

**Minutes of the State of Nevada
Board of Registered Environmental Health Specialists Meeting
Friday, May 4, 2007 – 1:00 pm**

Location: Ellis Island Casino & Brewery
4178 Koval Lane
Las Vegas, Nevada 89145

Quorum Present: Paul Klouse, REHS/CFSP, Secretary
Cindy Ulch, REHS, Member
Karen Dorsey, FMP

Absent: John Kukulica, FMP, Chairman
Jeanne Rucker, REHS, Member

Other Attendees: Jim Pierce, REHS, President, Sierra Horizons, Inc.
Alex D. Montgomery, EHS, Ever Clean, Inc.

- 1. Call to Order**
The meeting was called to order at 1:08 pm. A quorum was present and the meeting had been duly noticed.
- 2.* Review, Amend and Approve Past Draft Minutes (Winnemucca Meeting, February 27, 2007)**
It was motioned by Member Ulch and seconded by Member Dorsey to accept the minutes of the February 26, 2007 meeting as submitted. The motion carried unanimously.
- 3.* Election of Board Secretary – Call for Nominations and Vote**
It was motioned by Member Ulch and seconded by Member Dorsey to nominate Paul Klouse for election to the Board as Secretary. The motion carried unanimously and Mr. Klouse accepted the position of Board Secretary.
- 4.* Review Secretary's Report**
Secretary Klouse read the Secretary's report into the record. A copy of the Secretary's report is attached to the minutes.

Items included: Disciplinary Actions – Since the Board meeting of February 26, 2007, automatic suspensions for non-renewal were issued to Kinley Goodman and Andrew Li. Mr. Goodman has been reinstated upon completion of the requirements provided in NAC 625A. Mr. Li has been advised of his suspension.

- A. Testing – A noticed testing for REHS was successfully held on April 26, 27, and April 30, 2007 at the Southern Nevada Health District. Sixteen persons sat for the exam. Concerns regarding procedures such as official list (may someone sit for the test who is not on the list), and identification issues (letter or ID) were brought forward for discussion.
- B. CEU'S - The SNHD has asked that the board discuss the possibility of allowing alternate CEU tracking. The SNHD maintains a secure database (ABRA) in which staff who have attended training may submit for evaluation and approval of hours. The two main staff in the Environmental Health Division that have access to the ABRA system database, and may approve hours, are Melanie Munoz & Linda Newton (Division Training Officer). Certificates, as well as a form indicating goals and competencies gained, are required for approval. This is essentially what NEHA does, with applicant truthfulness being a requirement of both systems.

It was recommended to send a letter to each person who tests. Member Ulch commented that she sent emails to Secretary Klouse on those eligible to test.

There was discussion on the ABRA system that Southern Nevada Health District uses to track CEU's.

It was motioned by Member Ulch and seconded by Member Dorsey to approve the use of the ABRA system, by Southern Nevada Health District, Environmental Health Division, to track, approve and report CEU hours earned for renewal of REHS credentials, subject to individual audit by the Board. The motion carried unanimously. It was noted that Linda Newton and Melanie Munoz will be the points of contact should the Board have any questions.

5.* Update on Web Page Content and New Email Account for Board Members from Webmaster or Board Members

Webmaster Pierce reported that the email account has been set up as nvrehs.org. The link is on the home page of the Website. There is a Web account where Emails can be checked. It was determined that the Board will answer Emails as follows: (1) Emails requiring information regarding Southern Nevada Health District will be answered by Paul Klouse; (2) Emails requiring information regarding Washoe County will be answered by Jeanne Rucker and, (3) Emails requiring Industry information will be answered by Karen Dorsey and John Kukulica. It was noted that the Emails are increasing

6. Update on Progress Toward Equipping REHS Office as Decided on at Last Meeting - Purchase of Office Chair and Purchase of Other Miscellaneous Office Supplies per Receipt from Wal Mart

Member Ulch reported on this item. She and Webmaster Pierce went to Wal-Mart on February 28, 2007 and purchased an office chair for \$48.84 and

miscellaneous office items for a total amount of \$148.22. Those office items included pencils, a stapler, pens, paperclips, etc.

Webmaster Pierce inventoried the REHS office property and identified it. The information can be updated on a spreadsheet.

Member Ulch commented that everything has been filed with the exception of some historical items and the fingerprint cards. An inventory list will be compiled.

Member Dorsey thanked Member Ulch and Webmaster Pierce noting that it is important to have the information on the Website regarding what the organization is doing.

7.* Update on Computer and Accessories for REHS Office and Discussion Regarding Set Up of Email Account. Update on Purchase of USB Flash Drive and Update on Obtainment of Safe Deposit Box to Hold Confidential Critical Back Up Files. John Kukulica, Daniel Maxson, Cindy Ulch

Member Ulch commented that a Yahoo account has been set up and a back-up hard drive has been purchased.

