

**Minutes of the State of Nevada
Board of Registered Environmental Health Specialists Meeting
(REHS)
November 18, 2009**

Location: Washoe County District Health Department
1001 E. 9th Street, Building A, Reno, Nevada 89512
Community Development Conference Room A-265
10:30 am – 12:30 pm

REHS Quorum Present: John Kukulica, FMP, Chair
Paul Klouse, REHS/CFSP, Secretary
Cindy Ulch, REHS, Member
Tony Macaluso, Washoe County

REHS Absent: Karen Dorsey, FMP, Member

Other Attendees: Past Member, Pete Allen

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

The meeting was called to order at 10:31 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.

3.* Approval of Minutes from the August 6, 2009, 2009 Board Meeting.

Member Ulch motioned and Secretary Klouse seconded the motion to approve the August 6, 2009, meeting minutes as submitted. The motion carried unanimously.

4.* Laser Grade Testing Conversion to Pearson VUE System by NEHA

Secretary Klouse stated this item is in reference to a memo that was received from NEHA advising that as of December 7, 2009, Laser Grade testing will no longer be available and NEHA is moving to Pearson Vue testing centers. Secretary Klouse sent a letter out to all individuals who had a testing voucher through Laser Grade that they had until December 7th to take the Laser Grade exam. Those who do not take the exam prior to that date will have to pay an additional \$20.00, as Pearson Vue is charging \$100.00 for the test vs., the \$80.00 that was being charged by Laser Grade. Chairman Kukulica asked if we received any comments back from any of the exam applicants. Secretary Klouse commented only “thank yous” for letting them know. The only voucher that was processed that was not SNHD’s was Kim Tran Franchi. A Board Member asked if this was just a change of contract through NEHA and Secretary Klouse confirmed that it is.

Secretary Klouse commented that the Board may want to raise their fees to include the extra \$20.00 that will be charged by Pearson Vue so the Board would

not be out any money. Member Ulch asked if we could do that under this agenda item. Secretary Klouse noted that it could also be accomplished under Agenda Item #8. Member Ulch said she would wait for that agenda item. Secretary Klouse commented that Pearson Vue offers more testing locations and online scheduling is available. This makes it more user friendly for the registrants. Chairman Kukulica commented that Pearson Vue is very good.

At this point, Secretary Klouse went out of agenda item order, back to Agenda Item # 2 noting that Member Dorsey is absent.

5.* Resignation of Recording Secretary, Sandy Bigley (effective date March 1, 2010). Possible Replacement, Kris Younger. Paid Training for Replacement.

Chairman Kukulica noted that Recording Secretary Sandy Bigley is resigning as of March 1, 2010. A letter was presented to the Board. Member Ulch commented that she objects to this item. This makes her extremely sad and she has conveyed this to Sandy. Member Ulch commented that she does understand the reasoning and commends Sandy for the service she has given this Board and further commend her that, as always with her, if she can't give 150% she would rather step down; she has worked hard to find someone to replace her, although that is going to be a tall order.

Secretary Klouse commented that she did cultivate a potential replacement, one of SNHD's Administrative Assistants, Kris Younger. Secretary Klouse noted that he knows Kris and that would work out fine. Member Ulch asked if Kris had filled out an application. It was noted that the Board does not have a formal application. Secretary Klouse mentioned that if the replacement is from Southern Nevada that Sandy would be available to take the Board through the billing process and through the end of February which is the drop dead date for renewals. This is always a crazy time. If the replacement can work through this with Sandy, they would be prepared for the following year. Member Ulch commented that this certainly would be a smoother transition that we have had in the past with other recording secretarial positions. This is commendable for Secretary Klouse and Sandy.

Member Ulch motioned and Member Macaluso seconded the motion to accept the resignation of Recording Secretary Sandy Bigley effective March 1, 2010. The motion was amended to include Kris Younger as Sandy's replacement and, proposed compensating Kris Younger at the same rate of pay that Sandy Bigley was compensated. It was noted that it is a reasonable rate, and an important function to pay quality people to do quality work. Secretary Klouse asked the motion be amended to authorize the Board Secretary to obtain a plaque of appreciation for Sandy. Member Ulch concurred. Chairman Kukulica brought up the fact that the agenda item also included paid training for Kris Younger. The motion was further amended that paid compensation be paid for Sandy to train Kris Younger. The motion with the amendments passed unanimously. Member Macaluso asked what the pay was. Secretary Klouse noted it was \$20.00 per hour. Member Ulch stated it was \$20.00 or \$25.00 per hour. Chairman Kukulica noted that whatever "it is, it is." Member Ulch stated that the fees have been sufficient to pay for the services.

