

NC State Board of Environmental Health Specialist Examiners

Minutes of October 26, 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, 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 11:14 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.

At 11:25 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).

Motion: 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 11:47 a.m., the Board moved back into open session. Based on initial information received from officials in Pamlico County and the North Carolina Division of Environmental Health, the Board voted to investigate the alleged unethical and unlawful incidents in Pamlico County Environmental Health. Chair Phil Thompson appointed Board members Drew Morgan and Daniel Ortiz to conduct the investigation.

Chair Report – Phil Thompson

Phil announced that Caroline Daly resigned from the Board (Public Spirited Citizen) effective 10/17/2017.

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 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 May 19, 2017 and July 20, 2017 regular meeting minutes for approval.

Board Action. Daniel Ortiz made a motion to approve the May 19, 2017 and July 20, 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 | \$5,524.30 |
| SECU Money Market Account | \$81,179.36 |
| SECU Shares Account | \$37.00 |
| STIF | \$13,532.00 |

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 CE Course Reviews

| Course # | Name of Education/Training | Organization Sponsor | City | State | Start Date | End Date | Hrs App'd |
|-----------------------------------|--|--|---------------|-------|------------|----------|-----------|
| 2017 Non-CIT Continuing Ed | | | | | | | |
| 17099 | SWANApalooza Technical Sessions & Lockwood Landfill Tour | Solid Waste Association of North America | Reno & Sparks | NV | 3/28/17 | 3/30/17 | 15.00 |
| 17100 | SERCAP Outreach & Well Assessment Workshop | Southeast Rural Community Assistance Project | Boone | NC | 9/7/17 | 9/7/17 | 3.75 |
| 17101 | Eastern NC EH Supervisors Association Meeting, June 2017 | ENCEHAS | Greenville | NC | 6/22/17 | 6/22/17 | 5.50 |
| 17102 | Agriculture Development Forum | NC Department of Agriculture | Raleigh | NC | 2/2/17 | 2/2/17 | 3.00 |
| 17103 | Commissioner's Food Safety Forum | NC Department of Agriculture | Raleigh | NC | 8/15/17 | 8/15/17 | 3.25 |
| 17104 | North Central EH District 3rd Quarter Meeting | NCEHD | Hillsborough | NC | 8/3/17 | 8/3/17 | 4.50 |
| 17105 | Arizona Infectious Disease Training | Arizona Department of Health Services | Phoenix | AZ | 7/18/17 | 7/20/17 | 20.00 |
| 17106 | AFDOSS 2017 Educational Conference | AFDOSS | New Orleans | LA | 8/20/17 | 8/23/17 | 18.25 |
| 17107 | NC Soils & Technology | Michael Athanas & Associates | Statesville | NC | 10/10/17 | 10/10/17 | 6.00 |
| 17108 | 2nd Annual NC Refugee Health Conference | AHEC Greensboro | Greensboro | NC | 8/25/17 | 8/25/17 | 6.00 |
| 17109 | 4th Annual WNC Water Quality Conference | Western Piedmont COG & Lenoir Rhyne University's Reese Institute | Hickory | NC | 8/3/17 | 8/3/17 | 4.50 |