A safe deposit box has been established at Bank of America at no cost to the Board. Member Ulch and past Board Member Maxson will be in charge of back-up and storage files. Keys to the Safe Deposit Box are in the REHS office. Currently Member Ulch is the only signer on the account.

It was determined that the records should be backed up a minimum of quarterly and more often if needed, such as right after renewals are sent out.

8. Status of Required Quarterly Disciplinary Action Report and Certain Other Reports Due and Completed. Update on any requests from LCB and BDR Fiscal Notes, etc. Cindy Ulch.

Member Ulch commented that the phones in the REHS office are checked daily for messages whenever she is in the office. Calls do come in from the LCB. Two items that came about were: (1) a Farmer's Market and how and when they would be allowed and, (2) The disciplinary reports which were completed and submitted in a timely manner.

Member Ulch commented that she has a stack of non-renewal letters of people that have not renewed.

Revocation letters for those who have not paid will be sent to:

Chris A. Bischoff	Joel A. Johnson
John F. Andrews	Mark A. Gramley
Lonnie C. Empey	Darrel B. Wiser
Barbara Ferraoili	Salvatore Balzano
Stephanie J. Gregg	Steve G. Henke

9. Discussion of Fingerprint Card Issues and Report of March 9, 2007 Conversation with George Ball and Noni Johnson Regarding How Other Boards Handle Fingerprint Issues. Cindy Ulch.

There was discussion on what to do when the information comes back from the State or FBI and there is a criminal conviction. Noni Johnson informed Member Ulch that the NRS protects individuals on felony or misdemeanor convictions and that you cannot lose your registration if the conviction is not related to your job. However, it is prudent for the Board to ensure that the applicants were truthful on their applications. Monitoring of convictions should be up to the hiring authority.

10*. Status of Development of Form for Return and Denial of Applications From Either Unqualified Individuals or Applications Submitted as Incomplete and Possible Approval of Penalty Fee for Administrative Costs Related to Re-processing Those Applications.

There was discussion on this item and this item was revisited later on in the meeting with those issues included in this item.

Member Ulch commented that she was reluctant to return incomplete applications because it was possible that the person would fall out of the grandfathering period. Member Ulch emailed applicants requesting information. It is a lot of work when incomplete applications are received. One incident was where an applicant sent in the Fingerprint Cards, with no other information on the form.

There was discussion on fees to charge when applications have to be returned for further information. It was motioned by Member Dorsey and seconded by Member Ulch to apply a processing fee of \$60.00, as allowed under NRS 625A.130, every time the application had to be sent back to an applicant due to it being incomplete, and then re-submitted to the Board for consideration. The motion carried unanimously.

It was motioned by Member Ulch and seconded by Member Dorsey to have Past Board Member Maxson develop a form for return and denial of applications including a section for information relating to retirees and fees, provided that the proposal from Past Board Member Maxson as stated in Item #15 below is accepted by the Board. The motion passed unanimously.

11. Discussion of Status of REHS Library. Update on Status of WCDHD Library Resources. Jeanne Rucker and Karen Dorsey.

Member Dorsey commented that she has no updates since the last meeting. Member Rucker was absent for this meeting.

12.* Discussion and Possible Action on Changing CEU reporting to coincide with NEHA Renewal Dates, Auditing System Development and Tracking for Applicants.

There was discussion on whether the Board should change their reporting dates to coincide with NEHA. It was noted that NRS 625 dictates the renewal period. It can be set by calendar year or fiscal year; however, NEHA registration is set by anniversary dates.

It was noted that Melanie Munoz is a National Proctor. The Southern Nevada Health District CEU tracking system, as outlined in Item 4, Secretary's Report, are tracked by ABRA. Robert Moldowan and Robert Newton also have access to this system; however, Linda Newton and Melanie Munoz are the primary users.

13.* Development of Standard Procedures and Applications, and Templates for "Approved Training Programs" per new NAC Language. Progress on Development of Exemption Application from CEU Requirements for Retirees. Discussion of Procedures for Suspension of Registration Certificates and Reinstatement of Said Certificates. Jeanne Rucker, Daniel Maxson and Board Members.

Member Ulch commented that this item is another one on Past Board Member Maxson's "to do" list. It was motioned by Member Dorsey and seconded by Member Ulch for Past Board Member Maxson to proceed on the development of a template for Standard Procedures and Applications, Suspension of Registration Certificates and Reinstatement of said Certificates, and Templates for "Approved Training Programs," provided that the proposal from Past Board Member Maxson, as stated in Item #15 below, is accepted by the Board.

14.* Report on Status of Changes to NAC 625A. Pete Allen and Jeanne Rucker.

Member Ulch noted that the new regulations are in and on the Website. Secretary Klouse read the confirming letter into the record and it is attached as part of these minutes.

15.* Possible Contract with Daniel Maxson or Other Appropriate Person to Provide Board with Part-Time Administrative Assistance. Discussion and Action on Salary Negotiations or Payment Schedule.

