

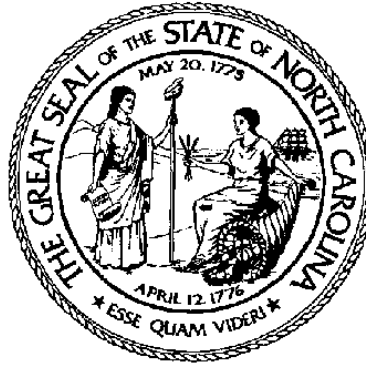
NC STATE BOARD OF ENVIRONMENTAL HEALTH SPECIALIST EXAMINERS
PO Box 238, Efland, NC 27243

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

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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, September 17, 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 meeting will also be available via Zoom by clicking [here](#). Contact Donna Coffey at rehs.board@dhhs.nc.gov or (919) 304-1168 for additional information.

Agenda for September 17, 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) **Closed Session pursuant to NCGS 143-318.11(a)(1) and (6) and NCGS 143-318.18(6)**
- 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: Page 3, 9/17/2021 Cash & Investments Report](#))
 - **Recommended Board Action:** Review and accept 9/17/2021 Cash & Investments Report.
 - d) Financial Report – Donna Coffey ([Reference Document: Pages 4-5, January through August 2021 Revenue and Expense Report](#))
 - **Recommended Board Action:** Review and accept 8/31/2021 Revenue and Expense Report
 - e) Board Meeting Minutes ([No minutes](#))
 - f) Admin Assistant Report - Donna Coffey

(Agenda continues to next page)

(Agenda continued from previous page)

5) Committee Reports

- a) Education Committee – Melanie Campen (*Reference Document: Page 6, Education Committee Report, 9/17/21*)
 - **Recommended Board Action:** Review and approve Education Committee Report.
- b) Legislative Update – Larry Michael (*No reference document*)

6) Other/New Business

- a) NCREHS Education Requirements (*Reference Documents: Pages 7-9, 2021.08.31 Email Request from Doug Lassiter, NC Septic Tank Association and 2021.09.02 Board Chair Response to Mr. Lassiter*)
- b) Discussion - COVID Conditions, Annual Continuing Education Requirements and Remaining 2021 Exam Schedule (*No reference document*)
 - **Background:**

At the 5/21/21 board meeting, the Board agreed to reassess the impact COVID is having on the ability of registrants to meet the annually required 15 hours of continuing education.

At the 7/16/21 meeting, the Board discussed and confirmed, based on pandemic conditions at that time, it would not seek to reduce the required 15 hours of continuing education as required by NC Rule 21 NCAC 62 .0407 (f) for 2021. The Board agreed to revisit the topic at its 9/17/21 meeting.

Based on infection increases over the last two months, the Board canceled the 9/16/21 in person interview/essay exam in efforts to protect attendees. The 10/28/21 interview/essay exam is "on hold" until the Board has an opportunity to discuss current and anticipated infection trends at today's meeting. According to the PEARSON VUE website, seating availability at its testing centers is limited at this time, because they are following social distancing guidelines and government guidance.
 - **Recommended Board Action:** As the Board decides.
- c) Upcoming Board Vacancies (*Reference Document: Page 10, Board Members in Order of Term End Date*)
 - **Background:** Two current board members, Melanie Campen and Phillip Thompson will complete the end of their second appointment on 12/15/2021. North Carolina § 90A-55(c) outlines agencies responsible for recommending appointees:

"The Environmental Health Section of the North Carolina Public Health Association, Inc., shall submit a recommended list of Board member candidates to the Governor for the Governor's consideration in appointments, except for the two representatives of the Department of Health and Human Services recommended by the Secretary of Health and Human Services and the local health director recommended by the North Carolina Local Health Directors Association."
 - **Recommended Board Action:** as the Board decides
- d) 2021 Financial Audit (*No reference document*)
 - **Background:** Per NC § 93B-4(b) each occupational licensing board with a budget of at least fifty thousand dollars (\$50,000) shall conduct an annual financial audit of its operations and provide a copy to the State Auditor. The Board contracted with Anderson Smith Wike LLC for the Board's 2020 annual audit at a cost of \$3,900.
 - **Recommended Board Action:** as the Board decides

7) Adjourn

Cash and Investments

9/17/2021

State Employees Credit Union Checking, Share and Money Market Share Accounts	
Checking	\$4,291.54
Money Market	\$110,606.87
Share	\$37.98
Totals	\$114,936.39
Short Term Investment Fund (STIF) with NC Treasurer's Office	\$14,425.98
Total Cash and Investments	\$129,362.37