6.* Possible Purchase of Microsoft Office 2007/2010. Cost up to \$500.00.

Secretary Klouse stated he has not cost it out. Sandy has been running into problems with “.doc” documents. The Health District in Vegas just recently upgraded everyone to 2007. I don't think it would be unusual for the Board to purchase Microsoft 2007 even though it is approximately three years old.

Chairman Kukulica commented that Microsoft Office 2010 is coming out this month or next month. It will be able to read all three versions; 2003, 2007, and 2010. Sandy's concern was that some of the Board couldn't receive the documents if 2010 was purchased. Secretary Klouse noted that you could always save it in a different version. Chairman Kukulica commented that we might as well wait a month or two and get the newest version.

There was discussion on whether the REHS Board's computer could handle an upgrade. Past member Allen questioned if the upgraded version was. . . Member Macaluso motioned and Secretary Klouse seconded the motion to purchase Microsoft Office 2007/2010 with a cost up to \$500.00. The motion carried unanimously.

7.* Add Registrant Status to Registrant Listing on Website.

Secretary Klouse added this item. He is constantly wondering who is a trainee and who is a full REHS. Should that information be on our Website? Member Ulch commented she doesn't see why it should not be there. Secretary Klouse noted this came up in discussions with the LCB getting migrated to their online system for disciplinary reports. The public can go in and look at the disciplinary actions and get a listing of REHS and REHST's and how many of each. That should be reflected on our own Website. Secretary Klouse motioned and Member Ulch seconded the motion that we add to the registrant list on the REHS Website the designation of REHS or REHST after the registrant's name. The motion carried unanimously.

8.* Raise Fees to Cover Cost of New Testing Fees From NEHA. Change all applicable documents on the REHS Website.

Secretary Klouse noted that the applicable documents refer to all downloadable documents as well as any other information on the Website. This should probably be combined to say the exam fee is \$125.00 plus the \$100.00 for the Pearson Vue for a total of \$225.00 for the exam. Member Ulch motioned and Member Macaluso seconded the motion, as discussed under Item 4, to raise the registration fees by \$20.00 to cover the cost of the new Pearson Vue exam fee, with instructions to Webmaster Pierce to change all applicable documents on the Website and combine the testing fees. The motion carried unanimously.

For the record, Member Ulch asked that Secretary Klouse contact Webmaster Pierce to make the appropriate changes. Secretary Klouse will do so. He will also get with Sandy for a listing if the REHS' and REHST'.

9.* Discussion and possible action to hire a consultant to write the NEHA contract.

Secretary Klouse put this on the agenda as a placeholder. He's looked at this and the possibility of writing a contract is out of his league. He does not feel comfortable writing or negotiating it with NEHA. Not sure where to go from here.

Member Ulch asked if it was possible to find out how the other agencies handle this. Secretary Klouse noted that he is sure the other agencies have the money to actually have attorneys draw up their contracts. The other thing that came up is since the Board is no longer a "hands on" Board for any exam materials, do we need to have a contract? Member Ulch commented that she believes that there are two items regarding the Board's contract with NEHA; (1) testing, and the Board may be free and clear on that issue, and (2) NEHA is tracking our CEU's. However, the individual registrant pays for that. That is between the registrants and NEHA.

Past Member Allen commented that his concern is whether there has been a problem with NEHA. Every year NEHA sends a contract. Do you need someone to just review that? Secretary Klouse commented that the subject of the existing contract came up with the Board not being in compliance with what they ask for in the State contracts. At some point we probably need to do something.

Member Macaluso commented that none of our Board is has anything to do with the exam processing or the processing of CEU's. Member Ulch commented that the Board doesn't monetarily compensate NEHA for anything. It is all done through a direct contract. Member Ulch asked if Secretary Klouse would contact NEHA and see if we even need a contract anymore. It was motioned and seconded that Secretary Klouse will contact Heidi and Henna to discuss this issue. This item will be tabled until more information is obtained.

