

NC State Board of Environmental Health Specialist Examiners

Minutes of February 14, 2020 Board Meeting

The North Carolina State Board of Environmental Health Specialist Examiners met on Friday, February 14, 2020 at 9:30 a.m. in the Main Meeting Room, Orange County Library, 137 W. Margaret Lane, Hillsborough, NC 27278. Those in attendance were Chair Daniel Ortiz, Melanie Campen, Greg Caulder, Lisa Halbedl, Carl Kivett, Larry Michael, Andrew Morgan, Becky Rosso, Phil Thompson, Felissa Vazquez, and Board Assistant Donna Coffey.

Called to Order – Chair Daniel Ortiz called the meeting to order at 9:51 a.m.

Board Action. Andrew Morgan made a motion to approve the agenda as presented. Melanie Campen seconded the motion. All votes affirmative.

Conflict of Interest Statement

Chair Daniel Ortiz 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.

Welcome New Board Members

Chair Daniel Ortiz welcomed new Board member Rebecca (Becky) Rosso, Alamance County, At-Large Representative.

Chair Report – Daniel Ortiz

No report.

Vice-Chair Report – Carl Kivett

No report.

Secretary/Treasurer Report – Lisa Halbdel

Treasurer Lisa Halbdel presented the following report on Board Cash and Investments:

Cash and Investments		
2/12/2020		
State Employees Credit Union Checking, Share and Money Market Share Accounts		
Account	Rate	Available Balance
Checking (32452888)	0.25%	\$19,089.16
Money Market (7044465)	1.20%	\$113,511.52
Share (2458563)	0.75%	\$37.84
Totals		\$132,638.52
Short Term Investment Fund (STIF) with NC Treasurer's Office	2.03%	\$14,174.00
Total Cash and Investments		\$146,812.52

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

Education Committee Chair, Melanie Campen, presented the following Education Committee Report:

NC STATE BOARD OF ENVIRONMENTAL HEALTH SPECIALIST EXAMINERS**Education Committee Report**

February 14, 2020

New Registrations for Approval

	REHS #	Intern	Employer	Application Category
1.	2909	Jackson; Brice Evan	New Hanover	Regular, 1-year
2.	2910	Acevedo; Jorge Luis	New Hanover	Regular, 2-year
3.	2911	Lyles; Melissa Nicole	New Hanover	Regular, 2-year
4.	2912	Olsen; Chandler Robert	Durham	Regular, 2-year
5.	2913	Lennon; Devin Ann	Craven	Regular, 2-year
6.	2914	Duggan; Abbey Elizabeth	Rowan	Regular, 2-year
7.	2915	Easter; Gary Lynn	Rowan	Regular, 2-year, Previous NC experience (Fast Track upon completing CIT & passing NCREHS exam)
8.	2916	Osborne; Madison Tucker	Rowan	Regular, 2-year
9.	2917	Sparano; Samantha Rae	Wake	Regular, 2-year
10.	2918	LeClair; Cristofer J	Wake	Regular, 2-year
11.	2919	McIntosh; Hope Hendrix	Mecklenburg	Regular, 2-year, Previous NC experience, (Fast Track upon completing CIT & passing NCREHS exam)
12.	2920	Gonzalez Alanis; Osiel	Mecklenburg	Regular, 1-year
13.	2921	Heflin; Jonathan Mark	Cleveland	Regular, 2-year
14.	2922	Gordon; Amanda Rose	Lee	Regular, 2-year
15.	2923	Hunt; Jereka Parker	Guilford	Regular, 2-year
16.	2924	Weavil; Joseph Taylor	Guilford	Regular, 2-year
17.	2925	Gerrish; Wakefield E	Guilford	Regular, 2-year
18.	2926	Porter; Jubal Blaze	Haywood	Regular, 2-year, Previous Florida experience, (Fast Track upon completing CIT & passing NCREHS exam)
19.	2927	Swanger; Austin Kurt	Caldwell	Regular, 2-year
20.	2928	Alderman; Susan L	Haywood	Regular, 2-year
21.	2929	Horne; Jordan Nichole	Carteret	Regular, 2-year
22.	2930	Bellanger; Amelia Erin	Wilkes	Regular, 2-year

Education Committee Recommendation: Approve NCREHS new registrations individuals as presented with effective date 2/14/20 unless otherwise noted.