NC State Board of Environmental Health Specialist Year-to-Date Revenue and Expenditure Report

January through August 2021

	Jan - Aug 21	Budget	\$ Over Budget	% of Budget	Comments
1 Ordinary Income/Expense					
2 Income					
3 Exam Receipts					
4 Essay/Interview Exam	3,800.00	3,000.00	800.00	126.67%	Budgeted for 60 interns; 76 interns registered to-date (which includes 57 for April & July combined plus 19 on hold for COVID postponed exams)
5 NEHA Exam	21,970.00	14,000.00	7,970.00	156.93%	Budgeted for 50 interns; 78 interns registered to-date
6 Total Exam Receipts	25,770.00	17,000.00	8,770.00	151.59%	
7 Interest Earned	136.90	1,000.00	(863.10)	13.69%	
8 Registration Applications					
9 Applicants w/ No Previous Exper	3,200.00	4,500.00	(1,300.00)	71.11%	Budgeted for 90 interns; 64 interns registered to-date
10 Applicants w/ Previous Exper	150.00	200.00	(50.00)	75.0%	Budgeted for 4 interns; 3 interns registered to-date
11 Out-of-State Applicant	150.00	150.00	0.00	100.0%	Budgeted for 3 interns; 3 interns registered to-date
12 Total Registration Applications	3,500.00	4,850.00	(1,350.00)	72.17%	
13 Renewals and Related Fees					
14 Annual Renewals	51,910.00	54,000.00	(2,090.00)	96.13%	Budgeted for 1080 renewals; 1038 received
15 Renewals After 12/31	6,600.00	1,100.00	5,500.00	600.0%	Budgeted for 15 late renewals; 88 late renewals received
16 Total Renewals and Related Fees	58,510.00	55,100.00	3,410.00	106.19%	
17 Total Income	87,916.90	77,950.00	9,966.90	112.79%	Actual revenues expected to be more than budget by year end
18 Expense					
19 General Administration					
20 Auditor Fees	3,900.00	3,900.00	0.00	100.0%	No additional expenditures expected in 2021
21 Bank Charge	2,217.69	2,400.00	(182.31)	92.4%	Budgeted for average of \$200 per month; spending average of \$275 per month (billed on usage rates; have seen more individuals paying electronically instead of paper checks)
22 Insurance	500.00	500.00	0.00	100.0%	No additional expenditures expected in 2021
23 NEHA Exam Costs	21,130.00	14,000.00	7,130.00	150.93%	Falls in line with NEHA exam revenue (row 5 above)
24 Office supplies	911.50	1,000.00	(88.50)	91.15%	No additional office supplies needed in 2021
25 Post Office Box Rental	0.00	80.00	(80.00)	0.0%	Payment due in October 2021
26 Postage	34.40	800.00	(765.60)	4.3%	Expected to be less than budget by year end

NC State Board of Environmental Health Specialist Year-to-Date Revenue and Expenditure Report

January through August 2021

		Jan - Aug 21	Budget	\$ Over Budget	% of Budget	Comments
27	Printing	0.00	500.00	(500.00)	0.0%	No expenditures expected in 2021
28	Rental Fees	825.00	1,200.00	(375.00)	68.75%	Rental of Mebane Community Center for meetings; expected to be on target with budget by year end
29	Software	1,306.59	600.00	706.59	217.77%	QuickBooks software update; will need year end budget amendment
30	Telephone	573.95	870.00	(296.05)	65.97%	Expected to be less than budget by year end
31	Training/Education Expenses	0.00	50.00	(50.00)	0.0%	No expenditures expected in 2021
32	Travel Expense (Staff)	815.36	2,100.00	(1,284.64)	38.83%	Reimbursement in June and December; expected to be on target with budget by year end
33	Wages (and Withholding)					
34	Payroll Tax Expense	1,832.10	3,100.00	(1,267.90)	59.1%	Expected to be on target with budget by year end
35	Wages	23,948.99	35,000.00	(11,051.01)	68.43%	Expected to be on target with budget by year end
36	Total Wages (and Withholding)	25,781.09	38,100.00	(12,318.91)	67.67%	
37	Web Admin & Hosting	0.00	850.00	(850.00)	0.0%	Payment due in December 2021
38	Total General Administration	57,995.58	66,950.00	(8,954.42)	86.63%	
39	Meeting Expenses					
40	Board Meeting Expense	3,481.07	7,500.00	(4,018.93)	46.41%	Expected to be less than budget by year end
41	Board Member Plaques/Gifts	90.74	200.00	(109.26)	45.37%	Expected to be less than budget by year end
42	Investigations and Hearings	0.00	300.00	(300.00)	0.0%	No expenditures expected in 2021
43	Per Diem Expense	250.00	500.00	(250.00)	50.0%	Expected to be less than budget by year end
44	Total Meeting Expenses	3,821.81	8,500.00	(4,678.19)	44.96%	
45	Total Expense	61,817.39	75,450.00	(13,632.61)	81.93%	Total expenditures expected to be on target or less than budget by year end
46	Net Ordinary Income	26,099.51	2,500.00	23,599.51	1,043.98%	

