

**Minutes of the State of Nevada
Board of Registered Environmental Health Specialists Meeting
September 25, 2006 – 9:30 am**

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

Quorum Present: John Kukulica, FMP, Elected Chairman
Cynthia L. Ulch, R.E.H.S., Acting Chairwoman
Darrell Wiser, R.E.H.S., Elected Secretary
Karen Dorsey, FMP, Member

Absent: Jeanne Rucker, Member

Attendees

Name	Title/Organization
Daniel J. Maxson, R.E.H.S	Retired
Pete Allen,	Environmental Services, Ltd.
Keith Jaquillard	Department of Corrections
Ann Anders, R.E.H.S./CFSP	Bellagio Resort
Alex Stokes, R.E.H.S./CHM/MCFE	Wynn, Las Vegas
Glenn Savage, R.E.H.S.	Southern Nevada Health District Environmental Health Director
Mark Gillespie, R.E.H.S.	Southern Nevada Health District Senior Environmental Health Specialist
Don Barker	Boyd Gaming
Al Sang	Southern Nevada Health District Environmental Health Specialist
Sandy Bigley	Board of R.E.H.S., Recording Secretary

1. Call To order

Acting Chairwoman Ulch called the meeting to order at 9:30 am. A quorum was present and the meeting had been duly noticed.

2. Introduction of New Board Members

Acting Chairwoman Ulch introduced newly appointed member by the Governor, Darrell Wiser. She also noted that newly appointed member by the Governor, Jeanne Rucker, was absent today.

3. Election of Chairman

Acting Chairwoman Ulch commented that she had received an offer from Member Kukulica to volunteer to be Chairman for the Board. Member Dorsey motioned and Acting Chairwoman Ulch seconded the motion to accept Member Kukulica's offer to be Chairman. The motion carried unanimously. At this point newly elected Chairman Kukulica took over the duties of presiding over the meeting.

4. Election of Secretary – Darrell Wiser

Member Ulch motioned and Member Dorsey seconded the motion to elect Darrell Wiser to the position of Board Secretary. The motion carried unanimously.

5. Review, Amend and Approve Past Draft Minutes (Reno, meeting, June 1, 2006)

Past member Maxson commented that the complete list of registrants was not attached to the previous minutes, as he has not provided the list to the Board. This list will be attached to minutes as soon as it is provided. Member Ulch motioned and Member Dorsey seconded the motion to accept the June 1, 2006 minutes as provided. The motion carried unanimously.

6. Review Secretary's Report

There was no written Secretary's report due to a lack of a Board Secretary until this meeting. Past member Maxson gave an oral overview of what had transpired during the time since the last Board meeting. Member Ulch completed the Biennial Report and it was submitted to the Governor's office in a timely manner, as was the Quarterly Disciplinary Report. It was noted that Member Ulch would email the reports the Board members and Past Member Maxson. Past member Maxson will forward those reports to all members. Secretary Wisner motioned and Member Dorsey second the motion to accept the oral report as given. The motion carried unanimously.

7. Recognition of Individual Efforts on Behalf of the Board: Board Member Dorsey, Board Member Kukulica, Pete Allen, Daniel Maxson and Teresa Long

Chairman Kukulica recognized all for their many efforts for this Board and he thanked Member Dorsey for hosting this meeting. Member Ulch also thanked everyone for all their hard work.

There was mention and thanks to Past Member Long for fingerprint reporting, the printing of labels and resubmission of the fingerprint cards. The FBI has a provision that is not listed on the Board's Website. That information will be revised. The correct Statue is NRS 239B.010.2 regarding the collection of personal information for submittal to the FBI.

Member Dorsey thanked Member Ulch for being the "glue that kept the Board together" during the transition period. Thanks were echoed by all.

8. Presentation of Plaque to Past Chairwoman Teresa Long

Member Ulch motioned and Secretary Wisner seconded the motion to table this item due to Past Member Long's absence. The motion carried unanimously. It was also noted that the presentation of Senator Matthews' plaque that has not been presented from a previous meeting due her schedule might be able to be presented at the same time.

9. Career Award – Discussion and Call for Nomination

Past Member Allen gave a brief history of this Award. The Career Award started years ago to be presented to someone who's career was in environmental health and that person contributed highly to the field.

It was discussed that applications be made available for nominations by posting it on the Board's Website. Member Dorsey motioned and Member Ulch seconded the motion that that Member Ulch will contact Webmaster Jim Pierce so he may ensure that the information and forms are on the Website. The motion carried unanimously.

10. Status of REHS Cards

Past Member Maxson stated that all membership cards have been sent out and should have been received by the members either with their Certificate or under separate cover.

11. Discussion of Banking Matters with Regard to Dual Signatures, Computer Based Accounting and Balancing of Checkbook

Member Ulch noted that she and Past Member Maxson went to Bank of America in Winnemucca to remove Past Members Maxson and Allen from the account and to add Member Ulch and Secretary Elect Wiser to the account. Member Ulch could immediately be added to the account and Secretary Elect Wiser could be added to the account electronically by visiting a local Bank of America branch in Las Vegas. There are now two members who can sign on checks. Currently the system is not set up requiring two signatures on all checks. Only one signature is required, but it is important that two people are able to sign checks.

