Land Application of Residuals Operators Training	Henderson, Justin	NCSU	Raleigh	NC	4/4/17	4/6/17	15.00
17080	33rd Annual Onsite Water Protection Conference	Tanner, Joni	NCSU	Raleigh	NC	10/17/17	10/19/17	15.00
17081	Install 330: Innovations in Wastewater	Tanner, Joni	NCSU	Various		Various	Various	6.25
17082	Design 400: Unconventional Systems & Uncommon Lots	Tanner, Joni	NCSU	Various		Various	Various	6.50
17083	Soils 102: The Dirt on Soils for Installers	Tanner, Joni	NCSU	Various		Various	Various	3.00
17084	O&M 300: Pretreatment Rodeo	Tanner, Joni	NCSU	Various		Various	Various	6.25
17085	Install 340: The Building Blocks of Septic Success = Soils, Sites & Systems	Tanner, Joni	NCSU	Various		Various	Various	6.00
17086	Install 209: Control Panels	Tanner, Joni	NCSU	Various		Various	Various	3.00
17087	Tomorrow's Onsite Wastewater Industry	Lassiter, Doug	NC Septic Tank Association	Hickory	NC	1/26/17	1/26/17	6.00
17088	Mountain NC Program Standards Enrollee Meeting	Vazquez, Felissa	FDA	Asheville	NC	5/5/17	5/5/17	5.00
17089	Floodwater Pumping	Flythe, Jack	NC Water Resources Environmental Quality	Wanchese	NC	5/10/17	5/10/17	1.50
17090	West Piedmont EHS Meeting	Zimmerman, Tonya	West Piedmont EH	Lexington	NC	5/18/17	5/18/17	4.00
17091	North Central EH District 2nd Quarter Meeting	Grady, Brandi	NCEHD	Burlington	NC	5/9/17	5/9/17	4.25
17092	Cumberland County Spring Food Safety Forum	Ortiz, Daniel	Cumberland County HD	Fayetteville	NC	5/23/17	5/23/17	2.50
17093	Southeastern District Summer Education Meeting	Ortiz, Daniel	Southeastern District	Smithfield	NC	6/1/17	6/1/17	4.00
17094	Radiological Reception & Cong Care Center Operations Exercise	Whaley, Tom	Wake County Emergency Management	Raleigh	NC	4/12/17	4/12/17	6.00
17095	2017 Train the Trainer Workshop: A Primer on Best Practices in Mosquito Control	Richards, Stephanie	American Mosquito Control Association, NC	Carolina Beach	NC	10/9/17	10/10/17	7.00
17096	Tennessee Water Well Association Trade Show	Rutkofske, Joanne	TWWA	Gatlinburg	TN	3/31/17	4/1/17	8.00
17097	Regional Food Protection Meeting #2	Slachta, Cheryl	Food Protection & Facilities Program	Various		Various	Various	4.00
17098	2017 NC Septic Tank Association Regional Classes	Lassiter, Doug	NC Septic Tank Association	Various		Various	Various	6.00

**Motion:** **Drew made a motion to approve 2017 continuing education courses as reviewed and recommended by Education Committee members. All votes affirmative.**

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

Intern	#	Employer
Sykes; Nora Ann	2664	Forsyth County Health Department
Kroeger; Melissa Katherine	2665	Appalachian District Health Department
Dufour; Ronda Lyn	2666	Henderson County Health Department

Leonard; Amber Simons	2667	Henderson County Health Department
Schoen; Skyler Cameron	2668	Pamlico County Health Department
Murphy; Valeria Beatrice	2669	Carteret County Health Department
Thomas; Hannah Cierra	2670	Durham County Health Department
Buff; Sydney Sinclair	2671	Durham County Health Department
Easter; Andre Alexander	2672	Wilson County Health Department
Green; Zane Stanton	2673	Wilkes County Health Department
Teague; Seth	2674	Orange County Health Department
Clymer; Jennifer Ann	2675	Wayne County Health Department
Ward; Jacob Ryan	2676	Davidson County Health Department
Raynor; Adam Lischer	2677	Wayne County Health Department
Morris; Lauren Paige	2678	Wayne County Health Department

**Motion:** **Melanie made a motion to approve the Interns as presented, effective July 20, 2017. All votes affirmative.**

**Interns Eligible for REHS Status**

REHS #	Name		County/Agency	Effective Date
1. 2511	Gilley	Matthew	Johnston	7/21/2017
2. 2520	Quinn	Jonathan	Haywood	4/14/2017

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

**Other Business**

None

**Adjourn**

Education Committee Meeting adjourned at 10:45.

**Motion:** **Drew made motion to adjourn. All votes affirmative.**

**Board Action.** **A motion was made by Daniel Ortiz to approve the 7/20/2017 Education Committee report as presented. Jessica Silver seconded the motion. All votes affirmative.**

**Legislative Committee Report – Larry Michael**

Larry Michael informed the Board that the General Assembly plans to convene in August, and at this time there are 19 bills with potential Environmental Health impacts. He also noted that the NC Attorney General's budget has been reduced and will likely result in a number of lost positions which may eventually impact the Board's legal expenses if it has to go to the private market for legal representation.

At 12:18 p.m. Board Chair Phil Thompson reported that there was a need to return to closed session to discuss confidential NC REHS essay exam questions pursuant to NCGS 143-318.11(a)(1) and (6) as well as NCGS 143-318.18(6).

**Board Action. Drew Morgan 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 1:45 p.m. the Board returned to open session and reported that it had discussed confidential NC REHS essay exam questions.

**Board Action. Jessica Silver made a motion to adjourn the meeting, and Daniel Ortiz seconded the motion. The July 20, 2017 meeting adjourned at 2:25 p.m.**

**Adjourn 2 : 2 5 p m .**

Respectfully submitted,  
Carl Kivett, REHS  
Secretary-Treasurer  
July 20, 2017