

NC State Board of Environmental Health Specialist Examiners

Minutes of March 27, 2020 Board Meeting

The North Carolina State Board of Environmental Health Specialist Examiners met on Friday, March 27, 2020 at 1:00 p.m. In an abundance of caution to address protective measures to prevent the spread of COVID 19, the meeting was held via telephone. Those in attendance were Chair Daniel Ortiz, Melanie Campen, Greg Caulder, Lisa Halbedl, William Hill, Carl Kivett, Larry Michael, Andrew Morgan, Rebecca Rosso, Phil Thompson, Felissa Vazquez, Board Attorney, John Barkley and Board Assistant Donna Coffey.

Called to Order – Chair Daniel Ortiz called the meeting to order at 1:05 p.m.

Board Action. Greg Caulder made a motion to approve the agenda as presented. William Hill 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.

Emergency and Temporary Rulemaking

Chair, Daniel Ortiz noted that John Barkley was joining the meeting, because there have been many questions and much concern, in the light of the unknowns of COVID-19, and the Board needs to be proactive in seeking one-time Rule changes for 2020. Specifically, the Rule changes relate to (1) the requirement to obtain 15 hours of continuing education per year, (2) the requirement to pass the NCREHS exam within 3 years of registration, and (3) the requirement to take the NC Environmental Health Law Course within 4 years of registration.

Donna Coffey noted that in-person continuing education opportunities for spring and summer 2020 are being cancelled due to COVID-19, and it is unclear when new opportunities will resume. While there are online courses that are available for registrants, there is concern that not all registrants, especially retirees, have access to online offerings. Many counties have imposed travel and training restrictions for an undetermined time. Asking for a one-time Rule change to remove the 15-hour requirement would offer registrants a safety net to ensure they do not lose their registration status due to conditions they do not control. Registrants will have the option to complete continuing education courses if they have the means to do so.

She also noted that there are six individuals who are in their third year of registration and have not passed the exam. NEHA testing centers are closed, and with current stay at home orders issued by Governor Roy Cooper, it is difficult to predict when the Board would be able to hold exams in 2020. The Board has cancelled the April 17, 2020 essay/interview and it is possible that the July exam may be cancelled as well.

Regarding the Environmental Health Law Course, NC Environmental Health State of Practice (NCEHSOP) is considering not having the course in 2020, because of COVID-19. If that happens, the NCREHS Board would need to ask for a one-time extension from the current 4-year timeframe to 5-years to accommodate those who have not had an opportunity to take the class.

John Barkley advised the Board that it would need to seek an Emergency Rule change which would be effective immediately upon submission to Office of Administrative Hearings, and it would be effective for **60 days**. In addition, the Board would also need to seek a Temporary Rule change for the same Rules and would be effective

until 12/31/2020. He said that he and Donna would prepare draft Rule changes for the Board to review and approve at its April 16 meeting should the Board agree to move forward with the changes.

Board Action. Phil Thompson made a motion to seek one-time Rule changes for 2020 and instructed Donna Coffey to work on draft changes with John Barkley to present to the Board at its April 16, 2020 meeting. Andrew Morgan seconded the motion. All votes affirmative.

Chair Report – Daniel Ortiz

Daniel noted that COVID-19 has impacted all areas of North Carolina, and that the Board should be supportive of registrants.

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
3/26/2020

State Employees Credit Union Checking, Share and Money Market Share Accounts		
Checking	0.25%	\$11,095.79
Money Market	0.70%	\$116,151.51
Share	0.40%	\$37.86
Totals		\$127,285.16
Short Term Investment Fund (STIF) with NC Treasurer's Office	2.03%	\$14,293.00
Total Cash and Investments		\$141,578.16

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

Minutes – Donna Coffey

Donna Coffey presented meeting minutes for the February 14, 2020 Board meeting.

Board Action. Andrew Morgan made a motion to approve the February 14, 2020 meeting minutes as presented. Lisa Halbdel seconded the motion. All votes affirmative.

