

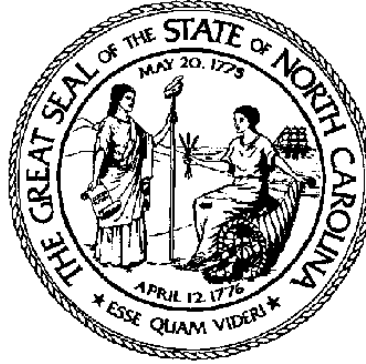
NC STATE BOARD OF ENVIRONMENTAL HEALTH SPECIALIST EXAMINERS
PO Box 238, Efland, NC 27243

Executive Committee

Daniel Ortiz, REHS, Chair
Mecklenburg County Public Health
Environmental Health Director
Charlotte, NC

Carl Kivett, REHS, Vice-Chair
Chatham County Environmental Health
Well Program Specialist
Pittsboro, NC

Lisa Halbedl, REHS, Secretary/Treasurer
Surry County Health & Nutrition Center
Food & Lodging Supervisor
Elkin, NC



Members

Melanie Campen, REHS, New Bern, NC
Gregory Caulder, REHS, Lumberton, NC
William Hill, Greenville, NC
Davin Madden, REHS, Goldsboro, NC
Larry Michael, REHS, Raleigh, NC
Andrew Morgan, REHS, Cary, NC
Rebecca Rosso, REHS, Gibsonville, NC
Phil Thompson, REHS, Gibsonville, NC
Felissa Vazquez, REHS, Black Mountain, NC
Donna Coffey, Assistant to Board

The North Carolina State Board of Environmental Health Specialist Examiners will hold a regular business meeting on Friday, May 21, 2021 at 10:00 a.m. The Board will meet in-person at the Mebane Arts and Community Center, 633 Corregidor St, Mebane, NC 27302. The Board will make the meeting available virtually via Microsoft Teams; to join, [click here](#). Contact Donna Coffey at rehs.board@dhhs.nc.gov or (919) 304-1168 for additional information.

[Click here to join the meeting](#)

Agenda for May 21, 2021

- 1) **Call to Order – Daniel Ortiz, Chair**
 - a) Conflict of Interest per NC General Statute 138A, “State Government Ethics Act”
 - b) Meeting Attendance Reminder in accordance with Governor Purdue’s Executive Order 34
- 2) **Agenda Approval (including additions or deletions)**
- 3) **Rulemaking – Discussion of Rules Review Commission (RRC) Technical Changes to Adopted Permanent Rules** (*Reference Document: RRC Request for Technical Changes 21 NCAC 62. 0407 & 21 NCAC 62. 0411, page 3 of 39*)
 - **Recommended Board Action:** Review RRC requested technical changes, and authorize Board Attorney, John Barkley, Board Chair, Daniel Ortiz, Board Member Larry Michael, and Board Assistant, Donna Coffey to respond, on behalf of the Board, to RRC technical changes and meet the RRC 6/11/21 submission deadline.
- 4) **Executive Committee and Assistant to Board Reports**
 - a) Chair Report – Daniel Ortiz
 - b) Vice-Chair Report – Carl Kivett
 - c) Secretary/Treasurer Report – Lisa Halbedl (*Reference Document: 5/15/2021 Cash & Investments Report, page 11 of 39*)
 - **Recommended Board Action:** Review and accept 5/15/21 Cash & Investments Report.
 - d) Financial Report – Donna Coffey (*Reference Document: 5/10/2021 Revenue and Expense Report, page 12 of 39*)
 - **Recommended Board Action:** Review and accept 5/10/2021 Revenue and Expense Report

(agenda continues to next page)

(agenda continued from previous page)

e) Admin Assistant Report - Donna Coffey

- 2020 Financial Statements & Audit (*Reference Document: 2020 Financial Statement and Supporting Documents prepared by Anderson Smith Wike, PLLC, Certified Public Accountants, page 14 of 39*)
- 2010-2020 Historical Snapshot (*Reference Document: 2010 through 2020 Historical Snapshot, page 32 of 39*)
- **Recommended Board Action:** *Review and accept the 2020 Financial Statements & Audit and 2010-2020 Historical Snapshot as information.*

5) Committee Reports

- a) Education Committee – Melanie Campen (*Reference Document: Education Committee Report, 5/21/21, page 36 of 39*)
- **Recommended Board Action:** *Review and approve Education Committee Report for new NCREHS registrations.*
- b) Legislative Update – Larry Michael (*No reference document*)

6) Other/New Business

- a) Election of Officers – Phil Thompson and Lisa Halbedl
- **Recommended Board Action:** *As the Board decides*
- b) Committee Appointments (*Reference Document: Committee Appointments, 2/14/2020, page 37 of 39*)
- **Recommended Board Action:** *As the Board decides*
- c) Board Assistant Annual Performance Review - Andrew Morgan and Davin Madden (*Reference Document: Administrative Assistant Annual Appraisal Rubric, page 38 of 39*)
- **Recommended Board Action:** *As the Board decides*
- d) July through December 2021 Meeting and Exam Calendar (*Reference Document: 2021 Full Year Calendar by Month, page 39 of 39*)
- **Recommended Board Action:** *As the Board decides*

7) Adjourn

04.21 - Environmental Health Specialist Examiners RTC

May, Amber Cronk <amber.may@oah.nc.gov>

Fri 3/26/2021 11:27 AM

To: daniel.ortiz@mecklenburgcounty.nc.gov <daniel.ortiz@mecklenburgcounty.nc.gov>; REHS Board <Rehs.board@dhhs.nc.gov>

Cc: Burgos, Alexander N <alexander.burgos@oah.nc.gov>

 1 attachments (33 KB)

04.21 - Environmental Health Specialist Examiners RTC.docx;

Good morning,

I hope that you're well. Please find attached technical change requests for the Rules filed for RRC review at their April meeting.

Please let me know if you have any questions or if I can be of any assistance.

Thank you,

Amber

Amber Cronk May
Rules Review Commission Counsel
Office of Administrative Hearings – Rules Division
984-236-1936

Email correspondence to and from this address may be subject to the North Carolina Public Records Law and may be disclosed to third parties by an authorized state official.

Information and Instructions for Making Technical Changes

Staff reviewed these Rules to ensure that each Rule is within the agency's statutory authority, reasonably necessary, clear and unambiguous, and adopted in accordance with Part 2 of the North Carolina Administrative Procedure Act. Following review, staff has issued this document that may request technical changes from your agency or ask clarifying questions.

If the request includes questions, please contact the reviewing attorney to discuss.

In order to properly submit revised rules, please refer to the following Rules in the NC Administrative Code:

- Rule 26 NCAC 02C .0108 – The Rule addresses general formatting.
- Rule 26 NCAC 02C .0404 – The Rule addresses changing the introductory statement.
- Rule 26 NCAC 02C .0405 – The Rule addresses properly formatting changes made after publication in the NC Register.

Note the following general instructions:

1. You must submit three hard copies of the revised rule and one copy via email. The electronic copy must be saved as the official rule name (XX NCAC XXXX) and sent to oah.rules@oah.nc.gov.
2. For rules longer than one page, insert a page number.
3. Use line numbers; if the rule spans more than one page, have the line numbers reset at one for each page.
4. Do not use track changes. Make all changes using manual strikethroughs, underlines and highlighting.
5. You cannot change just one part of a word. For example:
 - Wrong: "aAssociation"
 - Right: "~~association~~ Association"
6. Treat punctuation as part of a word. For example:
 - Wrong: "day;_and"
 - Right: "~~day~~, day; and"
7. Formatting instructions and examples may be found at:
www.ncoah.com/rules/examples.html

If you have any questions regarding proper formatting of technical changes after reviewing the rules and examples, please contact the reviewing attorney.

