

NC State Board of Environmental Health Specialist Examiners

Minutes of October 25, 2018 Board Meeting

The North Carolina State Board of Environmental Health Specialist Examiners met on Thursday, October 25, 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, Seth Swift, Board Attorney John Barkley and Board Assistant Donna Coffey.

Called to Order – Chair Phil Thompson called the meeting to order at 10:04 a.m.

Board Action. Melanie Campen made a motion to approve the agenda as presented. Lisa Halbedl 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 10:07 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) to discuss a disciplinary matter.

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 10:08 a.m. the Board moved into closed session.

At 10:16 a.m. the Board moved back to open session.

Chair Report – Phil Thompson

No report.

Vice-Chair Report – Larry Michael

No report.

Secretary/Treasurer Report – Carl Kivett

No report.

Minutes – Donna Coffey

No minutes presented.

Financial Report – Donna Coffey

Donna presented the October 25, 2018 Cash and Investments Report:

Cash and Investments		
10/25/2018		
Checking, Share and Money Market Share Accounts		
Account	Rate	Current Balance
Checking	0.25%	\$9,878.80
Money Market	1.25%	\$86,492.00
Share	0.75%	\$37.47
Total Checking, Share & Money Market Accounts		\$96,408.27
Short Term Investment Fund (STIF) with NC Department of State Treasurer	1.45%	\$13,567.36
Total Cash and Investments		\$109,975.63

Donna presented the October 22, 2018 Revenue and Expenditure Report:

NC State Board of Environmental Health Specialist Examiners
 Year-to-Date Actuals Compared to Budget and Budget Amendment
 January 1 through October 22, 2018

	Jan - Oct 18	Budget	\$ Over Budget	% of Budget	Year End Projection	
Income						
1	Exam Receipts					
2	Exam Administration Fee	4,500.00	4,500.00	0.00	100.0%	4,500.00
3	NEHA Exam	15,015.00	8,050.00	6,965.00	186.52%	15,015.00
4	Total Exam Receipts	19,515.00	12,550.00	6,965.00	155.5%	19,515.00
5	Interest Earned	1,043.75	1,050.00	(6.25)	99.41%	1,503.00
6	Registration Applications					
7	Applicants w/ Previous Exper	150.00	100.00	50.00	150.0%	250.00
8	Intern Applications	3,600.00	4,000.00	(400.00)	90.0%	3,600.00
9	Out-of-State Applicant	50.00	150.00	(100.00)	33.33%	50.00
10	Total Registration Applications	3,800.00	4,250.00	(450.00)	89.41%	3,900.00
11	Renewals and Related Fees					
12	Annual Renewals	50,185.00	49,000.00	1,185.00	102.42%	50,185.00
13	Renewals After 12/31	4,270.00	2,150.00	2,120.00	198.61%	4,270.00
14	Total Renewals and Related Fees	54,455.00	51,150.00	3,305.00	106.46%	54,455.00
15	Total Income	78,813.75	69,000.00	9,813.75	114.22%	79,373.00
16	Expense					
17	General Administration					
18	Auditor Fees	3,600.00	3,600.00	0.00	100.0%	3,600.00
19	Bank Charge	1,189.82	1,500.00	(310.18)	79.32%	1,425.00
20	Equipment (Purchases)	0.00	1,000.00	(1,000.00)	0.0%	0.00

21	Exam Costs	5,880.00	8,050.00	(2,170.00)	73.04%	15,015.00
22	Insurance	500.00	500.00	0.00	100.0%	500.00
23	Legal Fees	0.00	250.00	(250.00)	0.0%	0.00
24	Office supplies	502.35	1,000.00	(497.65)	50.24%	1,000.00
25	Post Office Box Rental	72.00	70.00	2.00	102.86%	72.00
26	Postage	691.25	550.00	141.25	125.68%	1,000.00
27	Software	746.00	500.00	246.00	149.2%	746.00
28	Telephone	631.84	875.00	(243.16)	72.21%	875.00
29	Training/Education Expenses	20.00	50.00	(30.00)	40.0%	20.00
30	Travel Expense (Staff)	753.74	1,200.00	(446.26)	62.81%	1,500.00
31	Wages (and Withholding)					
32	Payroll Tax Expense	1,851.30	2,900.00	(1,048.70)	63.84%	2,600.00
33	Wages	24,200.00	31,000.00	(6,800.00)	78.07%	32,266.67
34	Total Wages (and Withholding)	26,051.30	33,900.00	(7,848.70)	76.85%	34,866.67
35	Web Admin & Hosting	0.00	850.00	(850.00)	0.0%	850.00
36	Total General Administration	40,638.30	53,895.00	(13,256.70)	75.4%	61,469.67
37	Meeting Expenses					
38	Board Meeting Expense	10,867.54	10,000.00	867.54	108.68%	14,370.00
39	Board Member Plaques/Gifts	0.00	200.00	(200.00)	0.0%	200.00
40	Investigations and Hearings	641.35	400.00	241.35	160.34%	641.00
41	Per Diem Expense	350.00	600.00	(250.00)	58.33%	500.00
42	Total Meeting Expenses	11,858.89	11,200.00	658.89	105.88%	15,711.00
43	Total Expense	52,497.19	65,095.00	(12,597.81)	80.65%	77,180.67
44	Income Less Expenses	26,316.56	3,905.00	22,411.56		2,192.33

