

# NC State Board of Environmental Health Specialist Examiners

## Minutes of December 7, 2018 Board Meeting

The North Carolina State Board of Environmental Health Specialist Examiners met on Friday, December 7, 2018 at 11:00 a.m. in the Eagle Room, 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 Board members, Chair Phil Thompson, Greg Caulder, Lisa Halbedl, Carl Kivett, Larry Michael, Andrew Morgan, Daniel Ortiz, Seth Swift, and Board Assistant Donna Coffey. Jeffrey Kerr of Marlin Wastewater Services in Moore County, NC attended the meeting.

**Called to Order** – Chair Phil Thompson called the meeting to order at 11:08 a.m.

**Board Action. Drew Morgan made a motion to approve the agenda as presented. Greg Caulder 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**

No report.

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

No report.

### **Secretary/Treasurer Report – Carl Kivett**

No report.

### **Minutes – Donna Coffey**

Donna presented the July 19, 2018 regular meeting minutes for approval.

**Board Action: Drew Morgan made a motion to approve the July 19, 2018 regular meeting minutes as presented. Jessica Silver seconded the motion. All votes affirmative.**

Donna presented the October 25, 2018 regular meeting minutes for approval.

**Board Action: Lisa Halbedl made a motion to approve the October 25, 2018 regular meeting minutes as presented. Larry Michael seconded the motion. All votes affirmative.**

**Financial Report – Donna Coffey**

Donna reported that Board revenues and expenditures are on target with current year budget. She also reported the following Cash and Investments balances:

**Cash and Investments**

12/5/2018

**Checking, Share and Money Market Share Accounts**

|   |       |                    |
|---|-------|--------------------|
| Checking  | 0.25% | \$8,197.25         |
| Money Market  | 1.50% | \$76,712.96        |
| Share   | 0.75% | \$37.51            |
| <b>Total Checking, Share &amp; Money Market Accounts</b>                |       | <b>\$84,947.72</b> |
| Short Term Investment Fund (STIF) with NC Department of State Treasurer | 1.45% | \$13,593.42        |
| <b>Total Cash and Investments</b>                                       |       | <b>\$98,541.14</b> |

**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 December 7, 2018 Education Committee Report.

**Interns for Approval**

| <b>Intern</b>              | <b>#</b> | <b>Employer</b> | <b>Application Category</b>   |
|----------------------------|----------|-----------------|---|
| 1. Horvath; Matthew Ryan   | 2789     | Wake            | Regular, 2-year   |
| 2. Bailey; Rena Nicole     | 2790     | Wake            | Regular, 2-year   |
| 3. Black; Sarah James      | 2791     | Wake            | Regular, 2-year   |
| 4. Gunter; Margaret Ann    | 2792     | Wake            | Regular, 2-year   |
| 5. Sabby; Patricia Hoyos   | 2793     | Wake            | Regular, 2-year   |
| 6. Howell; Cameron Renee   | 2794     | Lenoir          | Regular, 2-year   |
| 7. Murphy; Victoria        | 2795     | Forsyth         | Regular, 2-year   |
| 8. Whetstine; Kevin Thomas | 2796     | Lincoln         | Previous Qualifying NC Experience (passed NC REHS exam in 2005; practiced for 6 ½ years (2003-2010)) <sup>(1)</sup> |
| 9. Lone; Adam              | 2797     | Lincoln         | Regular, 2-year   |

|                        |      |            |                 |
|------------------------|------|------------|-----------------|
| 10. Oliver; Alva Maria | 2798 | Cumberland | Regular, 2-year |
| 11. Bradsher; Jacob P  | 2799 | Person     | Regular, 2-year |

<sup>2</sup> Based on (1) passing exam in 2005 and (2) previous practice of 6 ½ years practicing EH in NC, Education Committee recommends Board approve fast tracking to full REHS status upon Mr. Whetstine's successful completion of Centralized Intern Training in 2019. Full status approval to come to Board after confirmation of CIT completion.