REQUEST FOR TECHNICAL CHANGE

AGENCY: Board of Environmental Health Specialist Examiners

RULE CITATION: 21 NCAC 62 .0407

DEADLINE FOR RECEIPT: Thursday, April 8, 2021

PLEASE NOTE: This request may extend to several pages. Please be sure you have reached the end of the document.

The Rules Review Commission staff has completed its review of this Rule prior to the Commission's next meeting. The Commission has not yet reviewed this Rule and therefore there has not been a determination as to whether the Rule will be approved. You may call our office to inquire concerning the staff recommendation.

In reviewing this Rule, the staff recommends that the following technical changes be made:

Are the substantive requirements of the application for renewal as referenced in Paragraph (a) set forth elsewhere in rule or statute? If not, please provide them here.

In (a), should "the Division of Environmental Health" be the "Division of Public Health"? I note that you've changed it in .0411.

Some of (a) and (c) appear to be repetitive of each other. Please review and revise as necessary. A suggestion would be something like the following:

- (a) Applications for renewal shall be filed with the Board on a form provided by the Board and available from the Board website at: www.rsboard.com or from the Division of Environmental Health, 1630 Mail Service Center, Raleigh, NC 27699-1630. **The renewal application shall be available by October 1 of each year.** The renewal form may also be generated by the Registered Sanitarian Training and Authorization (RSTAS) computer system at: ~~<http://apps.bluelizard.com/RSTAS/>~~ <https://rstas.dhhs.state.nc.us/>.
- (b) The renewal application shall be completed and signed by the applicant.
- (c) Renewal fees shall be paid in accordance with Rule .0405(a)(5) of this Section. ~~The renewal application shall be posted on the Board's website at www.rsboard.com by October 1 of each year. The individual shall download and submit the application for renewal to the Board. Individuals may also contact the Board at the Division of Environmental Health, 1630 Mail Service Center, Raleigh, NC 27699-1630 for a copy.~~

In (d), line 14, by "may not practice", do you mean "shall not practice"?

In (d), I assume that the requirements for renewal are that they submit the application and pay the fee? Do (d) and (g) go together? If so, would it be appropriate to say something like "... the requirements for renewal as set forth in Paragraph (g) of this Rule."?

Just to be clear, new registrants have to complete both the environmental health law course in (e) within 4 years (or 5 in 2020) and annual continuing education in (f)?

Amber May
Commission Counsel
Date submitted to agency: Wednesday, March 24, 2021

Overall, I'm having a bit of a hard time understanding Paragraph (e). What is this health course? Given Paragraph (f), I'm reading this to be something different than continuing education. Where does this education requirement fall within your statutory authority?

In (e), who are "other persons applying for new registration"?

In (e), how will it be determined whether a course is approved by the Board?

In (e), line 19 appears to be missing a word. Did you mean "... by the ~~Board~~ Board. This course shall be completed..."

In (e), line 19, by "the most recent registration", do you mean the "initial registration" since this now appears to apply only to new registrants?

In (f), just to be clear, you are exempting your folks from any continuing education in the year 2020?

In (f)(6), delete or define "successful"

In (f)(7), change "which" to "that"

In (f)(7)(F), change "by the Board based upon the above standards; and" to "by the Board based upon this Sub-Paragraph."

In (h), by "may not renew" do you mean something like "shall not be eligible to renew"?

In Paragraph (k), I don't understand the difference in the first and second sentence. It appears as though they accomplish the same goal, but that the second sentence is specific to 2020. If that's correct, is the second sentence specific to 2020 necessary? Perhaps it is given the new language in (f)? I'm thinking that perhaps the intent here is to say that "if you take the full 15 hours, even though they weren't required, you can still only carry over 5."

Please retype the rule accordingly and resubmit it to our office at 1711 New Hope Church Road, Raleigh, North Carolina 27609.

1 21 NCAC 62 .0407 is amended as published in 35:13 NCR 1461-1462 as follows:

2
3 **21 NCAC 62 .0407 RENEWAL**

4 (a) Applications for renewal shall be filed with the Board on a form provided by the Board and available from the
5 Board website at: www.rsboard.com or from the Division of Environmental Health, 1630 Mail Service Center,
6 Raleigh, NC 27699-1630. The renewal form may also be generated by the Registered Sanitarian Training and
7 Authorization (RSTAS) computer system at: ~~<http://apps.bluelizard.com/RSTAS/>~~ <https://rstas.dhhs.state.nc.us/>.

8 (b) The renewal application shall be completed and signed by the applicant.

9 (c) Renewal fees shall be paid in accordance with Rule .0405(a)(5) of this Section. The renewal application shall be
10 posted on the Board's website at www.rsboard.com by October 1 of each year. The individual shall download and
11 submit the application for renewal to the Board. Individuals may also contact the Board at the Division of
12 Environmental Health, 1630 Mail Service Center, Raleigh, NC 27699-1630 for a copy.

13 (d) Registered environmental health specialists or registered environmental health specialists interns who fail to renew
14 by December 31 shall be notified by the Board that their registration has expired and that they may not practice as a
15 registered environmental health specialist or a registered environmental health specialists intern until they have met
16 the requirements for renewal.

17 (e) Environmental health specialist interns and other persons applying for new registrations with the board shall take
18 ~~An~~ an environmental health law course based on North Carolina laws and rules with at least 15 contact hours approved
19 by the Board shall be completed within the first four years of the date of most recent registration by the Board. This
20 timeframe shall be extended by one additional year for anyone whose fourth year occurs in 2020.

21 (f) Registered environmental health specialists ~~or~~ and registered environmental health specialists interns shall
22 complete a minimum of 15 ~~instructional clock~~ contact hours of continuing education acceptable to the Board each
23 year, except the 15 hours shall not be required for the year ending December 31, 2020. Continuing education
24 acceptable to the Board includes:

- 25 (1) the specialized training course required in Rule .0411 of this Section;
- 26 (2) District Environmental Health Section Educational meetings;
- 27 (3) professional association courses and educational meetings;
- 28 (4) seminars or courses offered by the North Carolina State of Practice Committee;
- 29 (5) completion of a ~~job-related~~ job-related course offered by a college or university accredited by the
30 Council of Higher Education Accreditation with the hours credited for the year that the course is
31 completed;
- 32 (6) successful completion of a ~~job-related~~ job-related course offered by the Centers for Disease Control
33 and Prevention, the Food and Drug Administration, or the Environmental Protection Agency;
- 34 (7) other practice-related training which:
 - 35 (A) is technical in nature, related to the environment, environmental health or improving the
36 practice of environmental health;
 - 37 (B) is relevant to the actual job being performed by the participants or applicant;

- 1 (C) includes a method for determining the number of hours spent;
2 (D) includes a method of documentation for verification of completion;
3 (E) is available to all registered environmental health specialists and environmental health
4 specialist interns; and
5 (F) has been granted approval by the Board based on the above standards; and
6 (g) Registrations that have expired may be renewed within 12 months after expiration upon submittal of application
7 and payment of the renewal fee. The applicant shall provide verification to the Board that continuing education clock
8 hours were obtained during the year since the expiration to comply with the requirements of this Section. Registrations
9 that have expired for more than 12 months may not be renewed.
10 (h) Interns that are no longer employed in the field of environmental health in North Carolina may not renew.
11 (i) A registered environmental health specialist or a registered environmental health specialist intern in good standing
12 whose active military service has impaired their ability to obtain the continuing education requirements in Paragraph
13 (f) of this Rule are exempt from the continuing education requirement if written orders from their military unit are
14 provided to the Board. In addition, the renewal fee is waived for each calendar year the environmental health specialist
15 is on active duty.
16 (j) A registered environmental health specialist or registered environmental health specialist intern who is disabled
17 may request a variance in continuing education hours during the period of the disability. The Board may grant or deny
18 requests for variance in continuing education hours based on a disabling condition on a case by case basis, taking into
19 consideration the particular disabling condition involved and its effect on the registered environmental health specialist
20 or registered environmental health specialist's specialist intern's ability to complete the required hours. In considering
21 the request, the Board may require additional documentation substantiating any specified disability.
22 (k) A maximum of five ~~clock~~ contact hours of approved continuing education, that is in excess of the required 15
23 clock hours, may be applied toward the continuing education requirements for the following year. Up to five hours
24 of approved continuing education completed in the year ending December 31, 2020 may be applied toward the
25 continuing education requirements for the following year.

