

**Minutes of the State of Nevada  
Board of Registered Environmental Health Specialists Meeting  
(REHS)  
February 17, 2010**

**Location:** Ellis Island Casino  
4178 Koval Lane  
Las Vegas, Nevada 89109  
Wednesday, February 17, 2010  
Ellis Island Restaurant, Room "C"  
11:00 am

**REHS Quorum Present:** John Kukulica, FMP, Chair  
Paul Klouse, REHS/CFSP, Secretary  
Cindy Ulch, REHS, Member, Resigned 2/17/10  
Tony Macaluso, REHS, Member  
Karen Dorsey, FMP, Member  
Richard Elloyan, REHS, Member, Appointed 2/17/10

**REHS Absent:** None

**Other Attendees:** Susan O'Malley  
Vincent Valiente

**1.\* Call to Order – John Kukulica, Chair.**

Due to Chairman Kukulica's plane delay, the meeting was called to order at 11:45 am.

**2.\* Roll Call/Quorum – Paul Klouse, Secretary.**

Secretary Klouse called roll as indicated by the "REHS Quorum Present and REHS Absent" as listed above. A quorum was present and the meeting had been duly noticed.

**Approval of Minutes from the November, 2009 Board Meeting.**

This item was omitted from the agenda in error and will be presented at the Board meeting scheduled for May, 5, 2010.

**3.\* Resignation of State Representative Board Member, Cynthia Ulch**

Member Ulch, respectfully resigned as the State's representative's Board member and informed the Board that Dr. Green has appointed Richard Elloyan as the representative for the State. The Board accepted Member Ulch's resignation with regrets, sadness and gratitude for all her years of hard work. Member Dorsey commented that she has been pleased to serve with Member Ulch for the past six years and that she has done a wonderful job. The Board is looking forward to working with new Member Elloyan. Member Ulch thanked the Board noting that she has enjoyed her time serving.

- 4.\* **Appointment of new State Representative Board Member, Richard Elloyan**  
Member Dorsey motioned and Member Macaluso seconded the motion approving the appointment of the new State representative, Richard Elloyan. The motion carried unanimously.

At this point Agenda Item #6 was taken out of order to accommodate the training program presentation by Susan O'Malley.

- 5.\* **Introduction of new Recording Secretary, Kris Younger – Sandy Bigley**  
Current Recording Secretary Bigley introduced incoming Recording Secretary Younger to the Board effective March 1, 2010. Recording Secretary Bigley shared with the Board the qualifications and expertise that Ms. Younger has. The Board welcomed Ms. Younger and thanked Ms. Bigley for her years of service.

- 6.\* **State of Nevada – Training Program Presentation – Susan O'Malley, State of Nevada Supervising Environmental Health Specialist**

Attendee O'Malley introduced herself and gave a brief explanation of the services that her department provides. Those services include the inspection of hospitals, assisted living and skilled care facilities, group homes, state prisons, and other similar types of facilities. The environmental health specialists inspect the kitchens of those facilities. Applicant Valiente is an EHS I and is in the training program.

The State follows a Standardization program and the training is completed in phases. Secretary Klouse asked if their program provides full course training. Attendee O'Malley stated that it does. There is training that is specific and follows *NRS and NAC 449, Facility Regulations*. Training includes a completion of the ServSafe program and a minimum of 25 joint field inspections.

Member Dorsey asked if the State was looking for an endorsement from the REHS Board. Secretary Klouse commented that the State has a training program and that is what Attendee O'Malley is bringing forward to this Board for possible approval. Secretary Klouse further noted that in the past Registrant Linda Newton presented a training program, for Southern Nevada Health District (SNHD), to the Board that was reviewed and approved by the Board. Attendee O'Malley commented that the State uses the same training as SNHD.

Member Elloyan questioned Ms. O'Malley as to why no one was present at the MAP course. Attendee O'Malley commented that they were not aware of the course timely, and that budget constraints were also an issue. Past Member Ulch commented that sat on a sub-committee that helped with the State program and is pleased to see that they are using it. She also noted that even though Attendee O'Malley's agency did not attend the MAP course, she will provide Attendee O'Malley with the materials. Attendee O'Malley stated that would be great.

Member Dorsey motioned and Member Elloyan seconded the motion to approve and accept the State's training program. The motion carried unanimously. A copy of that report is included with these minutes. Chairman Kukulica thanked Attendee O'Malley for her attendance at this meeting.

**7.\* 5-Minute Recess**

A 5-minute recess occurred to clear the room of all public attendees so they could review the applications for registration for Mr. Vincent Valiente and Ms. Ellen Kunz.

**8.\* Closed Session of Review, Approval, or Denial of Recent Applications for Registration, Testing, or Reciprocity of Pending Applications for Registration. To be considered: Vincent Valiente and Ellen Kunz**

Mr. Valiente was in attendance and allowed to remain in the Closed Session for review of his application, after which he left the room. Ms. Kunz was not in attendance.

**9.\* 5-Minute Recess**

A 5-minute recess was held to allow the public in attendance to re-enter the room.