**Education Committee Recommendation: Approve NC REHS Intern status for individuals as presented with effective date 12/7/18.**

### Interns Eligible for REHS Status

| Intern                   | #    | Employer  | Effective Date |
|--------------------------|------|-----------|----------------|
| 1. Gore; Jason Scott     | 2611 | Brunswick | 12/15/18       |
| 2. Smith; Virginia Scott | 2612 | Stanly    | 12/15/18       |
| 3. Parker; Perry Lemonde | 2708 | Sampson   | 10/26/18       |
| 4. Norman; Sara          | 2592 | Surry     | 10/27/18       |

**Education Committee Recommendation: Approve full NC REHS status for individuals as presented.**

### 2018 Continuing Education Requests

#### 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 Req'd |
|-----------------------------------|---|-------------------|--------------------------------|---------------|-------|------------|----------|-----------|
| <b>2018 Non-CIT Continuing Ed</b> |   |                   |                                |               |       |            |          |           |
| 18128                             | Central NC EH Health Supervisor Quarterly Meeting   | Wyatt, Angela     | CNCEHSA                        | Pittsboro     | NC    | 12/7/18    | 12/7/18  | 3.00      |
| 18129                             | Mountain EH District - 3rd Quarter Educational Meeting                                    | Monteith, Travis  | Mountain EH District           | Sylva         | NC    | 9/19/18    | 9/19/18  | 5.00      |
| 18130                             | 2018 Southeast FDA Retail Food Safety Seminar   | Moore, Jennifer   | FDA                            | Charleston    | SC    | 10/16/18   | 10/18/18 | 16.25     |
| 18131                             | Managing Pests Safely #2  | Various           | Various                        | Various       |       | Various    | Various  | 6.25      |
| 18132                             | NEHA Annual Educational Conference  | Pink, Kathryn     | NEHA                           | Anaheim       | CA    | 6/25/18    | 6/28/18  | 20.00     |
| 18133                             | North Central EH District 4th Quarterly Meeting   | Kim, Brandi       | North Central EH District      | Burlington    | NC    | 11/15/18   | 11/15/18 | 4.25      |
| 18134                             | OCEH Waterwater System Installer & Operator Education                                     | Hudson, Victoria  | Orange County HD               | Hillsborough  | NC    | 11/15/18   | 11/15/18 | 6.00      |
| 18135                             | Wake County Efforts to Protect Private Well Users from Contamination                      | Dye, Samantha     | NC Water Resources Association | Raleigh       | NC    | 2/5/18     | 2/5/18   | 2.00      |
| 18137                             | Central NC EH Health Supervisor Quarterly Meeting   | Wyatt, Angela     | CNCEHSA                        | Thomasville   | NC    | 10/26/18   | 10/26/18 | 3.00      |
| 18138                             | West Piedmont EHS Meeting   | Zimmerman, Tonya  | West Piedmont EHS              | Concord       | NC    | 11/29/18   | 11/29/18 | 4.00      |
| 18139                             | South Eastern District EH Meeting   | Osborne, Mark     | South Eastern District EH      | Wilmington    | NC    | 12/6/18    | 12/6/18  | 5.00      |
| 18140                             | Central Regional Preparedness Coordinators Meeting #1                                     | Lowry, Anne       | NCPHP&R                        | Pittsboro     | NC    | 2/15/18    | 2/15/18  | 4.00      |
| 18141                             | Central Regional Preparedness Coordinators Meeting #2                                     | Lowry, Anne       | NCPHP&R                        | Pittsboro     | NC    | 6/21/18    | 6/21/18  | 4.00      |
