

NC State Board of Environmental Health Specialist Examiners

Minutes of May 18, 2018 Board Meeting

The North Carolina State Board of Environmental Health Specialist Examiners met on Friday, May 18, 2018 at 10:00 a.m. in Room 250 at the 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, Greg Caulder, Lisa Halbedl, Carl Kivett, Larry Michael, Andrew Morgan, Daniel Ortiz, Jessica Silver, Board Attorney John Barkley and Board Assistant Donna Coffey.

Called to Order – Chair Phil Thompson called the meeting to order at 10:20 a.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.

Chair Report – Phil Thompson

Chair Phil Thompson reported that he and Drew Morgan attended the 4th Annual Occupational Licensing Board meeting yesterday in Raleigh. Among topics discussed included: recent legislative changes in financial reporting for boards including changing from calendar year to fiscal year; reciprocity; complaints and investigations; sovereign immunity; importance of Board continuity plans. The Chair requested that Donna Coffey document business/office processes and share with Board Chair and Secretary.

Vice-Chair Report – Larry Michael

No report.

Secretary/Treasurer Report – Carl Kivett

Carl Kivett presented the Year-to-Date Revenue and Expense Report for review noting that revenue and expenditure activities are on target.

Board Action. This report was for information only; no action required.

Minutes – Donna Coffey

Donna presented the May 12, 2018 regular meeting minutes for approval.

Board Action: Jessica Silver made a motion to approve the April 12, 2018 regular meeting minutes as presented. Melanie Campen seconded the motion. All votes affirmative.

Financial Report – Donna Coffey

Donna reported the following account balances:

Cash and Investments

5/15/2018

SECU Checking, Share and Money Market Share Accounts

Account	Rate	Current Balance
Checking	0.25%	\$7,462.60
Money Market	1.00%	\$93,525.66
Share	0.75%	\$37.35
SECU Totals		\$101,025.61
Short Term Investment Fund (STIF) with NC Department of State Treasurer	1.45%	\$13,541.26
Total Cash and Investments		\$114,566.87

Board Action. This report was for information only; no action required.

Administrative Assistant to the Board's Report – Donna Coffey

No report

Education Committee Report – Daniel Ortiz

Daniel Ortiz presented the 5/18/18 Education Committee Report.

**NC STATE BOARD OF ENVIRONMENTAL HEALTH SPECIALIST EXAMINERS
Education Committee Report
May 18, 2018**

Interns for Approval

Intern	#	Employer	Application Category
1. Danner; Andrew K	2745	Jackson	Regular, 2 year
2. Saine; Amber Nicole	2746	New Hanover	Regular, 2 year
3. Jones; Amber Faith	2747	Clay	Regular, 2 year
4. Parker; Dimitri Keon	2748	Mecklenburg	Intern with Previous Experience
5. Thompson; Kenya Yolanda	2749	Wilson	Regular, 2 year

¹ Previous Qualifying NC Experience; original registration 1982 and was not required to take NC REHS exam at that time; retired 2012 and registration lapsed in 2015. 4/12/18 approval will be Regular, 2-year intern and will be eligible for full REHS status upon (1) completing CIT and (2) passing exam.

Education Committee Recommendation: Approve NC REHS Intern status for interns as presented.

Interns Eligible for REHS Status

None

Fast Tracking

REHS #	Name	County/ Agency	Qualifying Factors	Effective Date
2607	Botkins, Benjamin	Iredell	<ul style="list-style-type: none"> Employed in Iredell County since 9/12/16 (board approved date: 10/27/16) Has passed all portions of the NC REHS exam Previously practiced environmental health in South Carolina from 11/2014 to 9/2016 as Environmental/Health Manager I 	5/18/18

Education Committee Recommendation: Grant full NC REHS status in lieu of completing 2 year internship (fast tracking) based on previous qualifying experience and passing NC REHS exam.

NC State Board of Environmental Health Specialist Examiners Continuing Education

	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 #	Name of Education/Training	Submitted By	Organization Sponsor	City	State	Start Date	End Date	Hrs App'd
2018 Non-CIT Continuing Ed								
18047	Rockingham County NACCHO Site Visit	McGuire, Meg	Rockingham County	Wentworth	NC	4/26/18	4/27/18	4.00
18048	Management & Supervision for PH Professionals	Manning, Angela	UNC School of PH	Carrboro	NC	3/12/18	4/20/18	20.00
18049	Operations & Maintenance for Water & Wastewater Utilities	Martin, Glenn	NC Rural Water Association	Oxford	NC	3/29/18	3/29/18	6.00
18050	70th Annual Interstate Seafood Seminar	Rouse, Debbie	Interstate Seafood Seminar-Delaware, DNREC	Rehoboth Beach	DE	3/27/18	3/29/18	17.00
18051	Perspectives in Food Safety - Outbreaks, Data & Controlling Risks	Hardister, Bill	Conference for Food Protection	Richmond	VA	4/16/18	4/16/18	5.25
18052	Conference for Food Protection Biennial Meeting	Hardister, Bill	Conference for Food Protection	Richmond	VA	4/17/18	4/20/18	20.00
18053	EPA Basic Inspector Training (CST109)	Pierce, Cheryl	SCDHEC/EPA	Columbia	SC	1/30/18	2/1/18	14.25
18054	NCAEHA 2018 Winter Educational Conference	Del Rosario, Katie	National Capital Area EH Association	Arlington	VA	1/18/18	1/18/18	5.00
18055	V-0001 - Medical Countermeasures	Flythe, Jack	Emergency Management Institute FEMA	Various		various	various	4.00
18056	Vector Control Summit Itching to Improve: Building Local Mosquito Control Capacity	Cagle, Neill	NAACHO	Orlando	FL	3/13/18	3/15/18	13.00
18057	Jackson County Annual Septic Installer Meeting	Monteith, Travis	Jackson County EH	Sylva	NC	2/13/18	2/13/18	6.00