26
27 *History Note: Authority G.S. 90A-57; 90A-63; ~~90A-67~~; 93B-15;*
28 *Eff. February 1, 1976;*
29 *Readopted Eff. December 22, 1978;*
30 *Amended Eff. July 1, 2010; November 1, 1994; May 1, 1990; April 1, 1989; February 1, 1983;*
31 *Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. January 13,*
32 *2015;*
33 *Emergency Rule Eff. April 28, 2020;*
34 *Temporary Amendments Eff. June 26, 2020.*
35 *Amended Eff. May 1, 2021*

REQUEST FOR TECHNICAL CHANGE

AGENCY: Board of Environmental Health Specialist Examiners

RULE CITATION: 21 NCAC 62 .0411

DEADLINE FOR RECEIPT: Thursday, April 8, 2021

PLEASE NOTE: This request may extend to several pages. Please be sure you have reached the end of the document.

The Rules Review Commission staff has completed its review of this Rule prior to the Commission's next meeting. The Commission has not yet reviewed this Rule and therefore there has not been a determination as to whether the Rule will be approved. You may call our office to inquire concerning the staff recommendation.

In reviewing this Rule, the staff recommends that the following technical changes be made:

Just to be clear, am I correct in understanding that this Rule is intended to address the "specialized instruction and training" requirement set forth in G.S. 90A-53(a)(4).

I think that you need G.S. 90A-51 in your History Note. Please consider adding it back in.

Please retype the rule accordingly and resubmit it to our office at 1711 New Hope Church Road, Raleigh, North Carolina 27609.

Amber May
Commission Counsel
Date submitted to agency: Wednesday, March 24, 2021

1 21 NCAC 62 .0411 is amended as published in 35:13 NCR 1462-1463 as follows:

2

3 **21 NCAC 62 .0411 SPECIALIZED TRAINING**

4 Every applicant for registration as a registered environmental health specialist intern shall complete the course entitled
5 "Orientation and Initial Internship Training for Environmental Health Interns" offered by the Division of
6 Environmental Health at the centralized training site within ~~42~~ 18 months of registration as a registered environmental
7 health specialist intern.

8

9 *History Note: Authority G.S. 90A-50; ~~90A-51~~; 90A-53; 90A-57;*

10 *Eff. February 1, 1983;*

11 *Amended Eff. July 1, 2010; November 1, 1994; May 1, 1990;*

12 *Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. January 13,*
13 *2015;*

14 *Emergency Rule Eff. April 28, 2020;*

15 *Temporary Amendment Eff. June 26, 2020.*

16 *Amended Eff. Mqy 1, 2021;*

17

Cash and Investments

5/15/2021

State Employees Credit Union Checking, Share and Money Market Share Accounts	
Checking	\$9,425.57
Money Market	\$121,427.55
Share	\$37.97
Totals	\$130,891.09
Short Term Investment Fund (STIF) with NC Treasurer's Office	\$14,425.98
Total Cash and Investments	\$145,317.07

NC State Board of Environmental Health Specialist Examiners
Revenue and Expense Report
 January 1 through May 10, 2021

	Jan 1 - May 10, 21	Budget	\$ Over Budget	% of Budget	Comments
1	Ordinary Income/Expense				
2	Income				
3	Exam Receipts				
4	Essay/Interview Exam	2,300.00	3,000.00	-700.00	76.67% 46 Essay/Interview Applicants for April & July
5	NEHA Exam	12,040.00	14,000.00	-1,960.00	86.0% 43 NEHA Applicants to date
6	Total Exam Receipts	14,340.00	17,000.00	-2,660.00	84.35%
7	Interest Earned	90.79	1,000.00	-909.21	9.08%
8	Registration Applications				
9	Applicants w/ No Previous Exper	1,450.00	4,500.00	-3,050.00	32.22% 29 New registrations to-date
10	Applicants w/ Previous Exper	100.00	200.00	-100.00	50.0% 2 COVID related registrations (in 3rd year without passing exam)
11	Out-of-State Applicant	0.00	150.00	-150.00	0.0%
12	Total Registration Applications	1,550.00	4,850.00	-3,300.00	31.96%
13	Renewals and Related Fees				
14	Annual Renewals	51,860.00	54,000.00	-2,140.00	96.04% 1037 renewals prior to 12/31/2020
15	Renewals After 12/31	6,525.00	1,100.00	5,425.00	593.18% 87 renewals after 1/1/21
16	Total Renewals and Related Fees	58,385.00	55,100.00	3,285.00	105.96%
17	Total Income	74,365.79	77,950.00	-3,584.21	95.4%
18	Expense				
19	General Administration				
20	Auditor Fees	3,900.00	3,900.00	0.00	100.0% no additional expenditures expected this year
21	Bank Charge	1,572.71	2,400.00	-827.29	65.53% averaging about \$315 per month
22	Insurance	500.00	500.00	0.00	100.0% no additional expenditures expected this year
23	NEHA Exam Costs	11,610.00	14,000.00	-2,390.00	82.93%
24	Office supplies	875.50	1,000.00	-124.50	87.55%
25	Post Office Box Rental	0.00	80.00	-80.00	0.0% due in October 2021
26	Postage	34.40	800.00	-765.60	4.3%
27	Printing	0.00	500.00	-500.00	0.0%

NC State Board of Environmental Health Specialist Examiners
Revenue and Expense Report
 January 1 through May 10, 2021

		Jan 1 - May 10, 21	Budget	\$ Over Budget	% of Budget	Comments
28	Rental Fees	250.00	1,200.00	-950.00	20.83%	Exam and meeting space
29	Software	647.14	600.00	47.14	107.86%	no additional expenditures expected this year
30	Telephone	287.21	870.00	-582.79	33.01%	averaging about \$71 per month
31	Training/Education Expenses	0.00	50.00	-50.00	0.0%	
32	Travel Expense (Staff)	0.00	2,100.00	-2,100.00	0.0%	paid in June and December of each year
33	Wages (and Withholding)					
34	Payroll Tax Expense	765.62	3,100.00	-2,334.38	24.7%	
35	Wages	10,008.00	35,000.00	-24,992.00	28.59%	
36	Total Wages (and Withholding)	10,773.62	38,100.00	-27,326.38	28.28%	
37	Web Admin & Hosting	0.00	850.00	-850.00	0.0%	paid in December
38	Total General Administration	30,450.58	66,950.00	-36,499.42	45.48%	
39	Meeting Expenses					
40	Board Meeting Expense	628.41	7,500.00	-6,871.59	8.38%	reflects board member reimbursement for 4/16/21 exam
41	Board Member Plaques/Gifts	90.74	200.00	-109.26	45.37%	
42	Investigations and Hearings	0.00	300.00	-300.00	0.0%	
43	Per Diem Expense	0.00	500.00	-500.00	0.0%	
44	Total Meeting Expenses	719.15	8,500.00	-7,780.85	8.46%	
45	Total Expense	31,169.73	75,450.00	-44,280.27	41.31%	
46	Net Ordinary Income	43,196.06	2,500.00	40,696.06	1,727.84%	
47	Net Income	43,196.06	2,500.00	40,696.06	1,727.84%	