| 18142                             | Central Regional Preparedness Coordinators Meeting #3                                     | Lowry, Anne       | NCPHP&R                        | Pittsboro     | NC    | 8/16/18    | 8/16/18  | 4.50      |
| 18143                             | Contaminating Incident Tabletop Exercise  | Little, Roland    | NCPHP&R                        | Greenville    | NC    | 11/1/18    | 11/1/18  | 5.00      |
| 18144                             | NCSWEOA Winter Workshop Series: Program I   | Barnette, Minor   | NCSWEOA                        | Asheville     | NC    | 12/6/18    | 12/6/18  | 6.25      |
| 18145                             | NCSWEOA Winter Workshop Series: Program II  | Barnette, Minor   | NCSWEOA                        | Hickory       | NC    | 12/6/18    | 12/6/18  | 6.25      |
| 18146                             | NCDOT Level 1 Erosion & Sediment Control/Stormwater Inspector/Installer                   | Alcock, Alan      | NCSU                           | Raleigh       | NC    | 6/7/18     | 6/7/18   | 4.00      |
| 18147                             | NCDOT Level 2 Erosion & Sediment Control/Stormwater Site Management                       | Alcock, Alan      | NCSU                           | Raleigh       | NC    | 6/6/18     | 6/6/18   | 4.00      |
| 18148                             | AFDOSS 2018 Annual Conference   | Lombardi, Melissa | AFDOSS                         | Gatlinburg    | TN    | 9/9/18     | 9/12/18  | 15.00     |
| 18149                             | EEK/Vectors & Public Health Pests   | Harrison, William | NEHA                           | Online        |       | 5/15/18    | 5/16/18  | 20.00     |
| 18150                             | NCPHA Fall Conference   | Ortiz, Daniel     | NCPHA                          | Charlotte     | NC    | 12/11/18   | 12/14/18 | 8.75      |
| 18151                             | Asbestos Inspector Initial Training Course  | Hester, Jarwin    | El Group                       | Morrisville   | NC    | 4/16/18    | 4/18/18  | 24.00     |
| 18152                             | 2018 NC Hazardous Waste Compliance Workshop   | Hester, Jarwin    | NC Manufacturers Alliance      | Greensboro    | NC    | 5/10/18    | 5/10/18  | 8.00      |
| 18153                             | FD378 - Preventive Controls for Grade "A" Dairy Plant Regulators                          | Dennis, Michael   | ORAU - FDA                     | Washington    | DC    | 11/5/18    | 11/8/18  | 32.00     |
| 18154                             | Food Safety Preventive Controls Alliance (FSPCA) Course                                   | Dennis, Michael   | NCSU                           | Winston-Salem | NC    | 6/20/18    | 6/22/18  | 18.25     |
| 18155                             | FD 577 Special Problems in Milk Protection Course   | Dennis, Michael   | ORAU - FDA                     | Burlington    | VT    | 5/7/18     | 5/11/18  | 33.50     |
| 18156                             | HTST Equipment Controls & Tests   | Wood, Chuck       | NCSU                           | Raleigh       | NC    | 11/14/18   | 11/15/18 | 10.00     |
| 18157                             | Better Process Control School   | Pierce, Cheryl    | University of Nebraska         | Lincoln       | NE    | 9/25/18    | 9/27/18  | 18.50     |
| 18158                             | Global Food Safety Initiative 2018 Annual Conference                                      | Lasic, Dan        | Global Food Safety Initiative  | Tokyo         | Japan | 3/5/18     | 3/8/18   | 26.00     |
| 18159                             | Lecture: "A Passion for Dirty Water: Septic Detectives, Wastewater Treatment Plants, ..." | Wooten, James     | UNC Coastal Studies Institute  | Wanchese      | NC    | 11/7/18    | 11/7/18  | 1.50      |