18058	North Carolina's Water Assets	Lassiter, Doug	NC Septic Tank Association	Various		various	various	6.50
18059	Identification of Adult Mosquitoes of Florida	Byrd, Brian	Florida Mosquito Control Association	Altamonte Springs	FL	1/22/18	1/24/18	12.00
18060	Control of Denuge/Zika/Chikungunya Vectors	Byrd, Brian	Florida Mosquito Control Association	Altamonte Springs	FL	1/25/18	1/25/18	5.00
18061	Stormwater Control Measure Construction Inspection and Training	Jackson, Jason	NCSU Bio-Ag Extension & Charlotte Stormwater Services	Charlotte	NC	3/14/18	3/14/18	4.75
18062	Stormwater BMP Inspection & Maintenance Re-Certification	Jackson, Jason	NCSU Bio-Ag Extension	Kernersville	NC	4/11/18	4/11/18	4.00
18063	West Piedmont EHS Meeting #1	Chrobak, Joseph	West Piedmont EHS	Salisbury	NC	3/15/18	3/15/18	4.00
18064	Northeastern EH District Quarterly Meeting, 2nd Quarter	Massengill, Jeffrey	Northeastern EH District	Greenville	NC	4/20/18	4/20/18	4.00
18065	Nutrient Removal & Recovery Conference 2018	Wise, Douglas	Water Environment Federation & Water Research Foundation	Raleigh	NC	6/18/18	6/21/18	12.00
18066	North Central EH District, 2nd Quarter	Kim, Brandi	North Central EH District	Durham	NC	5/10/18	5/10/18	4.25

Board Action: Daniel Ortiz made a motion to approve the May 18, 2018 Education Committee Report as presented. Drew Morgan seconded. All votes affirmative. Recusals: Daniel Ortiz from voting on Dimitri Parker, REHS #2748, Mecklenburg County.

Legislative Committee Report – Larry Michael

Larry Michael reported that DHHS continues to review environmental health related Rules as part of regular 5-year Rule Review process.

Board Action. This report was for information only; no action required.

Periodic Legal Update – John Barkley, Board Attorney

In accordance with NC General Statute 93-B, Board Attorney, John Barkley, updated the Board on related Laws and Rules.

Board Action. This report was for information only; no action required.

Fee Schedule Update – Donna Coffey

The Board approved the following Fee Schedule that reflects the updated cost of the NEHA standardized exam.

Fee Schedule
5/18/2018

Type of Fee	Fee Amount	Explanation
Exam Fees		
• NEHA, Essay and Interview	\$265	Per exam date
• NEHA Only	\$265	Per exam date

Board Action: Daniel Ortiz made a motion to approve the new NEHA Exam Fee as presented. Drew Morgan seconded the motion. All votes affirmative.

Policy Updates – Donna Coffey

In accordance with Board discussion at the April 13, 2018 meeting, Donna Coffey presented an updated Continuing Education Policies and Procedures Policy that states:

*“Effective February 16, 2018, the Board will approve continuing education hours for **attending** ServSafe courses. Hours will not be awarded for teaching ServSafe courses.”*

Board Action: Lisa Halbedl made a motion to amend the Continuing Education Policies and Procedures Policy to state that “Effective February 16, 2018, the Board will approve continuing education hours for attending ServSafe courses. Hours will not be awarded for teaching ServSafe courses.” Melanie Campen seconded. All votes affirmative.

In accordance with Board discussion at previous meetings, the Board eliminated the Registration Cards Policy, because local and state governments now issue employee photo identification cards where in the past this was not the case.

Board Action: Drew Morgan made a motion to eliminate the Registration Cards Policy. Jessica Silver seconded. All votes affirmative.

At 1:55 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) to discuss NC REHS essay exam questions.

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). Greg Caulder seconded the motion. All votes affirmative.

At 1:56 p.m. the Board moved into closed session.

At 2:10 p.m. the Board moved back to open session.

Motion: Drew Morgan made a motion to adjourn the meeting. Larry Michael seconded the motion. All votes affirmative.

Meeting adjourned at 2:11 p.m.

Respectfully submitted,

Carl Kivett, REHS
Secretary-Treasurer
May 18, 2018