Member Ulch commented that Past Board Member Maxson comes into the REHS office and prints certificates, processes renewals and does other REHS administrative business. The Board needs someone to provide this part-time assistance as it is very time consuming. Member Dorsey commented that no one is more qualified than Past Board Member Maxson to assist with the administrative activities. It was motioned by Member Ulch and seconded by Member Dorsey to request that Past Board Member Maxson submit a proposal for the depth, time and costs for him to do this activity. The motion carried unanimously.

16.* Discussion and Update on NEHA's Position on Locations for Testing. Jeanne Rucker.

This item was tabled to the next meeting. Secretary Klouse noted that the April and September testing dates were voted on at the February 26, 2007 meeting and are on the Website. He further noted that Southern Nevada Health District can set up test dates at any time.

17.* Review and Approval or Review and Denial of Pending Applications for Grandfathering, Testing or Reciprocity. Daniel Maxson and Board Members.

Attendee Alex Montgomery was in attendance regarding his application submittal to be grandfathered. There was discussion on his application and it was determined that he did not meet the qualifications for grandfathering. It was determined that he was not working as of July 1, 2005 due to a gap in employment. The Board informed Mr. Montgomery that if he could submit proof that he was actively employed on the July 1 date, and submit that information to the Board, they would re-address this issue prior to July 1, 2007. If at that time the Board doesn't feel Mr. Montgomery was employed in the business of environmental health on the July 1, 2005 date, he would be approved as a Trainee. Member Ulch asked that Mr. Montgomery submit proof to the Board via a letter or address it to the Board at their Website. Mr. Montgomery confirmed that he would do so. This application was tabled to the next meeting.

The below applications were approved or denied.

Joy Clark - Approved as REHS – Note: Ms. Clark was the first REHS trainee who passed her REHS exam, progressed to REHS regular status and received her certificate of training.

Brian C. Smith – Approved as REHS at February 26, 2007 meeting. National card for reciprocity has been submitted.

Fabian Burrell – Previously approved as REHS at February 26, 2007 meeting pending submittal of photo ID. Photo ID has been submitted.

Craig Bowman – Approved as REHS.

Candice Sterling – Approved as REHS at February 26, 2007 meeting.

Byron Collins – Approved as REHS Trainee, pending submittal of official transcripts and fingerprint cards by the next Board meeting date.

Kimberly Svedberg – Approved as REHS Trainee.

George Larry Naverette – Approved as REHS Trainee pending submittal of official transcripts and photo ID by the next Board meeting date.

Candice Humber – Approved as REHS Trainee.

Meredith A. Coakley – Approved as REHS Trainee. Does not need two years experience. Just needs to sit for test.

Tran Franchi Kim – Approved as REHS Trainee.

Barbara Johannsen – Approved as REHS Trainee. She applied for grandfathering, however her experience as an educator at UNLV is excluded; therefore, she has to sit for the exam after acquiring two years experience. She has only paid \$140.00 and needs to submit the balance of \$125.00

Jessica Newberry – Approved for grandfathering. Needs to email relevant fingerprint card information. Note: Subsequent to meeting Ms. Newberry emailed pertinent information to Member Ulch.

18. 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.

Board members discussed the administrative processing fee for re-submittals of applications as detailed in Item #10 above.

Board members discussed 625.050 and the possibility of allowing monetary expenses for Board business. Eighty dollars per day is a maximum salary allowable for travel, hotels, etc. This item will be readdressed at a later date.

19. Set Date for Next Meeting

The next meeting date is June 13, 2007 at 10:00 am at the Washoe County District Health Department.

20. Adjourn

There being no further business, the meeting was adjourned at 3:40 pm.

Respectfully submitted,
Sandy Bigley, Recording Secretary

**Board of Registered Environmental Health Specialists Meeting, 05-04-07
SECRETARIES REPORT**

- 1. DISCIPLINARY ACTIONS:** Since the Board meeting of 2-26-07, automatic suspensions for non-renewal were issued on two registrants: Kinley Goodman and Andrew Li. Mr. Goodman has been reinstated upon completion of the requirements provided in NAC 625A; Mr. Li has been advised of same.
- 2. TESTING:** A noticed testing for REHS was successfully held on 4-26, 27, & 30 at the Southern Nevada Health District. 16 persons sat for the exam. Concerns regarding procedures such as official list (may someone sit for the test who is not on the list), and identification issues (letter or ID) were brought forward for discussion.
- 3. CEU'S:** The SNHD has asked that the board discuss the possibility of allowing alternate CEU tracking. The SNHD maintains a secure database (ABRA) in which staff who have attended training may submit for evaluation and approval of hours. Only two persons in the Environmental Health Division - Melanie Munoz & Linda Newton (Division Training Officer) - have access to this database and may approve hours. Certificates, as well as form indicating goals and competencies gained, are required for approval. This is essentially what NEHA does, with applicant truthfulness being a requirement of both systems.

Paul Klouse, Secretary