|                                   |  |                     |  |                |    |          |          |       |
|-----------------------------------|--|---------------------|--|----------------|----|----------|----------|-------|
| 18160                             | Slope Stabilization & Landslide Prevention                                   | Wallace, Karen      | Halfmoon Educaiton   | Asheville      | NC | 11/16/18 | 11/16/18 | 7.00  |
| 18161                             | NC Ethics Commission's Ethics Education & Lobbying Awareness Online Training | Stanley, David      | NC Ethics Commission   | Online         |    | Online   | Online   | 2.00  |
| 18162                             | 2018 National Air Quality Conference   | Barnette, Minor     | US EPA/Assoc of Air Pollution Control Agencies/National Assoc Clean Air Agencies | Austin         | TX | 1/24/18  | 1/26/18  | 18.25 |
| 18163                             | 2018 Spring Meeting  | Barnette, Minor     | Assoc of Air Pollution Control Agencies  | Lexington      | KY | 4/4/18   | 4/6/18   | 12.75 |
| 18164                             | Fall 2018 Technical Workshop & Forum   | Barnette, Minor     | Carolinas Air Pollution Control Assoc  | Myrtle Beach   | SC | 10/24/18 | 10/26/18 | 11.00 |
| 18165                             | Spring 2018 Technical Conference   | Barnette, Minor     | Carolinas Air Pollution Control Assoc  | Asheville      | NC | 4/11/18  | 4/13/18  | 11.00 |
| 18166                             | Air Quality Monitoring 101   | Barnette, Minor     | Carolinas Air Pollution Control Assoc  | Asheville      | NC | 4/11/18  | 4/11/18  | 2.50  |
| 18167                             | Florida Association for Food Protection                                      | Taylor, Todd        | FAFP (ICFP)  | St Petersburg  | FL | 5/22/18  | 5/24/18  | 11.50 |
| 18168                             | NoroCORE Final Showcase Meeting  | Hall, Alexandra     | NoroCORE   | Atlanta        | GA | 3/19/18  | 3/21/18  | 10.00 |
| 18169                             | 2018 Drinking Water Rules & Regulations Seminar                              | Harvell, Dianne     | NC American Water Works Assoc & Water Environment Assoc                          | Raleigh        | NC | 7/26/18  | 7/26/18  | 6.00  |
| <b>2019 Non-CIT Continuing Ed</b> |  |                     |  |                |    |          |          |       |
| 19001                             | Soil Science Society of NC Annual Meeting                                    | Vaughan, Jeff       | Soil Science Society of NC   | Raleigh        | NC | 1/22/19  | 1/23/19  | 11.00 |
| 19002                             | Virginia Water Well Association 2019 Winter Conference                       | Morgan, Andrew      | Virginia Water Well Association  | Fredericksburg | NC | 2/20/19  | 2/21/19  | 9.00  |
| 19003                             | 2019 Insecticide Resistance Training Workshop                                | Richards, Stephanie | Centers for Disease Control & Prevention & ECU                                   | Greenville     | NC | 2/12/19  | 2/12/19  | 4.50  |

**Board Action: Daniel Ortiz made a motion to approve the December 7, 2018 Education Committee Report as presented. Drew Morgan seconded. All votes affirmative.**

### **Legislative Committee Report – Larry Michael**

Larry Michael reported that the General Assembly's long session starts in January.

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

### **NCREHS Exam Structure Changes**

Donna reported that she continues to work closely with NEHA representatives, and things are on schedule to roll out the new process in early January 2019. She created the following chart to walk interns through the new application/exam process:

