

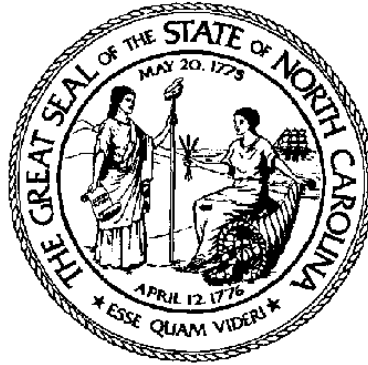
**NC STATE BOARD OF ENVIRONMENTAL HEALTH SPECIALIST EXAMINERS**  
**PO Box 238, Efland, NC 27243**

**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, Lincolnton, 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, February 11, 2022, at 10:00 a.m. The Board will meet in-person at the Mebane Arts Center. The meeting will also be available via Zoom by clicking [here](#). Contact Donna Coffey at [rehs.board@dhhs.nc.gov](mailto:rehs.board@dhhs.nc.gov) or (919) 304-1168 for additional information.

**Agenda for February 11, 2022**

- 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, 02/11/2022 Cash & Investments Report*)
  - d) Financial Report – Donna Coffey
  - e) Admin Assistant Report - Donna Coffey
- 5) **Old Business**
  - a) Update: NCREHS Education Requirements and Environmental Health Technician Legislative Proposal – Larry Michael

*(Agenda continues to next page)*

**(Agenda continued from previous page)**

- b) 2022 Meeting/Exam Dates and Locations (**Reference Document: Page 4, 2022 Monthly Calendar**)
  - *In addition to today's meeting, in December 2021, the Board approved 2022 meeting and exam dates for April 26 and 27 in Asheville and June 23 and 24, location to be determined. The Board postponed establishing additional dates until today's meeting.*
  - *Additional meeting and exam dates needed:*
    - *March 2022, meeting only – week of 3/21 or 3/28 (approximately 2 hours, virtual)*
    - *August or September 2022 meeting and exam – 2 days, one for meeting and the other for exam)*
    - *Late October 2022 meeting and exam*
    - *Week of December 5 meeting, Raleigh (approximately 2 hours, virtual and in person)*
  - *As the Board decides*
- c) 2022 Fee Schedule (**Reference Document, Page 5, 2022 Proposed Fee Schedule**)
  - *Annual approval of fee schedule*
  - *No fee changes recommended*
- d) Current and Upcoming Board Vacancies (**Reference Document: Page 6, Board Members in Order of Term End Date**)

**6) Committee Reports**

- a) Education Committee – Melanie Campen
- b) Legislative Update – Larry Michael

**7) Other/New Business**

- a) Recommendation from Executive Officers Nominating Committee
- b) Committee Appointments: Standing Committees and Other Designations/Appointments (**Reference Document, Page 7, 2021 Committee Appointments**)
  - i) Education Committee
  - ii) Internal Audit Committee
  - iii) Legislative and Rules Committee
  - iv) Ethics Liaison
  - v) Rulemaking Coordinator
- 2) New Board Committees/Work Groups
  - a) Essay Exam Review Committee
  - b) Other?
- 3) Board Assistant Annual Performance Review

**8) Adjourn (2022 Renewal Audit immediately follows regular board meeting)**

## Cash and Investments

2/7/2022

State Employees Credit Union Checking, Share and Money Market Share Accounts	
Checking	\$26,399.73
Money Market	\$126,947.05
Share	\$37.99
Totals	\$153,384.77
Short Term Investment Fund (STIF) with NC Treasurer's Office	\$14,425.98
<b>Total Cash and Investments</b>	<b>\$167,810.75</b>

# 2022 Calendar

**January**

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	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	1	2	3	4	5

**February**

Su	Mo	Tu	We	Th	Fr	Sa
30	31	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	1	2	3	4	5

**March**

Su	Mo	Tu	We	Th	Fr	Sa
27	28	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	1	2

**April**

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	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

April 26 & 27, Board Meeting & Exam, Asheville

**May**

Su	Mo	Tu	We	Th	Fr	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	1	2	3	4

**June**

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	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	1	2

June 23 & 24, Board Meeting & Exam, LOCATION UNDECIDED

**July**

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	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	1	2	3	4	5	6

**August**

Su	Mo	Tu	We	Th	Fr	Sa
31	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	1	2	3

**September**

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	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	1

**October**

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	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	1	2	3	4	5

**November**

Su	Mo	Tu	We	Th	Fr	Sa
30	31	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	1	2	3

**December**

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	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

December date needed

Holidays and common observances (United States)

- 1 Jan. New Year's Day
- 17 Jan. Birthday of Martin Luther King, Jr.
- 21 Feb. Washington's Birthday (Presidents' Day)
- 17 Apr. Easter
- 30 May Memorial Day
- 4 July Independence Day
- 5 Sept. Labor Day
- 10 Oct. Columbus Day
- 11 Nov. Veterans Day
- 24 Nov. Thanksgiving Day
- 25 Dec. Christmas

# North Carolina State Board of Environmental Health Specialist Examiners

## Fee Schedule

1/1/2022

Type of Fee	Fee Amount	Explanation
<b>Registration Fee</b>		
• Intern with No Previous Experience	\$50	
• Intern with Previous Qualifying Experience	\$50	Requesting credit for previous environmental health educational and professional experience in accordance with NC General Statute 90A-53
• Out-of-State Applicant	\$50	Requesting full REHS status (reciprocity) with credit for out-of-state experience and credentials
• Military Applicant	No fee	No fee pursuant to NC § 93B-15.1 (a) (4)
• Military Spouse	No fee	No fee pursuant to NC § 93B-15.1 (a) (4)
<b>Exam Fees</b>		
• NEHA Only	\$280	Per exam date
• Essay and Interview Only	\$50	Per exam date
<b>Annual Renewal Fee</b>	\$50	Postmarked no later than December 31 each year
	\$75	Postmarked after December 31 each year
<b>Returned Check Fee</b>	\$20 + bank charge	Per occurrence

## NC State Board of Registered Environmental Health Specialist Examiners

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

<b>Legend</b>	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	1/3/2020	12/15/2023	in 1st Term	✔

## 2021 Committee Appointments

The Board agreed, by consensus, to the following committee appointments at its April 9, 2021 meeting:

- **Education Committee** – Melanie (Chair), Andrew, Greg, Felissa, Becky, 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.