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 October 25, 2018 Education Committee Report.

**NC STATE BOARD OF ENVIRONMENTAL HEALTH SPECIALIST EXAMINERS
Education Committee Report
October 25, 2018**

Certification of July 18, 2018 Exam Scores

In accordance with Board requirements that individuals score 60% or higher on each component part of the examination and overall weighted average score of 70%, the following individuals either passed the NCREHS exam administered on July 18, 2018:

RS #	Last Name	First Name	Agency
2653	Asawacharoenkun	Elizabeth	RPM
2571	Eaves	Gabriela	Rockingham

2670	Elledge	Cierra	Wilkes
2597	Francis	Corey	Beaufort
2673	Green	Zane	Wilkes
2738	Harris	Michael	Pender
2559	Johnson	Ginger	Wake
2657	Love	Nicole	New Hanover
2705	Lyons	Nicole	Craven
2680	Rimmer	Alexandria	Alamance
2589	Robbins	Shakera	Pitt
2624	Roberts	Erica	Rockingham
2583	Scott	Meghan	Wake
2612	Smith	Virginia	Stanly
2628	Squires	Jacob	Johnston
2543	Taylor	Amanda	Forsyth
2604	Wilson	Kayla	Iredell
2699	Yow	Kaitlyn	Wake

Education Committee Recommendation: Accept NCREHS exam scores as presented.

Interns for Approval

Intern	#	Employer	Application Category
1. Harris; Jonathan Alan	2764	Davidson	Regular, 1-year
2. Hooper; Alli Maree	2765	Graham	Regular, 2-year
3. Cataldo; Natalie	2766	Craven	Regular, 2-year
4. Roehrig; Miranda Renee	2767	Durham	Regular, 2-year
5. Ammons; Timothy R	2768	Madison	Regular, 2-year
6. Chavis; Nicholas Bender	2769	Robeson	Regular, 2-year
7. Lisk; Victoria Elizabeth	2770	Stanly	Regular, 2-year
8. Blunt; Andrea Joleen	2771	Edgecombe	Regular, 2-year
9. Mayo; Bryan Tate	2772	Edgecombe	Regular, 2-year
10. Beck; Rebekah Moira	2773	Orange	Regular, 2-year
11. Arzon; Nilangely	2774	Wake	Regular, 2-year
12. Rawson; Madeline Claire	2775	Mecklenburg	
13. Kue; Yangchong	2776	RPM	Regular, 2-year

14. Burnett; David Christopher	2777	RPM	Regular, 2-year
15. Downing; Patrick Daniel	2778	Nash	Regular, 1-year
16. Madson; Daniel James	2779	Wilson	Regular, 2-year
17. Robertson; Marian Kay	2780	Wilson	Previous Experience (ECU EH degree; 5-years Massachusetts EHS experience); Full REHS upon passing NCREHS (including NEHA) exam
18. Krofchik; Aaron Michael	2781	Wilson	Regular, 1-year
19. Grant; Brittany-Layne Dawn	2782	Richmond	Regular, 2-year
20. Troyer; Kathryn Long	2783	Rowan	Regular, 2-year
21. Friedrich; Todd Lee	2784	Rowan	Regular, 2-year
22. Exum; Jennifer S	2785	Wake	Regular, 2-year
23. Castro; Rafael	2786	Gaston	Regular, 2-year
24. Whaley; Luke Garrett	2787	Caswell	Regular, 1-year
25. McDowell; Megan Anais	2788	Forsyth	Regular, 2-year

Education Committee Recommendation: Approve NC REHS Intern status for individuals as presented with effective date 10/25/2018.