| NCREHS Exam Overview  |   |   |
|---|---|---|
| <p>The NCREHS exam consists of three components – National Environmental Health Association (NEHA) standardized exam, face-to-face Board interview and handwritten essay. The NEHA portion of the exam is a timed electronic exam administered at a Pearson VUE testing center. The essay and interview portions are administered by the NC State Board of Environmental Health Specialist Examiners (Board) on specific dates throughout the year (see Board Calendar on www.ncrehs.com). The chart below offers additional information regarding the exam components.</p> |   |   |
| Who is Eligible to Take the NCREHS Exam?  | NCREHS Interns are eligible to take the NCREHS exam at any time after the Board has approved their initial registration application. They have a maximum of three years from the date of registration approval to pass the exam. (NOTE: Registration date is date Board approves registration application at a Board meeting; it is not the first date of employment.)  |   |
|   | <b>NEHA Exam</b>  | <b>NCREHS Portion of Exam</b>   |
| Description   | Standardized online (via Pearson VUE computer only) timed exam consisting of 250 multiple-choice questions  | Handwritten essay and face-to-face interview with Board   |
| <b>Exam Logistics</b>   |   |   |
| Administered by   | Pearson VUE and NEHA  | NCREHS Board  |
| Exam Length   | 4.25 hours (including a break)  | 2 hours   |
| Type of Exam  | On Computer   | Handwritten (essay) and face-to-face (interview)  |
| Location  | Pearson VUE Testing Center  | Board specified location  |
| Exam Date   | Date and location selected by Intern via Pearson VUE's scheduling calendar  | Board specified dates (calendar published annually in January)  |
| How to Apply  | Directly to NCREHS Board via application form   | Directly to NCREHS Board via application form   |
| <b>Payment Information</b>  |   |   |
| Who to Pay  | NCREHS Board  | NCREHS Board  |
| Cost  | \$280 per exam date (determined by NEHA)  | \$50 per exam date  |
| What Happens After Applying?  | NCREHS Board approves Intern exam application and forwards Intern information to NEHA   | NCREHS Board notifies Intern of application approval  |
|   | Within a few weeks, Intern will receive an exam authorization number and instructions via an email directly from Pearson VUE.   | Intern reports to NCREHS testing location on designated date/time and completes the handwritten essay and face-to-face interview with Board members |
|   | Intern works directly with Pearson VUE to schedule the exam at a local Pearson VUE testing Center (NOTE: Intern has <b>ONE YEAR</b> from date of approval to take NEHA exam)  | NCREHS Board informs Intern of essay and interview scores approximately 4 weeks after exam date.  |
|   | Intern reports to Pearson VUE Testing Center on designated date/time and takes exam   |   |
|   | Intern informed of NEHA <b>unofficial</b> exam score at completion of exam (NOTE: NCREHS Passing score for NEHA Exam is 573)  |   |
|   | NOTE: NCREHS passing score for the NEHA exam is 573 while NEHA's passing score is 650. There may be instances when an Intern does not meet the NEHA passing score yet does meet the NCREHS passing score.   |   |
|   | NEHA reports <b>official</b> NEHA exam score to NCREHS Board, and NCREHS Board informs Intern of <b>official</b> score.   |   |
| When to Expect Scores   | 4 Weeks   | 4 Weeks   |
|   | <b>Compiled Exam Score - Within 6 weeks of completing all 3 exam components</b>   |   |
| Exam Scoring  | <p>NCREHS Board uses a weighted average formula to determine exam scores with the NEHA score counting twice and the essay and interview scores each counting once.</p> <p>NCREHS Board Rules require Interns to score 60% or higher on each component part of the examination with an overall weighted average score of 70%.</p> <p><b>All 3 components of the exam, NEHA, essay and interview, must be complete before the Board can determine if the overall weighted average score is 70%.</b></p> |   |
| Retesting   | Intern can retest after 90 days by reapplying to the NCREHS Board.  | Intern can retest at any subsequent Board testing date  |
|   | <p>No limit on number of times Intern may retest</p> <p>NOTE: NCREHS passing score for the NEHA exam is 573 while NEHA's passing score is 650. There may be instances when an Intern does not meet the NEHA passing score yet does meet the NCREHS passing score.</p>   | No limit on number of times Intern may retest   |
| No Show or Cancel with Less than 24-Hour Notice   | Forfeit \$280 exam cost   | No additional charge  |
|   | <b>5</b>  |   |

**Board Action: Information item; no Board action required.**

**Slate of Board Appointments for Expiring Terms**

Donna Coffey presented the slate of board appointments as recommended by NCPHA and NC Association of Local Health Directors.