Past Member Maxson provided the Board with an audited balance through June 30, 2006. Past Member Maxson will update the Quicken system through September or October and present it to the Board. He will also update the manual system.

Secretary Wiser asked if there was currently a central location where all records were kept electronically; not on a home computer but on a dedicated computer for Board use only. Member Ulch commented that there is not as the Board currently does not own a computer, but agreed that the records need to be on a dedicated computer.

Member Ulch commented that the office in Winnemucca has three chairs, a locking desk, two locking file cabinets, a bookshelf and a credenza. Past Member Maxson noted that the Board could choose to purchase a computer, perhaps a laptop for ease of use. Member Dorsey asked if anyone could donate one. Attendee Gillespie commented that you could rent space on a server, which could be accessed via the Internet. Past Member Maxson commented that there are strict laws regarding the server space. Chairman Kukulica asked Past Member Maxson to check into the server systems and the law. It was noted that it was not on the Agenda as an Action item to purchase a computer. This item will be placed on the next Agenda.

12. Discussion of Window of Reciprocity with National Environmental Health Association and Letter from Heidi Shaw about Grandfathering of Nevada Applicants

Member Ulch commented that she did not have Ms. Shaw's letter with her but that her letter basically raises concerns about whether or not to grandfather some applicants that may have not met the specific criteria. It was noted that Member Ulch and Past Member Allen had written letters in support of the grandfathering process and sent copies of 625A. Member Ulch commented that this is not a voting item, just informational.

13. Discussion and Possible Action on Increasing Registration and Renewal Fees

Past Member Maxson commented it cost a few thousand dollars to fund the bare essentials and to fund an office. The office should include such items as a fax, a scanner, computer, etc. With the current fee schedule, the Board would not be able to fund these items and keep a reserve in the account. Past Member Allen commented that the Board has been "scrimping" by and that it has been about 10 years since the fees were raised. It was noted that there are currently 200+/- members with an expectancy of 20-40 new members per year. Attendee Savage commented that National raised their fee to \$55.00. Member Dorsey motioned and Member Ulch seconded the motion to raise the fees to \$50.00 for Annual membership and \$45.00 for renewals. The motion carried unanimously. Member Ulch will notify Webmaster Pierce of this change so he may post it to the Website.

14. Discussion of Issues with Fingerprinting Cards

Member Ulch commented that this item was discussed previously on this Agenda. She commented that it is VERY important that the applicant fill out the Card completely and accurately. Any omissions could result in processing delays. Past Member Maxson

volunteered to write up a step-by step set of instructions to be added to the Website. It will be early 2007 when Past Member Maxson can do this.

15. Status of (a) Quarterly Disciplinary Action Report, (b) Biennial Reports, (c) Tally of Registrants, (d) Certain Disclosures, (e) Forms, (f) Tickler File, (g) Records Retention Schedule, (h) Use of New Electronic/Paper Filing System

Items (a) and (b) have been submitted and in a timely manner. Past Member Maxson has completed item (c). Item (d) is disclosure for Court ordered child support and is required to be submitted. Item (e) The updating of forms is in process. Item (f) The tickler file is in the Winnemucca office. Item (g) The records retention schedule is available. Past Member Maxson commented that item (h) still requires that a few fields be established to meet State requirements. This will be deferred to early 2007 with the computerization of the office.

16. Review and Discussion of Techniques to Expedite the Review of New Registration Applications including Improved Verification Requirements of All Applicants and Print of Cards. Possible Purchase of Software to Assist Tracking of Applicant Status

There was discussion on the need for a computer and new software. Past Member Maxson commented that the software would cost in the range of \$160.00 for a "Quick Books." This would allow for current information to be merged from the existing worksheet and for invoicing and billing. There was discussion that there is also a cost to print annual renewal cards and that perhaps the Board could print their own cards and customize them with the logo. There are only a couple of companies that make the cards, which incurs an annual cost. Member Dorsey motioned and Secretary Wisner seconded the motion to allow \$300.00 for the purchase of software. The motion carried unanimously.

Member Ulch offered to check with her husband and possibly sell to the Board a laptop that has only played DVD's. She believes the computer is a Gateway Pavilion HP. The purchase of a computer will be added as an Action item to the next Board Agenda.

17. Discussion of Status of REHS Library. Status of WCDHD Library Resources

It was noted that the REHS Southern Library is located at the Nevada Restaurant Association's office (NRA). They allow parties to check out the resources. Mainly the books are study guides to help with exams such as the REHS. Some of the material is outdated. The Salvato books should be fairly up to date.

Member Ulch will check on the status of the WCDHD Library, Member Dorsey will follow-up on the status of the library at the NRA and report back at the next meeting.

18. **Review and Approval or Denial of Pending Applications for Grandfathering, Testing or Reciprocity** – Below listed is a compilation of approvals, denials and pending applications.