Interns Eligible for REHS Status

Intern	#	Employer	Effective Date
1. Johnson; Ginger AB	2559	Wake	7/18/18
2. Eaves; Gabriella Lia	2571	Rockingham	7/18/18
3. Volkan; Joshua Kaan	2582	Wake	10/27/18
4. Phillips; Meghan Caroline	2583	Wake	10/27/18
5. Barfield; Christopher Tee	2584	Carteret	10/27/18
6. Smith; Hugh Talmidge	2586	Iredell	10/27/18
7. Powell; Maria Gabrielle	2587	Wake	10/27/18
8. Thomas; Brittny Michele	2588	Wake	10/27/18
9. Robbins; Shakera Latrice	2589	Wake	7/18/18
10. Price; Luke James	2593	Appalachian District	10/27/18

11. Francis; Corey Austin	2597	Beaufort	10/27/18
12. Gentry; Timothy	2599	Mecklenburg	10/27/18
13. Wilson; Kayla Pethel	2604	Iredell	7/18/18
14. Squires; Jacob Scott	2628	Yadkin	7/18/18
15. Asawachoenkun; Elizabeth	2653	RPM	7/18/18
16. Yow; Kaitlyn Alexis	2699	Wake	7/18/18

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

Continuing Education Waiver Due to Active Military Service

Registered EH professionals, in good standing, whose active military service has impaired their ability to obtain the continuing education requirements are exempt from the continuing education requirement if written orders from their military unit are provided to the Board. In addition, the renewal fee is waived for each calendar year the environmental health specialist is on active duty.

Bradley Hallman, REHS 1710, Mecklenburg County, has requested a Continuing Education Waiver for 2018 courses, and he has submitted required paperwork to confirm his active deployment.

Education Committee Recommendation: Approve Continuing Education Waiver Due to Military Service.

Continuing Education

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	Hrs App'd
2018 Non-CIT Continuing Ed									
18089	Epi-Ready: Foodborne Disease Outbreak Investigation	Hill, Johanna	Tennessee Integrated Food Safety Center of Excellence	Durham	NC	7/18/18	7/29/18	12.00	12.00
18090	Northeastern EH District, 3rd Quarter	Hargett, Britney	Northeastern EH District	Greenville	NC	10/19/18	10/19/18	4.00	4.00
18091	NCEHSA Annual Spring Educational Meeting 2018	Blethen, Andrew	NCEHSA	Aberdeen	NC	4/11/18	4/13/18	12.00	11.50
18092	West Piedmont EHS Meeting #3	Chrobak, Joseph	West Piedmont EHS	Thomasville	NC	8/30/18	8/30/18	4.00	4.00
18093	Central NCEHSA Quarterly Meeting - 3rd Quarter	Wyatt, Angela	Central NCEHSA	Greensboro	NC	8/24/18	8/24/18	3.00	3.00
18094	Northeastern EH District Meeting, 3rd Quarter	Massengill, Jeffrey	Northeastern EH District	Greenville	NC	7/20/18	7/20/18	4.00	4.00
18095	North Central EH District, 3rd Quarter	Kim, Brandi	North Central EH District	Burlington	NC	8/16/18	8/16/18	4.25	4.25
18096	Southeastern District Meeting, October 2018	Osborne, Mark	Southeastern EH District	Elizabethtown	NC	10/18/18	10/18/18	5.00	4.25
18097	Environmental Health: Impacts and Importance - OSWP/EH 2-Day Environmental Workshop	Withrow, Lorna	On-Site Water Protection	Raleigh	NC	11/27/18	11/28/18	14.00	14.00
18098	Intentional Contamination Tabletop Exercise	Hill, Johanna	NC Rapid Response Team	Durham	NC	7/24/18	7/24/18	6.00	6.00
18099	All Hazards Safety Officer Course (NC-954)	McNeilly, Nathan	NC Division of EM	Wilkesboro	NC	6/11/18	6/14/18	32.00	20.00
18100	Borrow Pit Sampling Class (MAT 410)	DeBerry, Christopher	NC DOT	Edenton	NC	2/19/18	2/19/18	3.50	3.50
18101	Aggregate Sampling Class (MAT 210)	DeBerry, Christopher	NC DOT	Edenton	NC	2/19/18	2/19/18	3.50	3.50
18102	Level II: Erosion & Sediment Control/Stormwater Site Management	DeBerry, Christopher	NC DOT	Raleigh	NC	6/6/18	6/6/18	6.00	6.00
18103	ECU & NCEM Hurricane Conference (HURR-0110) Training	Little, Roland	NCEM	Greenville	NC	5/22/18	5/22/18	8.00	8.00
18104	Interstate EH Seminar	Muse, Patrick	Interstate EH Association	Daniels	WV	7/11/18	7/13/18	7.75	7.75
18105	Fundamentals in Soil Science Course	Gore, Jason	Soil Science Society of America	Online		Online	Online	16.00	16.00