| <b>NC State Board of Registered Environmental Health Specialist Examiners</b>  |   |
|--|---|
| Board Approved Recommendations for Governor Cooper Appointment   |   |
| <p><i>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. <b>The Board unanimously approved the recommendations at its December 7, 2018 meeting.</b></i></p> |   |
| Board Seat   | Recommendation  |
| 1<br>Environmental Health Specialist, Western  | <b>Reappointment:</b> Lisa Ford, Food and Lodging Coordinator, Surry County Environmental Health <sup>(1)</sup> |
| 2<br>Environmental Health Specialist, Western  | <b>Appointment:</b> Felissa Vazquez, Food and Lodging Supervisor, Buncombe County Health & Human Services       |
| 3<br>Environmental Health Specialist, Piedmont   | <b>Reappointment:</b> Carl Kivett, Environmental Health Specialist, Chatham County Environmental Health         |
| 4<br>Environmental Health Specialist, Piedmont   | <b>Reappointment:</b> Andrew (Drew) Morgan, Staff - NC Well Contractors Certification Commission <sup>(1)</sup> |
| 5<br>Environmental Health Specialist, Eastern  | <b>Reappointment:</b> Daniel Ortiz, Environmental Health Director, Mecklenburg County <sup>(1)</sup>            |
| 6<br>Health Directors  | <b>Appointment:</b> Davin Madden, Health Director, Wayne County Health Department                               |
| <sup>(1)</sup> NCPHA - EH Section Recommendation   |   |
| <sup>(2)</sup> NC Local Health Directors Recommendation  |   |

**Motion: Lisa Halbedl made a motion to approve the Board appointment recommendations as presented. Greg Caulder seconded the motion. All votes affirmative.**

**2019 Proposed Budget**

Donna Coffey presented the 2019 proposed budget:

| <b>2019 Budget</b>            |                                 |           |
|-------------------------------|---------------------------------|-----------|
| January through December 2019 |                                 |           |
|                               |                                 | Budget    |
| 1                             | Income                          |           |
| 2                             | Exam Receipts                   |           |
| 3                             | Exam Administration Fee         | 4,500.00  |
| 4                             | NEHA Exam                       | 22,400.00 |
| 5                             | Total Exam Receipts             | 26,900.00 |
| 6                             | Interest Earned                 | 1,200.00  |
| 7                             | Registration Applications       |           |
| 8                             | Applicants w/ No Previous Exper | 4,250.00  |
| 9                             | Applicants w/ Previous Exper    | 200.00    |
| 10                            | Out-of-State Applicant          | 100.00    |
| 11                            | Total Registration Applications | 4,550.00  |
| 12                            | Renewals and Related Fees       |           |
| 13                            | Annual Renewals                 | 52,500.00 |
| 14                            | Renewals After 12/31            | 2,500.00  |
| 15                            | Total Renewals and Related Fees | 55,000.00 |
| 16                            | Total Income                    | 87,650.00 |
| 17                            | Expense                         |           |
| 18                            | General Administration          |           |
| 19                            | Auditor Fees                    | 3,700.00  |
| 20                            | Bank Charge                     | 1,700.00  |
| 21                            | Insurance                       | 500.00    |
| 22                            | NEHA Exam Costs                 | 22,400.00 |
| 23                            | Office supplies                 | 1,000.00  |
| 24                            | Post Office Box Rental          | 75.00     |
| 25                            | Postage                         | 800.00    |
| 26                            | Printing                        | 500.00    |
| 27                            | Software                        | 400.00    |
| 28                            | Telephone                       | 875.00    |
| 29                            | Training/Education Expenses     | 50.00     |
| 30                            | Travel Expense (Staff)          | 1,700.00  |
| 31                            | Wages (and Withholding)         |           |
| 32                            | Payroll Tax Expense             | 2,700.00  |
| 33                            | Wages                           | 34,000.00 |
| 34                            | Total Wages (and Withholding)   | 36,700.00 |
| 35                            | Web Admin & Hosting             | 850.00    |
| 36                            | Total General Administration    | 71,250.00 |
| 37                            | Meeting Expenses                |           |
| 38                            | Board Meeting Expense           | 15,000.00 |
| 39                            | Board Member Plaques/Gifts      | 400.00    |
| 40                            | Investigations and Hearings     | 500.00    |
| 41                            | Per Diem Expense                | 500.00    |
| 42                            | Total Meeting Expenses          | 16,400.00 |
| 43                            | Total Expense                   | 87,650.00 |
| 44                            | Revenues Less Expenditures      | 0.00      |