Interns Eligible for REHS Status

	REHS #	REHS Name	Employer	Effective Date
1.	2618	Mclver; Davis LaMar	New Hanover	10/29/19
2.	2666	Dufour; Ronda Lyn	Henderson	11/04/19
3.	2654	Parker; Andrew Davidson	MTW	11/04/19
4.	2620	Robertson; Tyler Wayne	Cabarrus	11/08/19

5.	2682	Weaver; Robert Coley	Wilson	11/08/19
6.	2773	Beck; Rebekah Moira	Orange	11/22/19
7.	2664	Sykes; Nora Ann	Forsyth	11/23/19
8.	2613	Osborne; Mark A	Sampson	11/25/19
9.	2672	Easter II; Andre' Alexander	Henderson	12/03/19
10.	2712	Stamey; Christian Tanner	Macon	12/08/19
11.	2641	Copeland; Kyril D	Onslow	01/31/20
12.	2683	Sanders; Shaneria Q	Iredell	02/03/20

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

Board Action. Greg Caulder made a motion to accept the Education Committee Report as presented. No second needed as this was a Committee Report. Daniel Ortiz recused himself from voting on individuals employed by Mecklenburg County. All votes affirmative.

It was noted that with Jessica Silver who served on the Education Committee has transitioned off the Board effective December 15, 2019 with the expiration of her second term on the Board. Jessica served on the Education Committee, and now there is a vacancy on the Education Committee.

Board Action. Chair Daniel Ortiz appointed Rebecca Rosso to the Education Committee and fill the vacancy. The 2020 Education Committee consists of Melanie Campen (Committee Chair), Andrew Morgan, Felissa Vazquez and Rebecca Rosso.

Legislative Update – Larry Michael

Larry updated the Board on recent legislative action and noted that the State is currently operating without a General Assembly approved budget.

Board Assistant Annual Performance Review

Board members discussed Donna Coffey's work performance over the last year. Chair Daniel Ortiz announced that in consideration for outstanding work performance in 2019, the Board will award Donna Coffey a one-time lump sum bonus of \$2,000, net of taxes, payable on 2/14/2020.

Board Action: Andrew Morgan made a motion to pay Donna Coffey a one-time lump sum bonus of \$2,000, net of taxes, payable on 2/14/2020. Phil Thompson seconded the motion. All votes affirmative.

2020 Renewal Audit

The Board conducted its annual audit of 2020 NC REHS renewal applications. Board members randomly selected and audited 112 renewal applications (10% of active registrants excluding interns hired after 10/1//2019). Audited renewal applications were cross referenced to verify attendance via sign in rosters and certificates. 99% of the renewals had sufficient verification of attendance of continuing education. Donna Coffey will work with individual REHS to obtain sufficient verification of attendance. In addition to verification of attendance, the Board conducted an internal financial audit of those 112 applications by tracing the payments to Quick Books, RSTAS and to the credit union deposit slips. No problems were noted in the financial transactions.

Chair Daniel Ortiz asked the Board's opinion on the possibility of outsourcing future annual renewal audits. Different ideas discussed by the Board included seeking assistance from retired NCREHS and former Board members. Discussion also included how to compensate the volunteers to include a stipend and mileage. The Board directed Board Assistant, Donna Coffey, to explore options for conducting future renewal audits and report back to the board at a future meeting.

Board Action. Carl Kivett made a motion to direct Donna Coffey to explore options for conducting future renewal audits and report back to the Board at a future meeting. Greg Caulder seconded the motion. All

votes affirmative.

Adjourn

Board Action. Melanie Campen made a motion to adjourn the meeting at 2:25 p.m. Larry Michael seconded the motion. All votes affirmative.

Meeting adjourned at 2:25 p.m.

Respectfully submitted,

Lisa Halbdel, REHS
Secretary-Treasurer
February 14, 2020