18106	Soils 220: Site Evaluation of Saprolite	Tanner, Joni	NCSU	Monroe	NC	10/25/18	10/25/18	6.00	6.00
18107	Soils 315c: Sandy Soils of the Lower Coastal Plain	Tanner, Joni	NCSU	Wilmington	NC	11/9/18	11/9/18	6.00	6.00
18108	Ways to Minimize the Impact of Disposed Pharmaceuticals on Water Resources: USDA SWM Workshop	Silver, Jessica	USDA	Charlotte	NC	8/14/18	8/14/18	4.00	4.00
18109	NC Mosquito and Vector Control Association 2018 Winter Workshop	Richards, Stephanie	NC Mosquito and Vector Control Association	Greenville	NC	12/3/18	12/4/18	11.00	10.00
18110	14th Annual Commissioner's Food Safety Forum	McDowell, Harold	NCSU & CS	Raleigh	NC	8/16/18	8/16/18	3.50	3.50
18111	Food Safety Forum: Food Recalls - The Regulatory Process	Coates, Rebecca	CCDPH	Fayetteville	NC	8/29/18	8/29/18	2.50	2.50
18112	Radon in Water	Prunty, Eric	Spruce Environmental Technologies	Asheville	NC	4/25/18	4/25/18	6.00	5.75
18113	SCM Construction Inspection Training & Certification	Alcock, Alan	NCSU	Raleigh	NC	7/24/18	7/24/18	4.75	4.75
18114	Georgia Mosquito Control Association Annual Meeting	Salmen, Dennis	Georgia Mosquito Control Association	Athens	GA	10/17/18	10/19/18	10.25	10.25
18115	NIMS ICS All-Hazards Planning Section Chief	Wooten, James	Deschutes County Sheriff's Office Emergency Services Unit	Redmond	OR	1/22/18	1/25/18	20.00	20.00
18116	2018 FDA Central Regional Retail Food Protection Seminar	Smith, Christopher	Kentucky Department for PH, Food Safety Branch	Louisville	KY	8/28/18	8/30/18	16.50	16.50
18117	North Carolina Soils & Technologies	Athanas, Michael	Michael Athanas & Associates	Mooresville	NC	11/1/18	11/1/18	6.00	6.00
18118	Surviving Verbal Conflict	Michelone, Amy	Mecklenburg County EH	Charlotte	NC	9/6/18	9/11/18	3.00	3.00
18119	Lab Analysis	Harris, Bryan	Walters Environmental Consulting	New Bern	NC	8/21/18	8/21/18	6.00	6.00

Board Action: Daniel Ortiz made a motion to accept the Education Committee Report. Lisa Halbedl seconded. All votes affirmative. Jessica Silver and Lisa Halbedl recused themselves from matters regarding Buncombe and Surry Counties.

2018 Budget Amendment – Donna Coffey

Donna presented a budget amendment to increase the Board's 2018 approved budget by \$10,270 to (1) account for mid-year exam costs passed from NEHA to Board (\$6,965) and (2) account for higher than budgeted renewal fees collected (\$3,305).

Board Action: Drew Morgan made a motion to approve the proposed budget amendment. Seth Swift seconded. All votes affirmative.

Update: Board Member Terms, Vacancies and Recommendations – Donna Coffey

Donna shared a roster of board members' whose terms expire on 12/15/2018. Daniel Ortiz confirmed NCPHA recommendations as:

	Board Seat	Recommendation
1	Environmental Health Specialist, Western	Reappointment: Lisa Halbedl, Food and Lodging Supervisor, Surry County Environmental Health
2	Environmental Health Specialist, Piedmont	Reappointment: Carl Kivett, Environmental Health Specialist, Chatham County Environmental Health
3	Environmental Health Specialist, Piedmont	Reappointment: Andrew (Drew) Morgan, Staff - NC Well Contractors Certification Commission
4	Environmental Health Specialist, Eastern	Reappointment: Daniel Ortiz, Environmental Health Director, Mecklenburg County
5	Environmental Health Specialist, Western	New Appointment: Felissa-Marie Vazquez, Environmental Health Supervisor, Buncombe County

Daniel will contact Dennis Joyner, Chair of the NC Association of Local Health Directors, for a Health Director recommendation (current Board member Health Director representative, Ann Absher, is retiring 12/31/18).

Board Action: Daniel Ortiz made a motion to approve the NCPHA recommendations for Board appointments. Jessica Silver seconded. All votes affirmative.

2019 Calendar

The Board provided direction to Donna Coffey regarding the 2019 Board meeting and exam calendar. Donna will bring a draft calendar to the December 7, 2018 meeting for approval.

Meeting adjourned at 12:46 p.m.

Respectfully submitted,

Carl Kivett, REHS
Secretary-Treasurer
October 25, 2018