**Motion:** **Lisa Halbedl made a motion to approve the proposed 2019 budget. Drew Morgan seconded the motion. All votes affirmative.**

### **2019 Meeting Calendar**

Based on Board feedback at the October 2018 meeting, Donna presented the 2019 Meeting Calendar for consideration.

| <b><i>Meeting Date</i></b> | <b><i>Location</i></b>   | <b><i>Purpose</i></b>                                    |
|----------------------------|--|--|
| February 15, 2019          | West Campus Office Building<br>Environmental Health Conference Room<br><a href="#">131 W Margaret Lane</a><br><a href="#">Hillsborough, NC 27278</a> | Regular Meeting &<br>Annual Renewal<br>Application Audit |
| March 8, 2019              | West Campus Office Building<br>Environmental Health Conference Room<br><a href="#">131 W Margaret Lane</a><br><a href="#">Hillsborough, NC 27278</a> | Work Session   |
| April 11, 2019             | West Campus Office Building<br>Environmental Health Conference Room<br><a href="#">131 W Margaret Lane</a><br><a href="#">Hillsborough, NC 27278</a> | Regular Meeting &<br>Work Session                        |
| April 12, 2019             | Whitted Human Services Center<br><a href="#">300 West Tryon Street</a><br><a href="#">Hillsborough, NC 27278</a>                                     | Exam   |
| May 17, 2019               | West Campus Office Building<br>Environmental Health Conference Room<br><a href="#">131 W Margaret Lane</a><br><a href="#">Hillsborough, NC 27278</a> | Regular Meeting &<br>Work Session                        |
| July 18, 2019              | West Campus Office Building<br>Environmental Health Conference Room<br><a href="#">131 W Margaret Lane</a><br><a href="#">Hillsborough, NC 27278</a> | Exam   |
| July 19, 2019              | Whitted Human Services Center<br><a href="#">300 West Tryon Street</a><br><a href="#">Hillsborough, NC 27278</a>                                     | Regular Meeting  |
| October 24, 2019           | West Campus Office Building<br>Environmental Health Conference Room<br><a href="#">131 W Margaret Lane</a><br><a href="#">Hillsborough, NC 27278</a> | Regular Meeting  |
| October 25, 2019           | Whitted Human Services Center<br><a href="#">300 West Tryon Street</a><br><a href="#">Hillsborough, NC 27278</a>                                     | Exam   |
| December 6, 2019           | <a href="#">5605 Six Forks Road</a><br>Eagle Room<br>Raleigh, NC   | Regular Meeting  |

**Motion:** **Larry Michael made a motion to approve the proposed 2019 meeting and exam calendar. Greg Caulder seconded the motion. All votes affirmative.**

### **2018 Financial Audit, CPA**

The Board discussed the upcoming 2018 financial audit to be conducted by a CPA firm and agreed to continue the its contract with Anderson Smith Wike, PLLC firm at a cost of \$3,700.



2/12/2019

**Motion:** **Drew Morgan made a motion to approve Anderson Smith Wike, PLLC to conduct the 2018 financial audit at a cost of \$3,700. Greg Caudle seconded the motion. All votes affirmative.**

**Motion:** **Drew Morgan made a motion to adjourn the meeting. Daniel Ortiz seconded the motion. All votes affirmative.**

Meeting adjourned at 12:12 p.m.

Respectfully submitted,

Carl Kivett, REHS  
Secretary-Treasurer  
December 7, 2018