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

Executive Committee

Rebecca Rosso, REHS, Chair
Alamance County Environmental Health Director
Burlington, NC

Wilson Mize, REHS, Vice Chair
On-Site Water Protection Branch Head
State of North Carolina, Division of Public Health
Onsite Water Protection Branch
Raleigh, NC

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Environmental Health Regional Specialist - Western
State of North Carolina, Division of Public Health
Food Protection and Facilities Branch
Raleigh, NC

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Stacie Turpin Saunders, Asheville, NC
Felissa Vazquez, REHS, Asheville, NC

Board Staff
Donna Coffey

The North Carolina State Board of Environmental Health Specialist Examiners will hold a regular business meeting on Tuesday, November 17, 2026, at 12.00 pm. The Board will meet in-person at Lofts at White's Furniture, 201 E. Center Street, 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 November 17, 2026

Topic	
1) Open Session, Call to Order (5 minutes) a) Attendance Roll Call b) Reminder: Conflict of Interest per §138A, "State Government Ethics Act" *c)* Reminder: Meeting Attendance Reminder in accordance with Governor Purdue's Executive Order 34	Rebecca Rosso, Chair *(Chair calls to order, no motion necessary)*
2) Regular Rules Review Update (5 minutes)	Wilson Mize, Vice Chair
3) Executive Committee Reports (10 minutes) a) Chair Report, *Rebecca Rosso* b) Vice Chair Report, *Wilson Mize* c) Secretary/Treasurer Report, Alicia Pickett *(Cash & Investments, Page 3)*	Executive Committee

Agenda continues next page

Agenda continued from previous page **4) Staff Reports (15 minutes)** *a)* Vote: New Registrations *(Page 4)* b) Vote: Registrants Attaining Full NCREHS Status *(Page 5)* c) Update: Year-to-Date Revenue & Expense Report, 9/30/26 *(Page 6)* d) Update: Data Lake Technology Project, Upgrades to Current RSTAS (no attachment) e) Update: 2027 Annual Registration Renewal (no attachment)	Staff
5) Board Updates, Discussions, and Decisions (20 minutes) a) Vote: Military Waiver Request (Page 8) b) Vote: December 2026 and 2027 Board Meeting & Exam Calendar (Page 9) c) Update: Board Membership (no attachment) d) Vote: 2026 Annual Financial Audit Contract (Page 10) e) Vote: Annual Staff Performance Review (no attachment)	Full Board
6) New Business/Public Comment	Chair
7) Adjourn	Chair

NC State Board of Environmental Health Specialist Examiners

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Item 3c. Cash and Investments

State Employees Credit Union Checking, Share and Money Market Share Accounts	10/4/2026
Checking	$7,751.88
Money Market	$89,592.09
Share	$38.34
Credit Union Account Totals	***$97,382.31***
Short Term Investment Fund (STIF) with NC Treasurer's Office	$16,297.00
Total Cash and Investments	**$113,679.31**

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Item 4a. New Registrations Received Between 07/20/26 and 10/5/26

Note: REHS numbers followed by a P identifies the individual as a registrant with previous experience. It is only for staff use, and is not part of the permanent identifier number.

	REHS #	Name	Employer
1	3616	Edmonds; Austin Lee	Stokes
2	3617	Price; Kaylee	Macon
3	3618	Spicer; Jessica Katheryn	Onslow
4	3619	Berryhill; Nathan R	Lincoln
5	3620	Clark; Bendik Larson	Madison
6	3621	Durbin; Deborah Ann	Haywood
7	3622	Roberts; Bradley James	Buncombe
8	3623	Primin-Kane; Aleksander Nikolas	Craven
9	3624	Kramer; Lucas C	Onslow
10	3626	Sullivan; Devin Hunt	Guilford
11	3627	Cannon; Connor McLean	Haywood

Recommended Board Action: Approve NCREHS registrants effective 10/7/26

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Item 4b. Registrants Attaining Full NCREHS Status

Interns Passing Full Complement of NCREHS Exams Between 07/21/26 and 08/26/26 (in alpha order by last name)