Last Name	First Name	Status	Notes
Barker	Don	Approved	
Boland	David	Approved	Needs fees, fingerprints & DL
Boothe	Dustin	Approved	
Campbell	Dennis	Approved	
Erskine	Craig	Approved	
Forero	Miguel	Approved	
Forston	Lorraine	Approved	
Hicks	Richard	Approved	
Humble	Steve	Approved	
Jones	Timothy	Approved	
Kaluhiokalani	Karl	Denied	Not in Nevada 7/1/05
Lauckner	Kathleen	Tabled	Academia vs. Env/Primary Teacher
Law	Larry	Approved - Trainee	\$25.00 Short/Status of Reciprocity with Virginia/transcripts/or sit for exam
Li	Andrew (Xiao)	Approved	
Lucido	Constance	Tabled	Determination of Qualifications
Lyons	Joseph	Denied	Not in Nevada 7/1/05
Magro	Jessica	Approved - Trainee	\$25.00 Short
McManus	Thomas	Approved	
Merriweather	Dante	Approved-Trainee	Needs Transcripts
O'Lesky	John	Tabled	\$25.00 Short + Orig. Transcripts/Wants to sit for exam.
O'Sullivan	Frank	Approved	
Raman	Vivek	Approved	
Ripplinger	Sandra	Denied	No NV. DL/1 Fingerprint/Primary IH
Rose	Evan	Approved - Trainee	\$25.00 Short
Sang	Al	Approved - Trainee	
Smith	Brian	Tabled	Confirmation fr. Nat'l. & \$45.00
Walsh	Dale	Approved	
Wickman	Mark	Denied	Not qualified as Grandfather/Owes \$125. for Trainee status/improper form submitted
Winkelman	Daren	Approved	
Wirtz	Kent	Approved	
Zehring	Calvin	Denied	Not in Nevada 7/1/05

A letter will be sent to all those who were denied stating the reasons.

19. Report on Changes to NAC 625A

Past Member Allen reported that this is the first required regulatory hearing. Three workshops have been held with a total of one person in attendance. Past Member Allen commented that the amendments received back from the LCB were different when returned, specifically with Section 4 and the wording for renewals. Section 4 now says what it was originally meant to state. If renewal is not submitted, at the end of 60 days the REHS certification is suspended. Members should renew when they get their notice.

Past Member Allen noted that changes were made in response to trainee programs, reciprocity, retired EHS', CEU's and reinstatement of suspended certifications. This is the first time a "revision to a revision" has come out. This is the first of two required regulatory hearings as required by NRS 233. The Public Comment has to be noticed the same as Open Meetings are noticed.

20. REGULATORY HEARING – Public Comment on Proposed Changes to NAC 625A, as noticed , 8/24/06

Chairman Kukulica called for any public comments.

Ann Anders/Alex Stokes – Attendees Anders and Stokes asked for a point of clarification on CEU's and if they were the same as contact hours. It was clarified that they are.

Alex Stokes – Attendee Stokes asked for clarification that National was tracking CEU's and if it was done electronically. It was clarified that the individual downloads their CEU report from National and submits a copy of it with their renewal. It was also noted that the idea of National electronically tracking CEU's was to make the individual registrant the responsible party.

Glenn Savage – Attendee Savage asked when the CEU's were due for those who registered in the last couple of months. It was clarified that their CEU's are due January 1, 2009. There are no CEU's due in the first year for new registrants in Nevada.

There being no further public comment, Member Ulch motioned and Member Dorsey seconded the motion to accept the public comment and close the Regulatory Hearing. The motion carried unanimously.

21. 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.

Past Member Allen commented that mandatory registration presented many challenges and that the Board, and in particular Member Ulch, is owed a debt of gratitude. The members need to participate more and Past Member Allen asked that Attendee Savage, Director of Environmental Health, Southern Nevada Health District, talk it up more to his staff.

Member Ulch commented that she is concerned about the Nevada Environmental Health Association (NEHA) and that there was no conference this year. Attendee Savage commented that he is willing to pay some of the freight for a conference. It was noted that a conference is at its best when there are a variety of speakers. Member Ulch would like to see that organization get back on track and is willing to help anyway she can. She had heard rumors that NEHA may be turned over to the REHS Board and that is of grave concern due to the fact that the Board is an all-volunteer group and doesn't see where they can take on any more duties.

Attendee Barker commented that he believes there is a willingness to participate and Northern Nevada supports it. Attendee Anders noted that it is more of a challenge now that there is mandated education. It was noted that it is the worse possible timing, a new President has been appointed but they need direction and training needs.

Testing for the REHS exam was discussed and Secretary Wisner stated that a testing schedule and a list of proctors would be available at the next meeting. Past Member Maxson commented that in the past Board members have been used as Proctors. Attendee Anders commented that she is a registered NEHA Proctor and can also be used as an Assistant Proctor. If there are over a certain number of testers, an Assistant Proctor is also required.

22. Set Date for Next Meeting

The next meeting is scheduled for Tuesday, November 28, 2006, 9:30 am, at the Washoe County Health Department.

23. Adjourn

There being no further business, Member Dorsey motioned and Member Ulch seconded the motion to adjourn. The motion carried unanimously and the meeting was adjourned at 12:25 pm.

Respectfully submitted,
Sandy Bigley, Recording Secretary

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