NC STATE BOARD OF ENVIRONMENTAL HEALTH SPECIALIST EXAMINERS
Education Committee Report
September 17, 2021

New Registrations for Approval

REHS #	Intern Name	Employer	Application Category
1. 3056	Everette; Robert Michael	Nash	No previous experience; 2 years
2. 3057	Avery; Ayanna Unique	Columbus	No previous experience; 2 years
3. 3058	Ballard; BryAnna Lynne	Cabarrus Health Alliance	No previous experience; 2 years
4. 3059	Bradley; Blake Kathleen	Onslow	No previous experience; 2 years
5. 3060	Wall; Peri Katheryn	Wake	No previous experience; 2 years
6. 3061	Wilkinson; Matthew Ryan	Iredell	No previous experience; 1 year
7. 3062	Brendle; Sydney Kathryn	Surry	No previous experience; 2 years
8. 3063	Anderson; Kyle Thomas	Caldwell	No previous experience; 2 years
9. 3064	Davis; Traye Garrison	Pitt	No previous experience; 2 years
10. 3065	Johnson; Jesica Askew	MTW	No previous experience; 2 years
11. 3066	Stiles; Kathryn Bailey	Granville/Vance	15 months previous NC experience; full eligibility after 9 months as intern and pass NCREHS exam
12. 3067	Mehmood; Aman	Guilford	No previous experience; 2 years
13. 3068	Tyler; Jacob Grant	Dare	No previous experience; 2 years
14. 3069	Mummert; Jordan J	Dare	No previous experience; 2 years
15. 3070	Wyland; William Richard	Alamance	No previous experience; 2 years
16. 3071	Connolly; James Wallace	Alamance	No previous experience; 2 years
17. 3072	Dunigan; John Michael	Forsyth	No previous experience; 2 years
18. 3073	Boyle; Patrick James	Iredell	Previous Experience (unable to test in 2020 & 2021 due to COVID, re-registered)
19. 3074	Fenske; David Andrew	Granville/Vance	No previous experience; 2 years
20. 3075	Hairston; Jalen Alexander	Guilford	No previous experience; 2 years
21. 3076	Monzingo; Roger L.	Cabarrus	No previous experience; 2 years
22. 3077	Johnson; John Ryan	Brunswick	No previous experience; 2 years
23. 3078	Buchanan; Jacob William	Jackson	No previous experience; 2 years
24. 3079	Silba; Matthew		No previous experience; 2 years
25. 3080	Allen; Ashley Nicole	Jackson	No previous experience; 2 years
26. 3081	Sawyer; Taylor L.	Wake	No previous experience; 2 years
27. 3082	Lindsay; Erin Ashley	Henderson	No previous experience; 1 year
28. 3083	Pearson; Mandi Ann	Henderson	No previous experience; 1 year
29. 3084	Elliott; Jacob	Macon	No previous experience; 2 years

Education Committee Recommendation: Approve intern status for individuals as presented with effective date of registration of 9/17/21 unless otherwise noted.

[External] Request for information

Doug Lassiter <douglassiter@gmail.com>

Tue 8/31/2021 9:39 AM

To: REHS Board <Rehs.board@dhhs.nc.gov>

CAUTION: External email. Do not click links or open attachments unless you verify. Send all suspicious email as an attachment to [Report Spam](#).

Good morning, Donna.

There has been a request by a member of the legislature for information concerning the requirements for becoming a REHS in NC, and how other States (especially in the Southeast) authorize their persons who issue septic tank permits, either as a State person, a County officer, or a private professional.

I don't want to give any information, so I thought I would get your input.

Thanks

Doug Lassiter, NC Septic Tank Association

FYI, I think someone has claimed the backlog in septic tank permits in most cases are a matter of requiring a 4 year degree and other requirements for a position that makes little money.