ANDERSON SMITH & WIKE PLLC

Certified Public Accountants

April 21, 2021

To the North Carolina State Board of Environmental Health Specialist Examiners
Efland, North Carolina

We have audited the financial statements of the North Carolina State Board of Environmental Health Specialist Examiners (the Board) for the year ended December 31, 2020, and have issued our report thereon dated April 21, 2021. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated November 25, 2020. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Board are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year ended December 31, 2020. We noted no transactions entered into by the Board during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The financial statements include no overly sensitive estimates.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. We noted no such misstatements as any significant adjustments made during the audit were brought to our attention by management.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated April 21, 2021.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Board's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Board's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

Auditing standards generally accepted in the United States of America and Government Auditing Standards requires independence for all audits. The two main principles of independence are: (1) do not perform nonattest services that involve making management decisions; and (2) do not audit your own work. No events have occurred to impair our independence during this year's audit. We have assisted management in the preparation of the Board's financial statements. Management has reviewed and approved the financial statements.

We applied certain limited procedures to management's discussion and analysis, which is required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

Restriction on Use

This information is intended solely for the use of members of the North Carolina State Board of Environmental Health Specialist Examiners and management of Board and is not intended to be and should not be used by anyone other than these specified parties.

We wish to take this opportunity to express our appreciation for the assistance and cooperation given our representatives during our audit. Should you have any questions concerning the matters presented herein, we would be pleased to discuss them with you further at your convenience.

Very truly yours,

Anderson Smith & Wike PLLC

Anderson Smith & Wike PLLC
Rockingham, North Carolina



ANDERSON SMITH & WIKE PLLC

Certified Public Accountants

April 21, 2021

North Carolina State Board of Environmental Health Specialist Examiners
Efland, North Carolina

In planning and performing our audit of the financial statements of the North Carolina State Board of Environmental Health Specialist Examiners (the "Board") as of and for the year ended December 31, 2020, in accordance with auditing standards generally accepted in the United States of America, we considered the Board's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Board's internal control. Accordingly, we do not express an opinion on the effectiveness of the Board's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we identified certain deficiencies in internal control that we consider to be significant deficiencies.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. We did not identify any deficiencies in internal control that we consider to be material weaknesses.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the following deficiencies in internal control to be significant deficiencies:

Segregation of Duties

Segregation of duties provides checks and balances to reduce the possibility of misstatements resulting from errors in judgment, dishonesty, personal carelessness, distraction or fatigue. Due to a limited number of personnel, there is a lack of segregation of duties in the Board's accounting and recordkeeping functions which could result in transactions being mishandled. To compensate for the lack of segregation of duties, during 2020 the Board reviewed various accounting and cash disbursement records on a regular basis. Also, the Board performed random testing of cash receipts during the year. These procedures included selecting a sample of licensees and tracing their annual renewal fee to the actual deposit in the bank. We recommend that the Board continue to perform these cash receipt and disbursement procedures to help compensate for the lack of segregation duties.

This communication is intended solely for the information and use of management, the Board, others within the North Carolina State Board of Environmental Health Specialist Examiners, the NC Office of the State Auditor and NC Office of the State Controller, and is not intended to be, and should not be, used by anyone other than these specified parties.

Anderson Smith & Wike PLLC

Anderson Smith & Wike PLLC
Rockingham, North Carolina

**North Carolina State Board of
Environmental Health Specialist Examiners**

*Financial Statements
For the Years Ended
December 31, 2020 and 2019*

**NORTH CAROLINA STATE BOARD OF
ENVIRONMENTAL HEALTH SPECIALIST EXAMINERS**

***Financial Statements for the
Years Ended December 31, 2020 and 2019***

BOARD MEMBERS

Daniel Ortiz, REHS, Chair

Carl Kivett, REHS, Vice Chair

Lisa Halbedl, REHS, Secretary – Treasurer

Davin Madden

Melanie Campen, REHS

Phillip Thompson, REHS

Andrew Morgan, REHS

Larry Michael, REHS

Rebecca Rosso, REHS

Greg Caulder, REHS

Felissa Vazquez, REHS

William Hill, REHS

ADMINISTRATIVE OFFICER

Donna Coffey, Administrative Assistant to the Board

LEGAL COUNSEL

North Carolina Attorney General's Office

NORTH CAROLINA STATE BOARD OF ENVIRONMENTAL HEALTH SPECIALIST EXAMINERS

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Independent Auditors’ Report	3
Statements of Net Position	5
Statements of Revenues, Expenses and Changes in Net Position	6
Statements of Cash Flows	7
Notes to the Financial Statements	8

**NORTH CAROLINA STATE BOARD OF ENVIRONMENTAL HEALTH SPECIALIST EXAMINERS
MANAGEMENT'S DISCUSSION AND ANALYSIS
December 31, 2020**

The following is a discussion and analysis of the financial performance of the Board for the year ended December 31, 2020. This information should be read in conjunction with the audited financial statements which follows this section.

Financial Highlights

- The Board's net position was \$101,973 at December 31, 2020, an increase of \$10,836 over the \$91,137 reported at December 31, 2019. The increase was due to the Board's revenues exceeding its expenses for the year.
- During 2020, the operating revenues of the Board decreased \$1,625, or 2.1%, when compared to 2019.
- During 2020, the operating expenses of the Board decreased \$12,022, or 15.8%, when compared to 2019. Due to the COVID-19 pandemic restrictions, the Board could not hold in-person meetings and exams during most of 2020, which resulted in expenses being less than normal.

Overview of the Financial Statements

This financial report consists of two sections:

- *Management's Discussion and Analysis (required supplementary information)*
- *Financial Statements*

The Board has no other supplementary information required by the Governmental Accounting Standards Board (GASB) Statement No. 34. The financial statements also include notes to the financial statements that provide detail of the information included in the financial statements.

Basic Financial Statements

The financial statements of the Board report information about the Board using accounting methods similar to those used by private sector companies. These statements offer short and long-term financial information about the activities of the Board.

The Statements of Net Position present the current and long-term portions of assets and liabilities separately.

The Statements of Revenues, Expenses and Changes in Net Position present information on how the Board's assets changed as a result of its operations.

The Statements of Cash Flows present information on how the Board's cash changed as a result of its financial activities.