Administrative Assistant to the Board’s Report – Donna Coffey

No report

Financial Report – Donna Coffey

Donna Coffey presented the Year-to-Date Revenue and Expense Report:

NC State Board of Environmental Health Specialist Examiners						
Year-to-Date Actuals Compared to Budget						
January 1 through March 23, 2020						
		Jan - Dec 20	Budget	\$ Over Budget	% of Budget	
1	Income					
2	Exam Receipts					
3	Essay/Interview Exam	1,250.00	3,000.00	(1,750.00)	41.67%	Payments to date received for April 2020 exam; as of 3/1/20 NCREHS exams "on hold" due to COVID 19
4	NEHA Exam	6,440.00	14,000.00	(7,560.00)	46.0%	NEHA Exams "on hold" through at least 4/16/20 due to COVID 19
5	Total Exam Receipts	7,690.00	17,000.00	(9,310.00)	45.24%	
6	Interest Earned	304.60	2,000.00	(1,695.40)	15.23%	
7	Registration Applications					
8	Applicants w/ No Previous Exper	1,600.00	4,700.00	(3,100.00)	34.04%	32 applications received since 1/1/2020
9	Applicants w/ Previous Exper	150.00	200.00	(50.00)	75.0%	3 applications received since 1/1/2020
10	Out-of-State Applicant	0.00	150.00	(150.00)	0.0%	
11	Total Registration Applications	1,750.00	5,050.00	(3,300.00)	34.65%	
12	Renewals and Related Fees					
13	Annual Renewals	54,700.00	53,000.00	1,700.00	103.21%	Budgeted for 1060 renewals; received 1094 renewals
14	Renewals After 12/31	975.00	1,500.00	(525.00)	65.0%	Budgeted for 20; received 13 to-date
15	Total Renewals and Related Fees	55,675.00	54,500.00	1,175.00	102.16%	
16	Total Income	65,419.60	78,550.00	(13,130.40)	83.28%	
17	Expense					
18	General Administration					
19	Auditor Fees	0.00	3,800.00	(3,800.00)	0.0%	Payment expected to occur in April after audit complete
20	Bank Charge	1,044.60	2,000.00	(955.40)	52.23%	Historically, higher charges occur in January due to higher usage of online payment system during annual renewal period
21	Insurance	0.00	500.00	(500.00)	0.0%	Payment expected to occur in April
22	NEHA Exam Costs	5,600.00	14,000.00	(8,400.00)	40.0%	NEHA exams "on hold" until at least 4/16/20 due to COVID 19
23	Office supplies	88.07	1,000.00	(911.93)	8.81%	
24	Post Office Box Rental	0.00	80.00	(80.00)	0.0%	
25	Postage	15.25	800.00	(784.75)	1.91%	
26	Printing	0.00	500.00	(500.00)	0.0%	
27	Rental Fees	150.00				Necessary to rent exam space for April meeting, because no space available in Orange County; will be refunded if space not re-booked
28	Software	0.00	600.00	(600.00)	0.0%	Payment expected in May 2020
29	Telephone	138.98	870.00	(731.02)	15.98%	
30	Training/Education Expenses	0.00	50.00	(50.00)	0.0%	
31	Travel Expense (Staff)	0.00	2,100.00	(2,100.00)	0.0%	
32	Wages (and Withholding)					
33	Payroll Tax Expense	596.47	3,100.00	(2,503.53)	19.24%	
34	Wages	7,797.00	32,300.00	(24,503.00)	24.14%	
35	Total Wages (and Withholding)	8,393.47	35,400.00	(27,006.53)	23.71%	
36	Web Admin & Hosting	0.00	850.00	(850.00)	0.0%	
37	Total General Administration	15,430.37	62,550.00	(47,119.63)	24.67%	
38	Meeting Expenses					
39	Board Meeting Expense	1,971.11	15,000.00	(13,028.89)	13.14%	
40	Board Member Plaques/Gifts	0.00	200.00	(200.00)	0.0%	
41	Investigations and Hearings	0.00	300.00	(300.00)	0.0%	
42	Per Diem Expense	50.00	500.00	(450.00)	10.0%	
43	Total Meeting Expenses	2,021.11	16,000.00	(13,978.89)	12.63%	
44	Total Expense	17,451.48	78,550.00	(61,098.52)	22.22%	
45	Net Ordinary Income	47,968.12	0.00	47,968.12	100.0%	

Board Action.

Andrew Morgan made a motion to approve the Year-to-Date Revenue and Expense Report as presented. William Hill seconded the motion. All votes affirmative.