**10.\* Meeting Reconvenes**

The meeting was called back to order by Chairman Kukulica.

**11.\* Determinations from Closed Session**

Chairman Kukulica commented that the credentials of Applicant Valiente and Applicant Kunz were reviewed by the Board and both were deemed complete.

Secretary Klouse motioned and Member Macaluso seconded the motion to accept and approve Applicant Valiente as an REHS Trainee. The motion carried unanimously.

Secretary Klouse motioned and Member Dorsey seconded the motion to accept and approve Applicant Kunz as an REHS Trainee. The motion carried unanimously.

**12.\* Approve Ordering an Appreciation Plaque for Outgoing Board Member, Cindy Ulch – Board**

Member Elloyan motioned and Member Macaluso seconded the motion to approve the ordering of an Appreciation plaque for Outgoing Board Member Ulch. The motion carried unanimously.

Member Macaluso commented that Past Member Jeanne Rucker had received a Career Award, however, an appreciation plaque was not received. Secretary Klouse commented that an appreciation plaque for Past Member Rucker was approved at a prior meeting but had not been ordered. He will order hers and Past Member Ulch's plaques for presentation at the next scheduled Board meeting.

Chairman Kukulica asked that an item be added to the next agenda to approve something for Past Recording Secretary Bigley.

**13.\* Secretary's Report**

Secretary Klouse reported that there are 193 paid registrants for the year 2010. There are 28 unpaid registrants, and 19 registrants with pending issues. Those

with pending issues have paid their registrant fees, however, have not submitted all of the required documents with their payment, i.e. child support declaration, CEU's, etc. Registrants have until February 28, 2010 (postmarked by that date) to pay their renewal fees without any penalties. If the fees are not paid, their membership is suspended and they must reapply, pay the renewal fee, and pay a penalty of \$100.00. They do not have to send in fingerprint cards or college credentials.

All those who have paid, but have pending issues, will be sent their membership card and a letter that their membership will be suspended if we do not receive the required documents.

It was noted that all registrants have to submit the Integrity letter. The Board has a contract with NEHA to ensure that each registrant has signed that letter. Incoming Recording Secretary Younger will send letters out and include copies of the applicable documents needed, or if applicable, the requirement to submit official proof of CEU's.

Past Member Ulch commented that there is a list of all members on the REHS Website. Secretary Klouse noted that those who do not pay by the deadline of February 29, 2010 will be removed from the listing.

Recording Secretary Bigley noted that she and Incoming Recording Secretary Younger have researched the CEUs for all those that have potential outstanding CEU issues. The Board asked Incoming Recording Secretary Younger to provide them with a list of all members and their CEU's at the next Board meeting.

Member Elloyan asked the Board how long after the February 28, 2010 deadline to registrants have to pay. This is addressed in Agenda Item #14 below.

Member Dorsey commented that there could be extenuating circumstances, such as retirement, noting that retirees do not need CEUs.

A Board member noted that if a member is retired they are required to write to the Board requesting an exemption from the CEU requirement. If in the future they go back into practice, the CEU requirement would be in effect.

Secretary Klouse further reported that there is a bank balance of \$21, 555.55. Member Dorsey deserves a pat on the back as part of this balance is due to the fact that she has provided office space to the Board.

#### **14.\* Processing of Late Renewals**

There was discussion on the process for late renewals. A short recess was taken to research the NRS' and NACs'. The applicable statutes are NRS 625A.130 and NAC 625A.017. The statute states that the registrant will automatically be suspended 60 days after the end of the calendar year.

The process is:

- A. Renewals received postmarked after March 1, 2010 will be suspended with a letter sent to the delinquent registrant.

- B. A new application must be completed; new fingerprint cards and additional college credentials will not be required.
- C. Child Support Declaration must be completed, signed and submitted
- D. Integrity letter must be completed, signed and submitted.
- E. Official record of CEU's must be submitted.
- F. Registration fee must be paid – currently \$65.00.
- G. Late fee of \$100.00 must be paid.

**15.\* Public Comment: Please note that no action may be taken on any matter raised during the public comment period, unless such matter itself has been specifically listed above as an action item. Public comment is limited to two minutes per person.**

Past Member Ulch reiterated that she has so enjoyed being on the Board and will miss everyone and to please keep in touch. She will try to attend Board meetings when she can. She wishes the Board and is very confident about her replacement.

Past Member Ulch also stated that there may be two or three more applicants at the next Board meeting.

Recording Secretary Bigley also extended her thanks and well wishes to the Board stating that it is the best group of people she has ever worked with.

**16.\* Set Next Meeting date and location.**

Member Dorsey noted that she would be unavailable for any meeting between May 15, 2010 and June 14, 2010.

The next Board meeting is scheduled for May 5, 2010 at 11:00 am at the Washoe County Health Department. Member Macaluso will secure a room and advise Incoming Recording Secretary Younger of the location.

**17.\* Adjourn**

There being no further business, it was motioned and seconded to adjourn the meeting. The motion carried unanimously. The meeting was adjourned at 1:10 p.m.

Respectfully submitted,  
Sandy Bigley, Recording Secretary