| | | | | | | | |
|-------|--|--|--------------|----|----------|----------|-------|
| 17110 | 11th Annual WNC Air Quality Conference | Western Piedmont COG & Lenoir Rhyne University's Reese Institute | Hickory | NC | 8/4/17 | 8/4/17 | 4.25 |
| 17111 | Operations & Maintenance for Water & Wastewater Utilities | NC Rural Water Association | Various | | Various | Various | 6.00 |
| 17112 | APWA-NC Stormwater Management Conference | American Public Works Association NC Chapter | Greenville | NC | 9/18/17 | 9/19/17 | 11.75 |
| 17113 | Stormwater Control Measures | American Public Works Association NC Chapter | Greensboro | NC | 4/19/17 | 4/19/17 | 4.00 |
| 17114 | 2017 Groundwater Week | National Groundwater Association | Nashville | TN | 12/4/17 | 12/7/17 | 12.00 |
| 17115 | West Piedmont EHS Meeting, September | West Piedmont EH | Salisbury | NC | 9/6/17 | 9/6/17 | 4.00 |
| 17116 | Central Environmental Health Supervisors Association | Central NC EH Supervisors Association | Salisbury | NC | 9/7/17 | 9/7/17 | 3.75 |
| 17117 | Eastern Biological Wastewater Operators School Grade III | NC AWWA-WEA | Raleigh | NC | 4/24/17 | 4/28/17 | 20.00 |
| 17118 | Northeastern Environmental Health District | Northeastern EH District | Greenville | NC | 10/6/17 | 10/6/17 | 4.00 |
| 17119 | Soils 280: Soils of the Piedmont - A Practical Guide | NCSU | Monroe | NC | 10/25/17 | 10/25/17 | 6.00 |
| 17120 | Eastern NC EH Supervisors Association, September | Eastern NC EH Supervisors Association | Greenville | NC | 9/28/17 | 9/28/17 | 4.00 |
| 17121 | OSHA 10-Hour | Indian Health Service | Yuma | AZ | 10/22/17 | 10/23/17 | 10.00 |
| 17122 | South Eastern District NCPHA August Meeting | South Eastern District | Lumberton | NC | 8/31/17 | 8/31/17 | 4.00 |
| 17123 | Granville Farms Residual Biosolids Refresher Course | Granville Farms | Oxford | NC | 6/1/17 | 6/1/17 | 5.50 |
| 17124 | Interstate EH Seminar | Tennessee EH Association | Gatlinburg | TN | 10/4/17 | 10/6/17 | 9.50 |
| 17125 | Mountain EH District, 3rd Quarter | Mountain EH District | Waynesville | NC | 9/14/17 | 9/14/17 | 5.00 |
| 17126 | Aquatic Pesticides & Stormwater Management Workshop | City of Charlotte Stormwater Services | Charlotte | NC | 11/1/17 | 11/1/17 | 3.50 |
| 17127 | 2017 Seminars for Pesticide Handlers, Applicators & Dealers | Agronomy & Horticulture Services, LLC | Asheville | NC | 10/18/17 | 10/18/17 | 6.00 |
| 17128 | 2017 Interstate Shellfish Sanitation Conference Biennial Meeting | ISSC | Myrtle Beach | SC | 11/14/17 | 11/19/17 | 20.00 |
| 17129 | Wastewater System Installer & Operator Educational Meeting | Orange County EH | Hillsborough | NC | 11/14/17 | 11/14/17 | 6.00 |
| 17130 | Mountain EH Section - 3rd Quarter | Mountain EH District | Mills River | NC | 7/12/17 | 7/12/17 | 4.75 |

Certification of April 6, 2016 Exam Scores

The following individuals have either passed or not passed the NC REHS exam administered on July 21, 2017 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 # | Last Name | First Name | Employer | Pass (P)/ Not Pass (NP) |
|---|--------|-----------|------------|-----------------------------------|----------------------------|
| 1 | 2503 | Braden | Jocelynn | Durham County Health Department | P |
| 2 | 2526 | Bullock | William | Granville/Vance Health District | NP |
| 3 | 2575 | Cabiness | Amanda | Warren County Health Department | P |
| 4 | 2538 | Capps | Hunter | Gaston County Health Department | P |
| 5 | 2569 | Crews | Jonathan | Randolph County Health Department | NP |
| 6 | 2530 | Currin | Adam | Granville/Vance Health District | NP |
| 7 | 2506 | Davenport | Bryan | Mecklenburg County | NP |
| 8 | 2549 | Gann | Caitlyn | Rockingham County | P |
| 9 | 2566 | Langley | Ryan | Alamance County Health Department | P |

| | | | | | |
|----|------|-----------|---------|-------------------------------------|----|
| 10 | 2474 | Parker | Dimitri | Wake Dept of Environmental Services | NP |
| 11 | 2485 | Parker | Perry | Sampson County Health Department | NP |
| 12 | 2655 | Perillo | Alex | Pender County Health Department | P |
| 13 | 2551 | Robert | Eva | Forsyth County Health Department | P |
| 14 | 2529 | Rubio | Jacqui | Anson County | NP |
| 15 | 2556 | Rutkofske | Joanne | DENR/DEH | P |
| 16 | 2578 | Wilson | Joy | Mecklenburg County | P |