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
March 27, 2020**

New Registrations for Approval

REHS #	Intern	Employer	Application Category
1. 2931	Gasperson; Briana Christine	Onslow	Regular, 2-year
2. 2932	Spaulding; Kourtney Miranda	Robeson	Regular, 2-year
3. 2933	Dial; Morris Kent	Robeson	Regular, 2-year
4. 2934	Burkhart; Miriam J	Mecklenburg	Regular, 1-year
5. 2935	Miller; Natalie Joan	Mecklenburg	Regular, 2-year
6. 2936	Hammond; Jasmine Nicole	Mecklenburg	Regular, 2-year
7. 2937	Bush; Amber LaRonne	Mecklenburg	Regular, 2-year
8. 2938	Weber; Erik Anthony	Henderson	Regular, 2-year
9. 2939	Stiles; Kathryn Bailey	Granville/Vance	Regular, 2-year
10. 2940	Graham-Gibson; Yolanda Dineen	Union	Regular, 2-year
11. 2941	Traywick; Heath Richard	Union	Regular, 2-year
12. 2942	Farkas; Dipatrimarki Istvan	Wake	Regular, 1-year
13. 2943	Flynn; Shannon Flynn	Wake	Regular, 1-year
14. 2944	Jackson; Ashley Elizabeth	Wake	Regular, 2-year
15. 2945	Phelps; Jamie Marie	Wake	Regular, 2-year

Education Committee Recommendation: Approve NCREHS new registrations individuals as presented with effective date 3/27/20 unless otherwise noted.

Interns Eligible for REHS Status (in REHS # order)

REHS #	REHS Name	Employer	Effective Date
1. 2697	Oxendine; Valentina Marie	Scotland	02/13/20
2. 2727	Wyatt; Jessica Ann	New Hanover	02/20/20
3. 2731	Cinque; Aaron Anthony	Moore	04/12/20
4. 2734	Payne; Morgan Richardson	Montgomery	04/12/20
5. 2735	Benson; Jill Lynn	Buncombe	04/12/20
6. 2736	Potter; Bryce Lynn	Johnston	04/12/20
7. 2826	Maloney; Shannon Marie	Forsyth	04/11/20