10.* List of current Board members and their term dates (including month, day and year), list of any current vacancies on the Board and recommendations for future appointments.

Secretary Klouse commented that this is a written request from LCB. They would like a list of everyone on the Board, their term dates, any vacancies and recommendations for current appointments.

Member Ulch noted she doesn't have a term because she serves at the pleasure of the State Health Officer. Member Ulch emailed, and courtesy copied Dr. Green that the duty to serve on the Board will continue when a Rating Survey Officer is hired. Member Ulch did send out a notice that anyone interested in the position should attend the meeting today. This could possibly be her last meeting. Right now there is funding, and the Rating Survey Officer position will be coming open soon. This is probably the only position that is uncertain. Dr. Green or her designee is attached to the Rating Survey Officer. Dr. Green may choose to serve or may appoint someone.

Member Macaluso noted that according to the Governor his position is valid until September 2013. Should be 2012? Member Macaluso may want to get in touch with the Governor's office. Secretary Klouse noted that an error was made on first appointment and had him serving one month. It was noted, that all Boards is for a term of 3 years. Secretary Klouse's appointment is up June 30, 2010.

Chairman Kukulica's appointment is up June 30, 2011 and he believes that Member Dorsey's appointment is up around the same time.

Past Member Allen commented that the statute should be reviewed. Secretary Klouse commented that the statute declares how the Board is comprised. One item that was changed in 2003 was that "At-Large" members could not be REHS'. There are some good reasons to do that, but it can be problematic.

Chairman Kukulica commented that it is possible the Board could have a vacancy in seven months. Secretary Klouse would consider staying on the Board but not as the Secretary. How about chairman? The state representative is the only one who can't be a Chairman or Secretary. Secretary Klouse would like to take a backseat and not hold the position of Secretary. There is not as much administrative duties if you are the Chairman. Secretary Klouse researched the NRS' and NAC's and there is nothing that precludes anyone other than the State Health Officer's designee from holding office. Secretary would consider being a Board member, but not an officer.

Chairman Kukulica noted how would that physically and logistically affect the REHS office? Member Ulch commented that she doesn't see the difference. Secretary Klouse noted that if there is anything that needs to go back and forth, he may bring back to the Board the possibility of upgrading the scanner capacity. A ScanSnap type of scanner far surpasses the flat bed scanner. The flat bed scanner is antiquated. Member Ulch motioned and it was seconded authorizing Secretary Klouse and Recording Secretary Bigley to collect the listing with the requested information and forward to LCB. The motioned carried unanimously.

11.* Review, approval, or denial of recent applications for registration, testing, or reciprocity of pending applications for registration.

Secretary Klouse noted that this item is a standing agenda item. There are no applications to review. A lot of people are pending testing. The transfer from being an REHST to an REHS requires that an REHST meet the requirements of passing the test and providing the Board an Affidavit of Training. A certificate is immediately issued removing the REHST status to bringing them to a full REHS status.

Secretary Klouse commented that there was a new application, but the applicant requested his application be rescinded and requested all originals be returned to him or shredded. The packet was returned with a letter and fees were refunded less postage and the administrative review fee. Member Ulch thanked Secretary Klouse.

Member Ulch noted that this was an employee who had been hired by the State, but the applicant had great anxiety about the background check and was not willing to accept the position until the full criminal background check was returned free and clear. That is not how it is done. This indicated that perhaps this individual didn't have the temperament to work in this field. The end result was that the State rescinded the offer of employment.

Member Ulch noted they hired a new EHSI for the Winnemucca position, Ellen Kunz. Member Ulch will work with her to get her application to the Board for her training status.

12.* Presentation of Lifetime Career Award to Jeanne Rucker.

It was noted that Past Member Rucker was unable to attend this meeting. Member Ulch would like this item be tabled until Past Member Rucker can attend. Member Ulch would very much like this presentation to be in a public forum. Secretary Klouse noted that NEHA would be in Vegas next August. However, it was noted that is a long way off and Past Member Rucker may not be able to attend.