Interns for Approval

| Intern | | # | Employer |
|--------|-----------------------------------|------|---|
| 1. | Kendall; Jacob | 2679 | Craven County Health Department |
| 2. | Rimmer; Alexandria Carroll | 2680 | Caswell County Health Department |
| 3. | Lugenbell; James | 2681 | Appalachian District Health Department |
| 4. | Weaver; Robert Coley | 2682 | Wake Department of Environmental Services |
| 5. | Sanders; Shaneria Q | 2683 | Forsyth County Health Department |
| 6. | Walker; Anthony Daniel | 2684 | Appalachian District Health Department |
| 7. | Sakamoto; Jill M | 2685 | Forsyth County Health Department |
| 8. | Taylor; Grayla DeEtt | 2686 | Wilson County Health Department |
| 9. | Aycock; James Bradley | 2687 | Wilson County Health Department |
| 10. | Crawford; Mary Kate | 2688 | Iredell County Health Department |
| 11. | Cave; Carla Claudette | 2689 | Iredell County Health Department |
| 12. | Price; Eric Thomas | 2690 | Catawba County Health Department |
| 13. | Davis; Tracie Sharnell | 2691 | Durham County Health Department |
| 14. | Haskett; Samantha Elizabeth | 2693 | Mecklenburg County Health Department |
| 15. | Norman; Brittney | 2694 | Davidson County Health Department |

| | | |
|-------------------------------------|------|--|
| Danielle | | |
| 16. Quinn; Nathan Andrew | 2695 | Gaston County Health Department |
| 17. Oxendine; Valentina Marie | 2697 | Robeson County Health Department |
| 18. Johnson; Melodee Wallace | 2698 | Wake Department of Environmental Services |
| 19. Yow; Kaitlyn Alexis | 2699 | Wake Department of Environmental Services |
| 20. Plis; Lauren Marie | 2700 | Wake Department of Environmental Services |
| 21. Wulffert; John L | 2701 | Wake Department of Environmental Services |
| 22. Nelson; Kurtis V | 2702 | Cabarrus Health Alliance |

Reciprocity

| REHS | # | Employer |
|----------------|------|---------------------------------|
| Sowers; Angela | 2703 | Orange County Health Department |

Military

| REHS | # | Employer |
|---------------------|------|---------------------------------|
| Snow; Sequoya Renea | 2692 | Durham County Health Department |

Interns Eligible for REHS Status

| REHS # | Name | | County/Agency | Effective Date |
|---------|--------|----------|---------------|----------------|
| 1. 2503 | Braden | Jocelyn | Durham | 7/21/17 |
| 2. 2551 | Robert | Eva | Forsyth | 7/21/17 |
| 3. 2522 | Hughes | Angela | Chatham | 10/8/17 |
| 4. 2523 | Allen | Kristin | Chatham | 10/8/17 |
| 5. 2536 | Brown | Jennifer | Iredell | 10/8/17 |
| 6. 2537 | Zinn | KC | Dare | 10/8/17 |
| 7. 2569 | Capps | Hunter | Gaston | 10/8/17 |

| | | | | |
|---------|--------|-----|-------------|----------|
| 8. 2578 | Wilson | Joy | Mecklenburg | 10/27/17 |
|---------|--------|-----|-------------|----------|

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

Update Board Members' Terms & Vacancies

Donna Coffey shared a roster of current board members.

NC State Board of Registered Environmental Health Specialist Examiners

Board Members

10/26/2017

| Name | Board Seat | Date Appointed | Term |
|-------------------|----------------------------------|----------------|------------|
| Hawkins, Patricia | EH Specialist, Western | 12/16/2006 | 12/15/2014 |
| Silver, Jessica | EH Specialist, At Large | 1/31/2012 | 12/15/2015 |
| Vacant | Public Spirited Citizen | | |
| Byrd, Dr. Brian | EH Educator | 6/9/2014 | 12/15/2017 |
| Campen, Melanie | EH Specialist, Eastern | 5/29/2014 | 12/15/2017 |
| Michael, Larry | Secretary of DHHS Representative | 6/9/2014 | 12/15/2017 |
| Thompson, Phil | Division of PH of DHHS | 6/9/2014 | 12/15/2017 |
| Absher, Ann | Local Health Director | 6/9/2014 | 12/15/2018 |
| Kivett, Carl | EH Specialist, Piedmont | 6/9/2014 | 12/15/2018 |
| Morgan, Andrew | EH Specialist, Piedmont | 5/1/2016 | 12/15/2018 |
| Ortiz, Daniel | EH Specialist, Eastern | 1/20/2015 | 12/15/2018 |
| Swift, Seth | EH Specialist, Western | 3/17/2010 | 12/15/2018 |