**NORTH CAROLINA STATE BOARD OF ENVIRONMENTAL HEALTH SPECIALIST EXAMINERS
MANAGEMENT'S DISCUSSION AND ANALYSIS
December 31, 2020**

Basic Financial Statements - continued

The following presents condensed financial information on the operations of the Board:

	As of and for the year ended December 31, 2020	As of and for the year ended December 31, 2019
	<u> </u>	<u> </u>
Current assets	\$ 150,037	\$ 116,004
Capital assets	-	592
Total assets	<u>150,037</u>	<u>116,596</u>
Current liabilities	<u>48,064</u>	<u>25,459</u>
Total liabilities	<u>48,064</u>	<u>25,459</u>
Invested in capital assets	-	592
Unrestricted net position	<u>101,973</u>	<u>90,545</u>
Total net position	<u>\$ 101,973</u>	<u>\$ 91,137</u>
Operating revenues	\$ 74,165	\$ 75,790
Operating expenses	<u>64,194</u>	<u>76,216</u>
Operating income	9,971	(426)
Non-operating revenues	<u>865</u>	<u>1,942</u>
Change in net position	<u>\$ 10,836</u>	<u>\$ 1,516</u>

Contacting the Board's Management

This financial report is intended to provide a general overview of the Board's finances and to demonstrate the Board's accountability for the money it receives and expends. If you have any questions about this report or need additional information, contact:

North Carolina State Board of Environmental Health Specialist Examiners
Post Office Box 238
Efland, NC 27243



INDEPENDENT AUDITORS' REPORT

Members of the Board
North Carolina State Board of Environmental Health Specialist Examiners
Efland, North Carolina

Report on the Financial Statements

We have audited the accompanying financial statements of the North Carolina State Board of Environmental Health Specialist Examiners (the "Board"), an enterprise fund of the State of North Carolina, which comprise the statements of net position as of December 31, 2020 and 2019, and the related statements of revenues, expenses and changes in net position, and cash flows for the years then ended, and the related notes to the financial statements, which collectively comprise the Board's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these basic financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of basic financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the basic financial statements referred to above present fairly, in all material respects, the financial position of the North Carolina State Board of Environmental Health Specialist Examiners as of December 31, 2020 and 2019, and its changes in financial position and cash flows for the years then ended in accordance with accounting principles general accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 1 and 2 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements and other knowledge we obtained during our audits of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Anderson Smith & Wike PLLC

*April 21, 2021
Rockingham, North Carolina
(910)-997-1418*

NORTH CAROLINA STATE BOARD OF ENVIRONMENTAL HEALTH SPECIALIST EXAMINERS
STATEMENTS OF NET POSITION
December 31, 2020 and 2019

	<u>2020</u>	<u>2019</u>
ASSETS		
Current assets:		
Cash in bank	\$ 135,790	\$ 101,923
Cash in Short Term Investment Fund (STIF)	<u>14,247</u>	<u>14,081</u>
Total current assets	<u>150,037</u>	<u>116,004</u>
Noncurrent assets:		
Capital assets, net	<u>-</u>	<u>592</u>
Total assets	<u>150,037</u>	<u>116,596</u>
LIABILITIES		
Current liabilities:		
Unearned revenue	45,560	23,085
Accrued wages and related expenses	<u>2,504</u>	<u>2,374</u>
Total current liabilities	<u>48,064</u>	<u>25,459</u>
NET POSITION		
Invested in capital assets	-	592
Unrestricted	<u>101,973</u>	<u>90,545</u>
Total net position	<u>\$ 101,973</u>	<u>\$ 91,137</u>

NORTH CAROLINA STATE BOARD OF ENVIRONMENTAL HEALTH SPECIALIST EXAMINERS
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
For the Years Ended December 31, 2020 and 2019

	<u>2020</u>	<u>2019</u>
OPERATING REVENUES		
Certificate renewal fees	\$ 55,845	\$ 52,700
Late renewal fees	1,050	1,800
Application fees	4,300	5,200
Examination fees	12,970	16,090
Total operating revenues	<u>74,165</u>	<u>75,790</u>
OPERATING EXPENSES		
Administrative salary (including payroll taxes)	37,964	34,437
Board members - travel and per diem	2,573	15,687
Administrative travel	1,770	2,086
Telephone	840	841
Exam	11,070	13,440
Office supplies	604	872
Computer support and database development	1,360	1,360
Deprecation	592	677
Postage	476	640
Insurance	500	500
Professional fees	3,800	3,700
Miscellaneous	2,645	1,976
Total operating expenses	<u>64,194</u>	<u>76,216</u>
Operating income (loss)	<u>9,971</u>	<u>(426)</u>
NON-OPERATING REVENUES		
Interest Income	<u>865</u>	<u>1,942</u>
Change in net position	10,836	1,516
Total net position - beginning	<u>91,137</u>	<u>89,621</u>
Total net position - ending	<u>\$ 101,973</u>	<u>\$ 91,137</u>

NORTH CAROLINA STATE BOARD OF ENVIRONMENTAL HEALTH SPECIALIST EXAMINERS
STATEMENTS OF CASH FLOWS
For the Years Ended December 31, 2020 and 2019

	<u>2020</u>	<u>2019</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Cash received from fees	\$ 96,640	\$ 55,250
Cash payments for operating expenses	(25,638)	(41,102)
Cash payments to employees for services	(37,834)	(34,304)
Net cash provided (used) by operating activities	<u>33,168</u>	<u>(20,156)</u>
 CASH FLOWS FROM INVESTING ACTIVITIES		
Interest on investments	<u>865</u>	<u>1,942</u>
Net increase (decrease) in cash and cash equivalents	34,033	(18,214)
Cash and cash equivalents - beginning of the year	<u>116,004</u>	<u>134,218</u>
Cash and cash equivalents - end of the year	<u>\$ 150,037</u>	<u>\$ 116,004</u>
 Reconciliation of operating income (loss) to net cash provided (used) by operating activities		
Operating income (loss)	<u>\$ 9,971</u>	<u>\$ (426)</u>
Adjustments to reconcile operating income (loss) to net cash provided (used) by operating activities:		
Depreciation	592	677
Changes in assets and liabilities:		
Increase (decrease) in unearned revenue	22,475	(20,540)
Increase in accrued wages and related expenses	<u>130</u>	<u>133</u>
Total adjustments	<u>23,197</u>	<u>(19,730)</u>
Net cash provided (used) by operating activities	<u>\$ 33,168</u>	<u>\$ (20,156)</u>

**NORTH CAROLINA STATE BOARD OF ENVIRONMENTAL HEALTH SPECIALIST EXAMINERS
NOTES TO THE FINANCIAL STATEMENTS
For the Years Ended December 31, 2020 and 2019**

NOTE 1 – NATURE OF ACTIVITIES AND SIGNIFICANT ACCOUNTING POLICIES

Organization and Purpose

The North Carolina State Board of Environmental Health Specialist Examiners (the “Board”) is an independent State agency. It is an occupational licensing board and is authorized by Chapter 90A of the North Carolina General Statutes. The Board is composed of 12 members who are appointed by the Governor of the State of North Carolina.

The Board is established to maintain minimum standards for services provided by environmental health specialists. The Board’s operations are financed with self-generated revenues from fees charged to licensees.

Financial Reporting Entity

The concept underlying the definition of the financial reporting entity is that elected officials are accountable to their constituents for their actions. As required by accounting principles generally accepted in the United States of America (GAAP), the financial reporting entity includes both the primary government and all of its component units. An organization other than a primary government serves as a nucleus for a reporting entity when it issues separate financial statements. The accompanying financial statements present all funds and activities for which the Board is responsible.

For financial reporting purposes, the Board is a nonmajor enterprise fund of the primary government of the State of North Carolina and is reported as such in the State's Comprehensive Annual Financial Report (CAFR). These financial statements for the Board are separate and apart from those of the State of North Carolina and do not present the financial position of the State nor changes in the State's financial position and cash flows.

Basis of Presentation

The accompanying basic financial statements have been prepared in accordance with accounting principles generally accepted in the United States of America as prescribed by Governmental Accounting Standards Board (GASB).

Proprietary funds are used to account for operations that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the cost of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

Measurement Focus and Basis of Accounting

In accordance with current GASB statements, the Board presents Statements of Net Position; Statements of Revenues, Expenses and Changes in Net Position; and Statements of Cash Flows. These statements reflect entity-wide operations of the Board. The Board has no fiduciary funds or component units.