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

2020 NCREHS Continuing Education
3/27/2020 Meeting

Course #	Title	Provider	City	State	Start Date	End Date	App Hours
20001	Soil Science Society of NC Annual Meeting	Soil Science Society of NC	Raleigh	NC	01/21/2020	01/22/2020	11.00
20002	Virginia Water & Well Association Winter Conference 2020	Virginia Water & Well Association	Fredericksburg	VA	02/19/2020	02/20/2020	9.00
20003	Orange County Septic Contractors Annual Meeting	Orange County EH	Hillsborough	NC	02/13/2020	02/13/2020	8.00
20004	New Well Permitting Decision Tool/Online HRE Training	NCEHHS/DPH	Various				2.00
20005	POSTPONED/CANCELLED-We Are the Champions: Moving Public Health Forward	Eastern Area Health Education Center	Elizabeth City & Plymouth	NC	03/27/2020	03/31/2020	5.75 (postponed)
20006	POSTPONED/CANCELLED-Chatham County Contractors & Operators Workshop	Chatham County PH Department	Chapel Hill	NC	03/18/2020	03/18/2020	6.00 (postponed)
20007	Roadmap to Foodborne Illness Reduction via Healthy People 2030	Association of Food & Drug Officials (AFDO)	Atlanta	GA	01/07/2020	01/09/2020	14.25
20008	2020 TWWA Annual Meeting & Trade Show	Tennessee Water Well Association	Gatlinburg	TN	03/13/2020	03/14/2020	8.00
20009	Johnston County Annual Installers Meeting	Johnston County Environmental Health	Smithfield	NC	09/11/2020	09/11/2020	6.00
20010	FSPCA Preventive Controls for Human Food	Food Safety Preventive Controls Alliance	Marietta	GA	02/12/2020	02/14/2020	17.00
20011	Cumberland County Refresher Course	DHHS & Cumberland County	Fayetteville	NC	01/10/2020	01/10/2020	4.00
20012	FD 207	FDA NEHA	Raleigh	NC	01/27/2020	01/29/2020	22.00
20013	Mecklenburg & Chatham Counties Collaboration: Hands on Experience	Johnson & Wales University	Charlotte	NC	01/17/2020	01/17/2020	4.50
20014	CANCELLED-2020 Asthma Summit	NC Asthma Summit	Haw River	NC	04/29/2020	04/29/2020	cancelled
20015	Risk Factor Study Training	FDA	Rockingham	NC	01/21/2020	01/21/2020	4.00
20016	Florida Mosquito Control 2020 Dodd Short Courses	FMCA 2020 Dodd Short Course	Gainesville	FL	02/03/2020	02/06/2020	20.00
20017	30th Annual NC Septic Tank Association Convention	NC Septic Tank Association	Hickory	NC	01/30/2020	01/30/2020	6.00
20018	POSTPONED- Eastern District Education Conference (EH Portion only)	EDNPHA	Nags Head	NC	ON HOLD	ON HOLD	postponed
20019	NC Agricultural Development Forum	NC Agribusiness Council Members	Raleigh	NC	02/06/2020	02/06/2020	3.00
20021	NCAEHA 2020 Winter Educational Conference	National Capital Area Environmental Health Association	Arlington	VA	01/23/2020	01/23/2020	4.50
20022	45th Annual Meeting of the Mid-Atlantic Mosquito Control Association	Mid-Atlantic Mosquito Control Association	Greenville	NC	02/19/2020	02/19/2020	10.25
20023	North Central EH District Meeting - 1st Quarter	North Central EH District	Burlington	NC	03/03/2020	03/03/2020	4.00
20024	Eastern NC EH Supervisor's Association Meeting	NC Eastern EH Supervisor's Association	Greenville	NC	03/05/2020	03/05/2020	4.25
20025	Western Region Preparedness Coordinators Meeting	NCDHHS - NC Public Health Preparedness & Response Branch	Asheville	NC	02/05/2020	02/05/2020	4.25
20026	Foodborne Illness Outbreak Training	Gaston County Health Department	Gastonia	NC	02/20/2020	02/20/2020	4.75
20027	OSHA #3015 Excavation Trenching & Soil Mechanics	NCSU	Raleigh	NC	12/07/2020	12/09/2020	pending
20028	Infiltrator Plastic Tank Installation Training	Guilford County EH & Infiltrator	Greensboro	NC	02/07/2020	02/07/2020	2.00
20029	FD 204 Temporary Food Establishments	FDA & NEHA	Charlotte	NC	02/11/2020	02/12/2020	12.50
20030	NC Food Safety & Defense Task Force	NC Food Safety & Defense Task Force	Raleigh	NC	03/11/2020	03/11/2020	2.00
20031	West Piedmont EH Association	West Piedmont EH Association	Salisbury	NC	02/27/2020	02/27/2020	4.25
20032	Conducting a Risk Factor Survey (Standard 9)	Pitt County EH	Greenville	NC	02/27/2020	02/28/2020	5.00
20033	12th Annual Septic Contractor Day	Granville Vance EH	Oxford	NC	03/04/2020	03/04/2020	6.00
20034	2020 Air Quality Compliance & Permitting Workshop	NC DEQ & NC Manufacturers Alliance	Hickory	NC	03/03/2020	03/03/2020	6.50
20035	POSTPONED/CANCELLED: Clark Mosquito 2020 Public Health Mosquito Control Workshop	Clark Mosquito	Greenville	NC	4/7/2020	4/7/2020	4.00 (postponed)
20036	POSTPONED/CANCELLED: Larval Mosquito Identification Course	NC Mosquito Identification Course	Clemmons	NC	5/6/2020	5/6/2020	7.00 (postponed)
20037	Jackson County Annual Septic Installer Meeting	Jackson County EH	Sylva	NC	02/07/2020	02/07/2020	6.00
20038	Central NC Environmental Health Supervisors Association Meeting #1	CNCEHSA	Burlington	NC	03/06/2020	03/06/2020	3.25
20039	Asbestos Inspector Refresher	The EI Group Inc	Various		Various	Various	2.75
20040	NC Catch 8th Annual Summit - Sea to Table: Opportunities & Trends for NC's Seafood Industry	NC Catch	Raleigh	NC	03/02/2020	03/02/2020	4.00
20041	Northeastern Environmental Health District Meeting	NEEHD	Greenville	NC	03/13/2020	03/13/2020	4.00

Board Action. **William Hill made a motion to accept the Education Committee Report as presented. No second needed as this was a Committee Report. Larry Michael and Daniel Ortiz recused themselves from those items related to NCDHHS and Mecklenburg County, citing a conflict of interest. All votes affirmative.**

Legislative Update – Larry Michael

Larry Michael updated the Board on recent Executive Orders put in place by Governor Roy Cooper in response to the COVID-19 pandemic. As of today, the Governor has issued five Orders, and he and his staff are analyzing the impacts to NC Environmental Health. He expects to release those statements soon.

Adjourn

Board Action. **Melanie Campen made a motion to adjourn the meeting at 2:03 p.m. Phil Thompson seconded the motion. All votes affirmative.**

Meeting adjourned at 2:03 p.m.

Respectfully submitted,

Lisa Halbdel, REHS
Secretary-Treasurer
March 27, 2020