Member Macaluso commented that he could, upon approval, present her plaque at a Washoe Board of Health meeting. Some Board members should attend and make the presentation to her. She needs to be recognized publicly. Member Ulch asked if she also got a plaque of appreciation for her Board service. Member Ulch we did authorize the purchase of an appreciation plaque for Sandy right? Yes. Can we authorize an appreciation plaque to be purchased for Member Rucker? Member Ulch motioned and Secretary Klouse seconded to recognize Past Member Rucker with her lifetime achievement award at a Washoe County Board of Health meeting with Member Macaluso to present it and as many of the REHS Board as possible in attendance. In addition, Secretary Klouse is authorized to purchase an appreciation plaque for Member Rucker at the same time as one is purchased for Sandy. The motion carried unanimously.

13.* 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 Allen hates to sound like a broken record, but it is very evident that there is little member participation. He gets very nervous about the future of the Board when there is not participation of REHS' in this meeting. The other thing is the issue of perpetuation of the Board, he would like to have the Board consider that when a person leaves, they should cultivate and groom their replacement. The problem with the "At Large" representation is it takes time to get a feel for what the Board is like. You can't have a Board with the same faces year after year. Secretary Klouse noted he believes that is also what the State is getting at. This Board has done pretty well. There are a lot of Boards with a lot of holes. We are better off than some Boards. Past Member Allen noted that in the beginning we had a vacancy from Washoe County for three years. Member Ulch noted that Southern Nevada has always been good about their "At Large" members. Washoe County in the past three or four years has consistently filled their spot on the Board.

Member Ulch noted that it was really useful when the REHS Board was on the Agenda for the Nevada Environmental Health Association (NVEHA) meeting. She has pitched this position for the past few years. The best that has happened is that the REHS Board has a meeting during NVEHA, but it doesn't appear to work as the NVEHA meeting goes on during the same time as this Board is having their meeting. The last time that there was a Board meeting, in the open

NvEHA meeting, was 2003 or 2004. As an REHS, she always appreciated having the REHS meeting as an Agenda item during the NEHA meeting.

Secretary Klouse noted that last year the meeting was a little strained because this Board wouldn't divulge the membership list. If we had given it to NvEHA, how could we keep it from anyone else? NvEHA's representative stated that if they won't work with me, we may charge them next time. Member Ulch commented that it was awful that it got to that point. NvEHA has a lot of REHS' information. We need to be an agendized item at the NvEHA meeting. There was only one individual in attendance at the August meeting that was held in conjunction with NvEHA; Mitch Semer.

Past Member Allen noted that there is a disconnect between two professional organizations that will hurt both organizations. What about cultivating the relationship with NvEHA by encouraging the President to come to these meetings? If the REHS Board has to pay for a plane ticket, so be it, long range it would help solve the problems. Most people like to be involved. Member Ulch noted that the NvEHA President is a great guy, but there is the disconnect. The next meeting will be in Las Vegas. That would be a perfect time to invite the NvEHA officers to our meeting. Secretary Klouse will invite them.

Secretary Klouse noted that Sandy provided him with the checking account balance of \$9,119.00 which is excellent going into the billing season. Past Member Allen commented that this is the first time he has been to a meeting where there was such positive information regarding the REHS checking balance. Secretary Klouse noted that the Board does not have a lot of overhead. For as small as the Board is, this is very good. The State is use to dealing with big Boards. Past Member Allen noted that at some point there was a possibility of getting a director. Secretary Klouse noted that the Board seems to be working well, and that the cost may be prohibitive. He further noted that there was probably more involvement when registration was not mandated.

Secretary Klouse noted that there have been meetings where there are numerous REHS' at the meetings. Past Member Allen noted it may be helpful to bring it up at staff meetings. Secretary Klouse noted that SNHD staff cannot attend on SNHD time. Secretary Klouse can check with Director Savage and possibly send out a notice to staff. Member Ulch noted that their staff can attend on State time.

Past Member Allen noted that he is thrilled about this Board and how it has matured over the past two years. The Board thanked Past Member Allen for his thoughts.

14.* Set Next Meeting date and location.

Secretary Klouse motioned and seconded the motion that he next meeting is scheduled in Las Vegas for Wednesday February 17, 2010, at 11:00 am. If that date is unable to be met by the Board, the alternate date will be Wednesday, February 24, 2010 at 11:00 am. The meeting will be held at Ellis Island if that meets with member Dorsey's approval. The motion carried unanimously.

15.* Adjourn

There being no further business, it was motioned and seconded to adjourn the meeting. The motion carried unanimously. The meeting was adjourned at 12:59 p.m.

Respectfully submitted,
Sandy Bigley, Recording Secretary