The Statements of Revenues, Expenses and Changes in Net Position demonstrate the degree to which direct expenses of the Board are offset by license and examination fees.

NORTH CAROLINA STATE BOARD OF ENVIRONMENTAL HEALTH SPECIALIST EXAMINERS
NOTES TO THE FINANCIAL STATEMENTS
For the Years Ended December 31, 2020 and 2019

NOTE 1 – NATURE OF ACTIVITIES AND SIGNIFICANT ACCOUNTING POLICIES (Continued)

Measurement Focus and Basis of Accounting (continued)

The financial statements report all activities of the Board using the current financial resource measurement focus and the full accrual basis of accounting. Revenues are recognized in the accounting period in which they are earned and become measurable. Expenses are recognized when incurred, if measurable.

Operating revenues and expenses consist of those revenues and expenses that result from the ongoing principal operations of the Board. Operating revenues consist primarily of license and examination fees. Non-operating revenues and expenses consist of those revenues and expenses that are related to investing activities and are classified as non-operating in the financial statements.

Cash and Cash Equivalents

This classification includes undeposited receipts, petty cash, cash on deposit with private bank accounts and deposits held by the State Treasurer in the short-term investment fund. The short-term investment fund maintained by the State Treasurer has the general characteristics of a demand deposit account in that participants may deposit and withdraw cash at any time without prior notice or penalty.

Capital Assets

The Board's capital assets are recorded at original cost. When an asset is disposed of, the cost of the asset and the related accumulated depreciation are removed from the books. Any gain or loss on disposition is reflected in earnings for the period.

Capital assets are depreciated using the straight-line method over the following estimated useful lives:

	<u>Years</u>
Equipment and furniture	3 - 5

Capital asset activity for the year ended December 31, 2020, was as follows:

	<u>Beginning Balances</u>	<u>Increases</u>	<u>Retirements</u>	<u>Ending Balances</u>
Equipment and furniture	\$ 5,147	\$ -	\$ -	\$ 5,147
Accumulated depreciation	4,555	592	-	5,147
Net fixed assets	<u>\$ 592</u>			<u>\$ -</u>

**NORTH CAROLINA STATE BOARD OF ENVIRONMENTAL HEALTH SPECIALIST EXAMINERS
NOTES TO THE FINANCIAL STATEMENTS
For the Years Ended December 31, 2020 and 2019**

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Capital Assets (continued)

Capital asset activity for the year ended December 31, 2019, was as follows:

	Beginning Balances	Increases	Retirements	Ending Balances
Equipment and furniture	\$ 5,147	\$ -	\$ -	\$ 5,147
Accumulated depreciation	3,878	677	-	4,555
Net fixed assets	<u>\$ 1,269</u>			<u>\$ 592</u>

Unearned Revenue

The Board's fees are assessed and collected on a calendar year basis, which corresponds with the Board's accounting period. Licenses are renewed for a period of one calendar year. License renewal fees received in the latter part of the year are deferred and recognized as revenue over the one year period in which they relate.

Net Position

Invested in Capital Assets – This component of net position consists of capital assets, net of accumulated depreciation.

Restricted – This component of net position consists of net position which the Board is legally or contractually obligated to spend in accordance with restrictions imposed by external parties. The Board had no restricted net position as of December 31, 2020 or 2019.

Unrestricted – This represents assets with no external restriction as to use or purpose. Unrestricted net position can be used for any purpose designated by the governing board, as distinguished from funds restricted externally for specific purposes.

Use of Estimates

The preparation of financial statements in conformity with accounting principles general accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

**NORTH CAROLINA STATE BOARD OF ENVIRONMENTAL HEALTH SPECIALIST EXAMINERS
NOTES TO THE FINANCIAL STATEMENTS
For the Years Ended December 31, 2020 and 2019**

NOTE 2 – DEPOSITS

Deposits in Banks

At December 31, 2020, the Board's deposits had a carrying amount of \$135,790 (including undeposited funds) and a bank balance of \$131,470, which was insured by the National Credit Union Administration. At December 31, 2019, the Board's deposits had a carrying amount of \$101,923 (including undeposited funds) and a bank balance of \$99,174, which was insured by the National Credit Union Administration. For deposits, custodial credit risk is the risk that in the event of the failure of the depository (or counterparty), the Board will not be able to recover the value of its deposits that are in the possession of the outside party. The Board does not have policies regarding custodial credit risk for deposits.

Deposits in State Treasurer Short Term Investment Fund (STIF)

Pursuant to North Carolina General Statute 147-69.3(b), the Board voluntarily holds deposits with the North Carolina Short Term Investment Fund (STIF). The STIF is managed by the staff of the Department of State Treasurer and operated in accordance with state law and regulations. It is not registered with the SEC. It consists of an internal portion and an external portion in which the Board participates. Investments are restricted to those enumerated in G.S. 147-69.1.

Ownership interest in the STIF is determined on a fair market valuation basis as of fiscal year end in accordance with the STIF operating procedures. Valuation of the underlying assets is performed by the custodian. All investments are measured using the market approach. The STIF is classified as Level 2 in the fair value hierarchy and is valued using prices that are either directly or indirectly observable for an asset or liability. Under the authority of G.S. 147-69.3, no unrealized gains or losses of the STIF are distributed to external participants of the fund.

The STIF is unrated and had a weighted average maturity of 1.3 years at December 31, 2020. At December 31, 2020 and 2019, the Board had \$14,247 and \$14,081, respectively, invested with the State Treasurer in the STIF. The Board has no policy for managing interest rate risk or credit risk.

NOTE 3 – RISK MANAGEMENT

The Board is exposed to various risk of loss related to torts, theft of assets, destruction of assets, errors and omissions, injuries to employees and natural disasters. These exposures to loss are handled by participation in certain state-administered risk programs and self-retention of certain risks. The Board has purchased limited commercial insurance coverage. There have been no significant reductions in insurance coverage from the previous year and no insurance claims were filed during the last three fiscal years.

**NORTH CAROLINA STATE BOARD OF ENVIRONMENTAL HEALTH SPECIALIST EXAMINERS
NOTES TO THE FINANCIAL STATEMENTS
For the Years Ended December 31, 2020 and 2019**

NOTE 4 – CONTINGENCIES

Disciplinary Hearings

The Board is involved in occasional disciplinary hearings throughout the year which arise in the ordinary course of its operations. In the opinion of management of the Board, the results of such actions during the years under audit do not materially affect the Board's operations, changes in financial position or cash flows for the years then ended.

NOTE 5 – SUBSEQUENT EVENTS

The Board has evaluated subsequent events through April 21, 2020 (the issuance date of the financial statements) and has determined that there were no subsequent events to recognize or disclose in these financial statements.