She has contacted Governor Cooper's office regarding new appointments for expired and expiring terms and she shared, with the Board, the guidance she received. In accordance with § 90A 55. State Board of Environmental Health Specialist Examiners; appointment and term of office.

- (a) Board Membership. – The Board shall consist of 12 members who shall serve staggered terms: the Secretary of Environment and Natural Resources, or the Secretary's duly authorized representative, one public spirited citizen, one environmental sanitation educator from an accredited college or university, one local health director, a representative of the Division of Environmental Health of the Department of Environment and Natural Resources, and seven practicing environmental health specialists who qualify by education and experience for registration under this Article, six of whom shall represent the Western, Piedmont, and Eastern Regions of the State as described more specifically in the rules adopted by the Board.
- (b) Term of Office. – Each member of the State Board of Environmental Health Specialist Examiners shall be appointed by the Governor for a term of four years. As the term of each current member expires, the Governor shall appoint a successor in accordance with the provisions of this section. If a vacancy occurs on the Board for any other reason than the expiration of a member's term, the Governor shall appoint a successor for the remainder of the unexpired term. No person shall serve as a member of the Board for more than two consecutive four-year terms.

- (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 Environment and Natural Resources recommended by the Secretary of Environment and Natural Resources and the local health director recommended by the North Carolina Local Health Directors Association.

Daniel Ortiz, in his role as Chair of NCPHA, will work with that Board to develop recommendations in accordance with Statute and present the list at the Board's 12/8/17 meeting.

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

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 will consult with Board Attorney, John Barkley, to confirm intern effective date.

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

Fee Schedule Update re: Military and Military Spouse Application Fee

NC § 93B-15.1 (a) (4), effective 7/1/2017, eliminated all occupational licensing initial application fees for Military and Military spouse applicants. Donna Coffey shared an updated fee schedule with the Board.

| Type of Fee | Fee Amount | Explanation |
|--|------------|--|
| Registration Fee | | |
| <ul style="list-style-type: none"> • Intern with No Previous Experience | \$50 | |
| <ul style="list-style-type: none"> • Intern with Previous Qualifying Experience | \$50 | Requesting credit for previous environmental health educational and professional experience in accordance with NC General Statute 90A-53 |
| <ul style="list-style-type: none"> • Out-of-State Applicant | \$50 | Requesting full REHS status (reciprocity) with credit for out-of-state experience and credentials |
| <ul style="list-style-type: none"> • Military Applicant | No fee | No fee pursuant to NC § 93B-15.1 (a) (4) |
| <ul style="list-style-type: none"> • Military Spouse | No fee | No fee pursuant to NC § 93B-15.1 (a) (4) |
| Exam Fees | | |
| <ul style="list-style-type: none"> • NEHA, Essay and Interview | \$165 | Per exam date |
| <ul style="list-style-type: none"> • NEHA Only | \$165 | Per exam date |

| | | |
|----------------------------|--------------------|--|
| • Essay and Interview Only | \$50 | Per exam date |
| Annual Renewal Fee | \$50 | Postmarked no later than December 31 each year |
| | \$75 | Postmarked after December 31 each year |
| Returned Check Fee | \$20 + bank charge | Per occurrence |

Board Action. A motion was made by Daniel Ortiz to approve the updated Fee Schedule as presented with no application fees for Military and Military Spouses. Melanie Campen seconded the motion. All votes affirmative.

Records Retention

Donna Coffey reported that she has attended two meetings with the Department of Archives regarding new records retention initiatives. The Department will be sending new agreements for Chair signature around the end of December 2017.

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

At 1:42 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 2:05 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 October 26, 2017 meeting adjourned at 2:25 p.m.

Adjourn 2 : 2 5 p m .
 Respectfully submitted,
 Carl Kivett, REHS
 Secretary-Treasurer
 October 26, 2017