I don't share personal opinions.

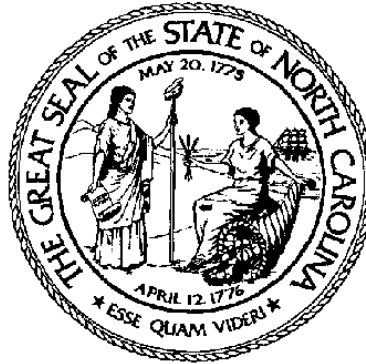
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Phil Thompson, REHS, Gibsonville, NC
Felissa Vazquez, REHS, Black Mountain, NC
Donna Coffey, Assistant to Board

September 2, 2021

Doug Lassiter, Executive Director
North Carolina Septic Tank Association
PO Box 35864
Greensboro, North Carolina, 27425

Dear Mr. Lassiter:

Thank you for your email requesting information about Registered Environmental Health Specialists (REHS) in North Carolina.

North Carolina General Statute 90A-53 ([Chapter 90A - Article 4 \(ncleg.net\)](https://www.ncleg.net/Chapter-90A-Article-4)) outlines the required qualifications for registration as an environmental health specialist or environmental health specialist intern. In addition, North Carolina follows the National Environmental Health Association (NEHA) professional standards ([NEHA Registered Environmental Health Specialist/Registered Sanitarian \(REHS/RS\)](#)).

Regarding how other states authorize septic tank inspectors, the Board does not have that information. It is fair to say, however, that each state's authorization process and method of service delivery is as unique as their respective natural resources/features.

Septic permits and inspection backlogs currently being experienced in North Carolina counties are a result of what could be referred to as a "perfect storm" brought on by the global COVID pandemic and unprecedented construction and housing growth in all areas of our state. In many instances, REHS staff are being called to serve in dual roles that include serving as essential personnel in COVID vaccination clinics in addition to their normal day-to-day environmental health duties. Each county's response to their backlog should be tailored to their respective experiences. NCDHHS Environmental Health Section is aware of the concerns and has created a workgroup with local health directors and environmental health supervisors to review and, if necessary, modify the authorization process.

The Board believes that shortcutting current NC Environmental Health professional standards would have significant detrimental impacts on public health, as a whole, and negatively impact the investment that property owners have made and will make in local communities across the State. On behalf of the Board, I hope this letter is helpful to you and others with whom you may share it. If elected officials are interested in having more information, please have them contact the board directly.

Sincerely,

A handwritten signature in black ink, appearing to read "Daniel Ortiz", with a stylized flourish at the end.

Daniel Ortiz
Chair

cc: John Barkley, Assistant Attorney General
Larry Michael, State Environmental Health Director/Section Chief
Jon Fowlkes, On-Site Water Protection Branch Head

NC State Board of Registered Environmental Health Specialist Examiners

Board Members in Order of Term End Date
4/9/2021

Legend	Term expires 12/15/21
	Term expires 12/15/22
	Term expires 12/15/23

	Name	Board Seat	Date Appointed	Term Ends	Term	Eligible for Reappointment
1	Campen, Melanie	EH Specialist, Eastern	5/29/2014	12/15/2021	in 2nd Term	✗
2	Hill, William	Educator from Public College/University	2/8/2018	12/15/2021	in 1st Term	✓
3	Michael, Larry	Secretary of DHHS Representative	6/9/2014	12/15/2021	N/A	✓
4	Thompson, Phil	Division of PH of DHHS	6/9/2014	12/15/2021	in 2nd Term	✗
5	Halbedl, Lisa	EH Specialist, Western	2/8/2018	12/15/2022	in 2nd Term	✗
6	Kivett, Carl	EH Specialist, Piedmont	6/9/2014	12/15/2022	in 2nd Term	✗
7	Madden, Davin	Local Health Director	12/16/2018	12/15/2022	in 1st Term	✓
8	Morgan, Andrew	EH Specialist, Piedmont	5/10/2016	12/15/2022	in 2nd Term	✗
9	Ortiz, Daniel	EH Specialist, Eastern	2/3/2015	12/15/2022	in 2nd Term	✗
10	Vazquez, Felissa	EH Specialist, Western	12/18/2018	12/15/2022	in 1st Term	✓
11	Caulder, Gregory	Public Spirited Citizen	2/8/2018	12/15/2023	in 2nd Term	✗
12	Rosso, Rebecca	EH Specialist, At-Large	1/3/2010	12/15/2023	in 1st Term	✓