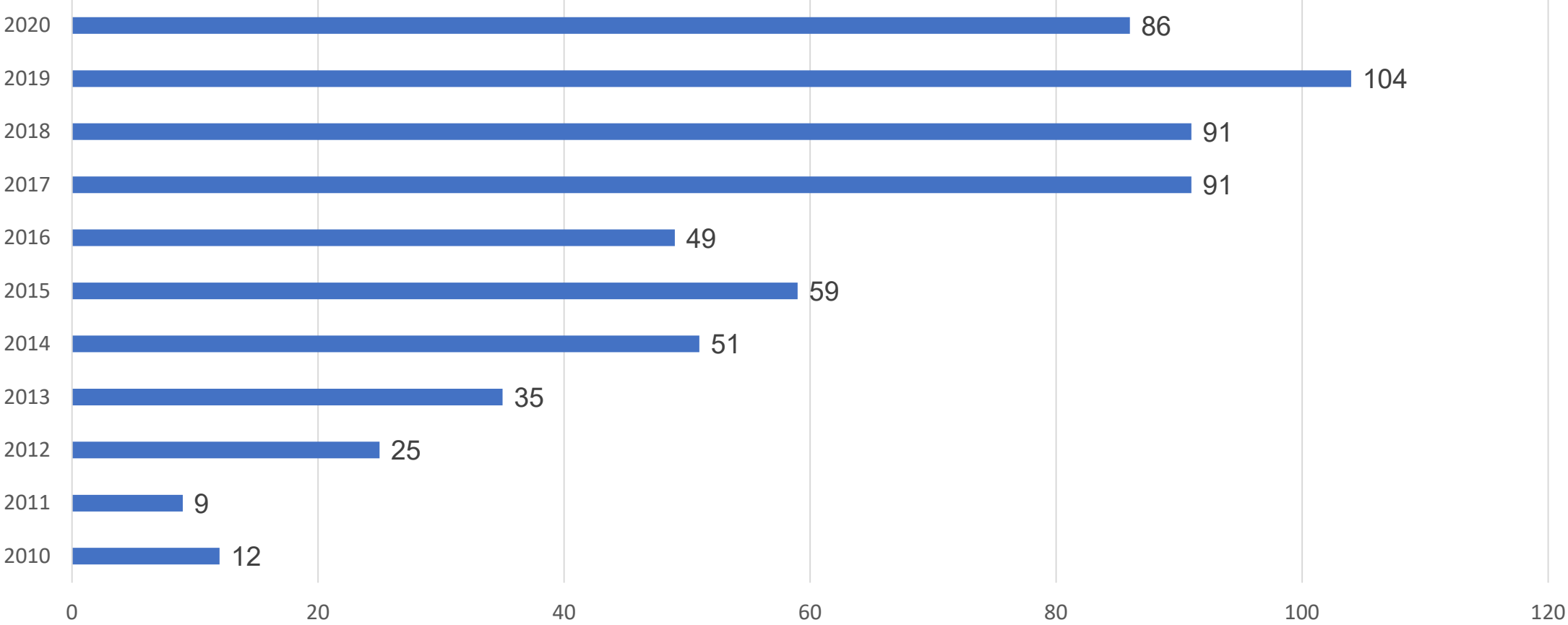
The audit was conducted in approximately 40 hours at a cost of \$3,900.