Note: *Essay/interview exams are offered separately from NEHA exams. The date of full REHS status is the date the intern passed the last portion(s) of the full complement of exams.*

	REHS #	Registrant Name	County	Date of Full REHS
1	3476	Avery; Cameron	Wilkes	07/21/26
2	3497	McCool; Hannah Marie	Gaston	07/31/26
3	3451	Odom; Jacob	Moore	08/10/26
4	3448	Shirtz; Adam Jean Queguiner	Guilford	08/20/26
5	3468	Miller; Joseph Paul	Toe River	08/26/26

NC State Board of Environmental Health Specialist
item 4C. Year-to-Date Actuals Compared to Budget
January 1 through September 30, 2026

4:00 PM
10/04/2026
Accrual Basis

	Jan - Dec 26	Budget	$ Over Budget	% of Budget	Comments
Ordinary Income/Expense					
1 Income					
2 Total Exam Receipts	23,490.00	44,000.00	(20,510.00)	53.39%	Budget based on trend of past 4 to 5 years; # of new interns decreasing over last 2 years
3 Interest Earned	1,555.43	2,500.00	(944.57)	62.22%	In line with budget
4 Total Registration Applications	2,900.00	4,600.00	(1,700.00)	63.04%	Budget based on trend of past 4 to 5 years; # of new interns decreasing over last 2 years
5 Total Renewals and Related Fees	64,905.00	62,000.00	2,905.00	104.69%	Reflects renewal fees paid December 2025; upcoming renewals will be 2027 revenue
6 Total Income	92,850.43	113,100.00	(20,249.57)	82.1%	
7 Expense					
8 General Administration					
9 Auditor Fees	5,800.00	5,500.00	300.00	105.46%	No additional expenses expected in 2025; will need year end budget adjustment to be in line with actual cost
10 Bank Charge	2,878.13	3,500.00	(621.87)	82.23%	Spending on target with budget; higher monthly amounts incurred in November and December each year due to # of renewal transactions
11 Calligraphy Services	226.25	500.00	(273.75)	45.25%	
12 Depreciation Expense	0.00	500.00	(500.00)	0.0%	Will be booked at year end
13 Insurance	551.63	500.00	51.63	110.33%	No additional expenses expected in 2025; will need year end budget adjustment to be in line with actual cost
14 NEHA Exam Costs	20,440.00	38,000.00	(17,560.00)	53.79%	Anticipating less than budgeted expenses due to fewer interns taking NEHA; expense offset by exam payment from registrants
15 Office supplies	663.34	500.00	163.34	132.67%	No additional expenses expected in 2025; will need year end budget adjustment to be in line with actual cost
16 Post Office Box Rental	257.94	250.00	7.94	103.18%	No additional expenses expected in 2025; will need year end budget adjustment to be in line with actual cost
17 Postage	611.28	1,000.00	(388.72)	61.13%	Reflects cost of mailing certificates to those passing exams; year end cost will be on target with budget
18 Printing	0.00	500.00	(500.00)	0.0%	Cost of printing blank certificates at NCDOC; no expenditures expected by year end
19 Software	2,814.91	1,500.00	1,314.91	187.66%	Software (QuickBooks, Office) annual renewal; upgrades required during 2025; will adjust budget for year end reporting
20 Storage Unit Rental	808.00	1,600.00	(792.00)	50.5%	On target with budget

NC State Board of Environmental Health Specialist
item 4C. Year-to-Date Actuals Compared to Budget
January 1 through September 30, 2026