2010 through 2020 Historical Snapshot

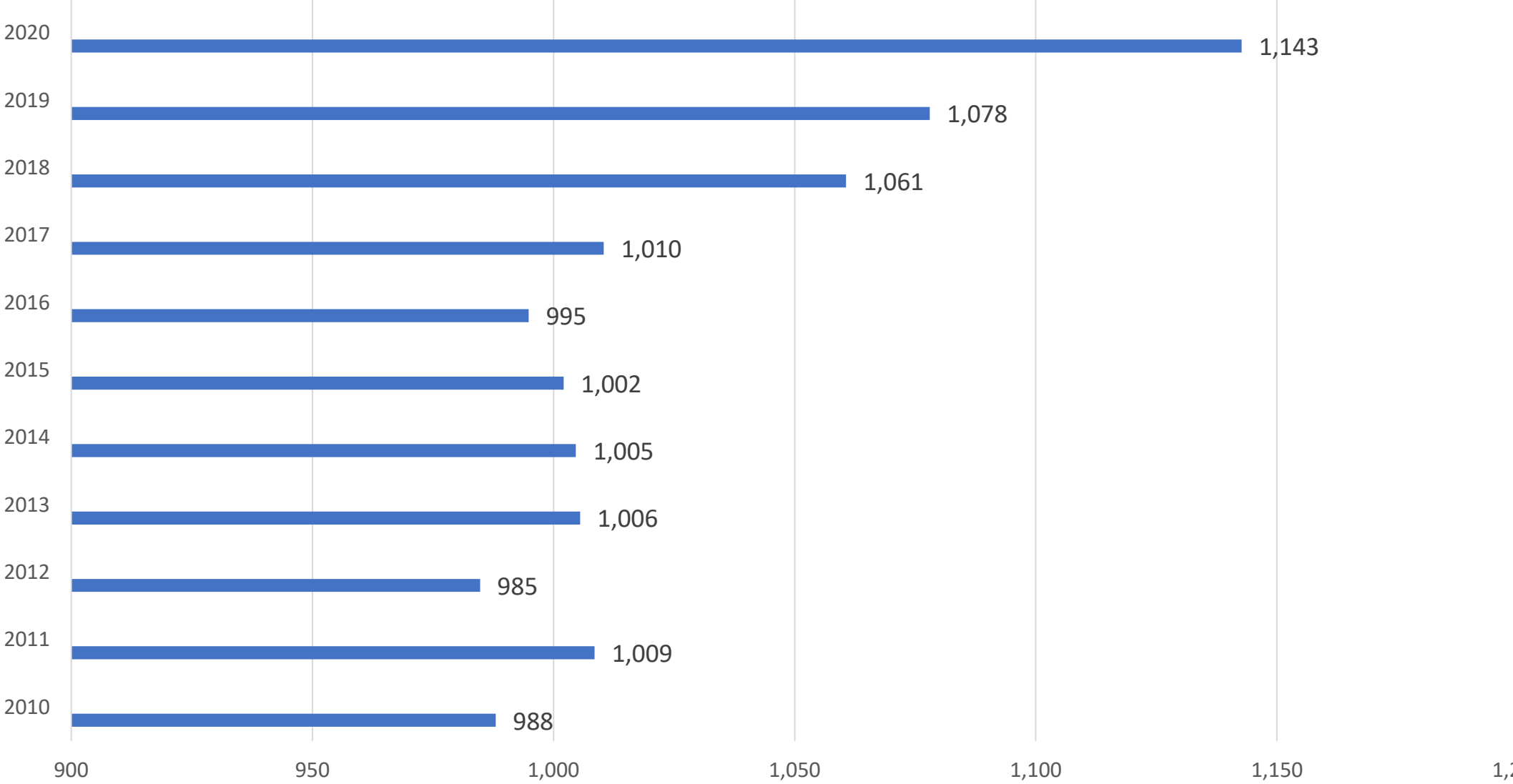
05/21/2021

NC State Board of Environmental Health Specialist Examiners

Registrations per Year

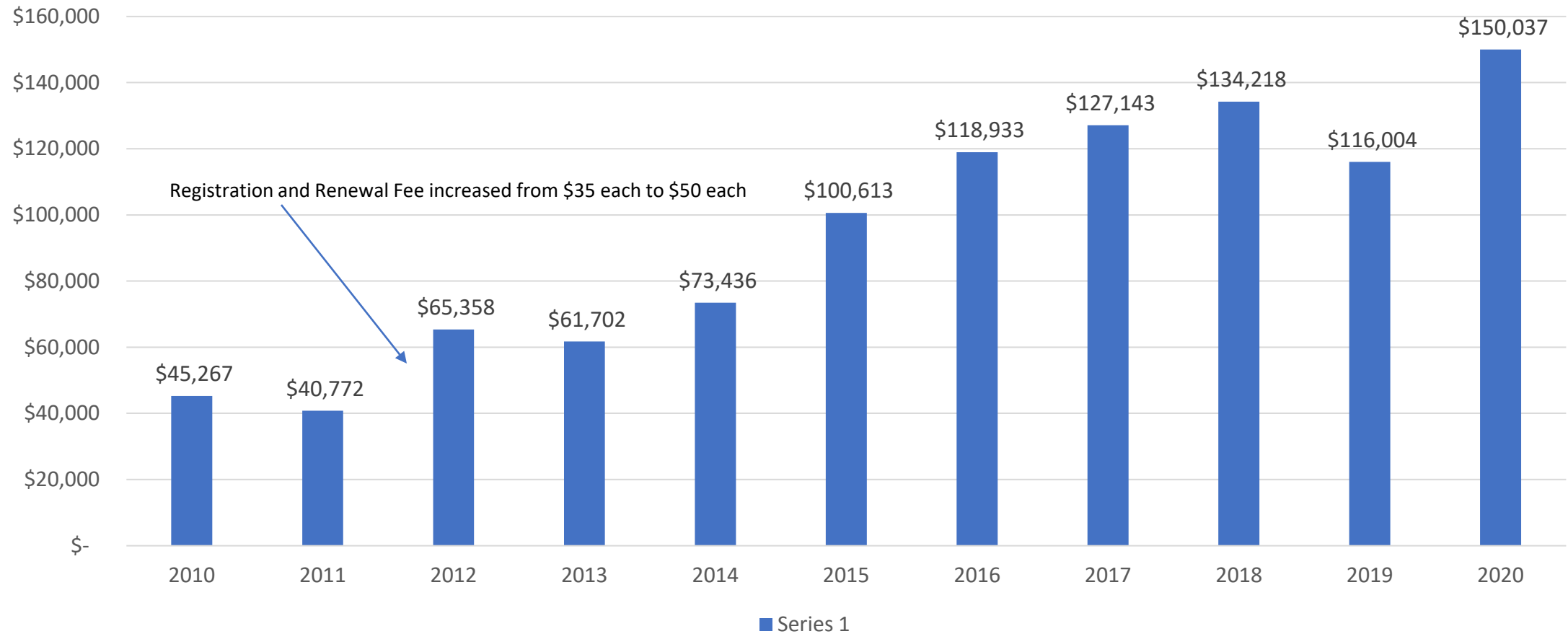


Annual Renewals



Cash & Investments

End of Year



NC STATE BOARD OF ENVIRONMENTAL HEALTH SPECIALIST EXAMINERS
Education Committee Report
 May 21, 2021

New Registrations for Approval

REHS #	Intern	Employer	Application Category
1. 3022	Holland; Courtney Gale	Sampson	Regular, 2 Year
2. 3023	Ziamba; Jonathan Alexander	Cabarrus	Regular, 2 Year
3. 3024	Olson; Ian Patrick	Orange	Regular, 2 Year
4. 3025	King; Jeffrey Kenyon	Appalachian	Regular, 2 Year
5. 3026	Snow; Christian Saige	Surry	Regular, 2 Year
6. 3027	Taylor; Bailey Page	Surry	Regular, 2 Year
7. 3028	Clark; Timothy Dewayne	Caldwell	Regular, 2 Year
8. 3029	Romero; Alexis M	Alamance	Regular, 2 Year ⁽¹⁾
9. 3030	Suarez; Collins Anthony	Guilford	Regular, 2 Year
10. 3031	Harrison; Haley Isabella	Caldwell	Regular, 2 Year
11. 3032	Ezzelle; Michael Wayne	Wilkes	Regular, 2 Year
12. 3033	Parker; Brilyn Elizabeth	Johnston	Regular, 1 Year
13. 3034	Taylor; Kerry Allen	Johnston	Regular, 2 Year
14. 3035	Joyner; Preston Taylor	Pitt	Regular, 2 Year
15. 3036	Hamilton; Patrick Forrest	Richmond	Regular, 2 Year

(1) Application being reviewed to determine if previous experience is eligible for NC standards

Education Committee Recommendation: Approve full NC REHS status for individuals as presented with effective date of registration of 5/21/21 unless otherwise noted.

Committee Appointments

The Board agreed, by consensus, to the following committee appointments at its February 14, 2020 meeting:

- **Education Committee** – Melanie (Chair), Andrew, Greg, Felissa, William (Education Representative)
 - *Per Board Policy, the Education Representative shall have primary responsibility for review and recommendation of transcript approval while the primary responsibility of other committee members is the review of continuing education courses. In addition, the policy outlines other committee responsibilities including, but not limited to, education policy review, recommendations for registration approval and grading of the written portion of the exam.*
- **Internal Audit** – Davin, Lisa, Carl (Secretary-Treasurer serving as ex-officio committee member)
 - *Per Board Policy, the Internal Audit Committee examines the Board's financial records including, but not limited to, bank statements, deposits and receipts/invoices. The Committee conducts audits prior to and in conjunction with regularly scheduled Board meetings.*
- **Legislative and Rules** – Larry
- **Ethics Liaison** – Carl with Donna as back-up
- **Rulemaking Coordinator** – Daniel with Donna as back-up

In addition, Board Policy tasks the Board Chair with appointing an investigation team should a filed complaint appears to have merit. Investigation teams are not standing committees as appointment to such a team occurs at the time the Board initiates an investigation.

NC REHS Board Administrative Assistant Annual Appraisal Rubric for 202__

Employee _____

Hire Date _____

Hourly Wage _____

Date of Last Wage Increase _____

Provide a rating of 1-4 and explanation for the metrics below.

1: Deficient, Needs Improvement	3: Exceeds Expectations
2: Meets Expectations	4: Superior

Metrics	Considerations	Rating	Comments
1. Accountability	Takes responsibilities seriously and meets professional, service, and quality expectations		
2. Communication (Verbal, Non-Verbal, Written)	Responsive, clear, concise, represents board well		
3. Decision Making & Problem Solving	Sound fact-based judgement, keeps management informed, analyzes issues carefully and looks for different ways to resolve the issue		
4. Finance, Banking, Rulemaking, Legislative, Federal/State Reporting	Accurate, timely, meets deadlines, thorough, anticipates upcoming trends		
5. Interpersonal Skills	Collaborative, problem solving, active listening, patience		
6. Reliability & Adaptability	Dependable, responsible, reliable, flexible, timeliness, punctual, ability to work independently		
7. Work Quality	Accurate, credible, diligent, professional, customer centric		
Overall Average Rating			

Summary including areas for improvement

As a Board Member, my recommended action is:

Hourly Wage Increase _____

Annual Bonus _____

Other _____

(ex. paid vacation days, longevity bonus, performance improvement)

Board Member Signature

Date

2021

Holidays & Observances

January

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- Jan 01 New Year's Day
- Jan 18 Martin Luther King Day
- Feb 12 Chinese New Year
- Feb 12 Lincoln's Birthday
- Feb 14 Valentine's Day
- Feb 15 President's Day
- Feb 17 Ash Wednesday
- Mar 14 Daylight Saving (begin)
- Mar 17 St. Patrick's Day
- Mar 20 Vernal equinox
- Mar 28 Passover
- Apr 01 April Fool's Day
- Apr 04 Easter
- Apr 13 Ramadan begins
- Apr 21 Admin Assistants Day
- May 09 Mother's Day
- May 23 Pentecost
- May 31 Memorial Day
- Jun 14 Flag Day
- Jun 20 Father's Day
- Jun 21 June Solstice
- Jul 04 Independence Day
- Sep 06 Labor Day
- Sep 07 Rosh Hashanah
- Sep 22 Autumnal equinox
- Oct 11 Columbus Day
- Oct 31 Halloween
- Nov 07 Daylight Saving (end)
- Nov 11 Veterans Day
- Nov 25 Thanksgiving
- Nov 28 Hanukkah begins
- Dec 21 December Solstice
- Dec 25 Christmas Day
- Dec 26 Kwanzaa begins
- Dec 31 New Year's Eve