4:00 PM
10/04/2026
Accrual Basis

		Jan - Dec 26	Budget	$ Over Budget	% of Budget	Comments
21	Telephone	715.96	1,000.00	(284.04)	71.6%	On target with budget
22	Travel Expense (Staff)	436.06	1,800.00	(1,363.94)	24.23%	No additional expenses expected in 2025; will need year end budget adjustment to be in line with actual cost
23	Wages (and Withholding)					
24	Contract Services	3,600.00	16,000.00	(12,400.00)	22.5%	No additional contract expenses expected in 2025; will need year end budget adjustment to be in line with actual cost
25	Payroll Tax Expense	1,722.40	3,000.00	(1,277.60)	57.41%	
26	Wages	26,563.20	26,000.00	563.20	102.17%	Budget adjustment needed to transfer unspent contract funds to payroll
27	Total Wages (and Withholding)	31,885.60	45,000.00	(13,114.40)	70.86%	
28	Web Admin & Hosting	0.00	1,000.00	(1,000.00)	0.0%	Expected payment in December for Tobin Shepherd web maintenance
29	Total General Administration	68,089.10	102,650.00	(34,560.90)	66.33%	
30	Meeting Expenses					
31	Board Meeting Expense	7,146.26	12,000.00	(4,853.74)	59.55%	
32	Board Member Plaques/Gifts	1,271.39	500.00	771.39	254.28%	Purchase of former board member recognition awards; will require year end budget adjustment
33	Per Diem Expense	600.00	1,200.00	(600.00)	50.0%	
34	Rental Fees	0.00	1,800.00	(1,800.00)	0.0%	Cost for October rental in Mebane to be less than $44; unspent funds to be transferred to offset overbudget line items noted above
35	Total Meeting Expenses	9,017.65	15,500.00	(6,482.35)	58.18%	
36	Total Expense	77,106.75	118,150.00	(41,043.25)	65.26%	
37	Net Income	15,743.68	(5,050.00)	20,793.68	(311.76%)	

NC State Board of Environmental Health Specialist Examiners

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Item 5a. Military Waiver Request

Per 21 NCAC 62 .0407 Renewal(i) *A registered environmental health specialist or a registered environmental health specialist intern in good standing whose active military service has impaired their ability to obtain the continuing education requirements in Paragraph (f) of this Rule are exempt from the continuing education requirement if written orders from their military unit are provided to the Board. In addition, the renewal fee is waived for each calendar year the environmental health specialist is on active duty.*

NCREHS #2621 recently received deployment orders, effective 9/30/26, and has requested a waiver of continuing education for 2026. A copy of the Orders is on file in Board records.

Recommended Board Action

Approve the requested annual continuing education waiver requested in accordance with 21 NCAC 62 .0407.

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Item 5b. Board Meeting Calendar, 2026 & 2027

The purpose of this item is for the Board to vote to confirm meeting and exam dates for the remainder of 2026 and the full year of 2027.

Meeting Date & Time	***Purpose***	***Location***
December 9, 2026 Time 1:00 pm	Regular Meeting	Location coming soon
March 10 & 11, 2027	• Regular Meeting • Annual Renewal Audit • Exam	Mebane Arts & Community Center *633 Corregidor St, Mebane, NC 27302*
May 12, 2027	Regular Meeting	Location Coming Soon Central Part of NC
July 27, 2027	Exam (full day) **Or** ½ Day Exam and ½ Day Regular Meeting	Location Coming Soon (Board preference is NCCU, Durham)
October 6 & 7, 2027	• Regular Meeting • Exam	Mebane Arts & Community Center *633 Corregidor St, Mebane, NC 27302*
December 2, 2027	Regular Meeting	Location coming soon

NC State Board of Environmental Health Specialist Examiners

Board Meeting: 11/17/26

Item 5d. 2026 Annual Financial Audit

The purpose of this item is to discuss the Board's mandated 2026 year-end financial audit. Audit work would occur after the annual renewal work closes in the first quarter of 2027.

§ 93B-4. Audit of Occupational Licensing Boards; payment of costs.
(a) The State Auditor shall audit occupational licensing boards from time to time to ensure their proper operation. The books, records, and operations of each occupational licensing board shall be subject to the oversight of the State Auditor pursuant to Article 5A of Chapter 147 of the General Statutes. In accordance with G.S. 147-64.7(b), the State Auditor may contract with independent professionals to meet the requirements of this section.

(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 has worked with Anderson Smith Wike PLLC for the last few years, and the auditors are interested in working with the Board again. The firm has provided a contract amount of $6,200, an increase of $400 from the previous audit.

Recommended Board Action

As the Board decides.