

**Minutes of the State of Nevada
Board of Registered Environmental Health Specialists Meeting
November 28, 2006 – 9:30 am**

Location: Washoe County District Health Department
1001 E. 9th Street, Conference Room B
Reno, Nevada 89512

Quorum Present: John Kukulica, FMP, Chairman
Darrell Wisner, R.E.H.S., Secretary
Cynthia L. Ulch, R.E.H.S., Board Member
Jeanne Rucker, Board Member

Absent: Karen Dorsey, FMP, Board Member

Attendees

Name	Organization
Peter S. Allen, R.E.H.S	Environmental Services, Ltd.
Daniel J. Maxson, R.E.H.S	
Teresa Long, R.E.H.S.	Washoe County District Health Department
Bob Tankersley	
Senator Bernice Matthews	
Miguel Forero	Nevada Department of Corrections
Sandy Bigley, Recording Secretary	

1. Call To order

The meeting was called to order at 9:37 am by Chairman Kukulica. A quorum was present and the meeting had been duly noticed.

2. Introduction of new Board Member – Jeanne Rucker

Chairman Kukulica introduced Jeanne Rucker and welcomed her to the Board.

3. Presentation of Plaques and Expression of Appreciation for Assistance to the Board – Senator Bernice Martin Matthews and Past Chair Teresa Long

Chairman Kukulica presented Senator Matthews with a plaque of appreciation for all the hard work she did at the legislature regarding Senate Bill 625A. The entire Board joined in showing their appreciation. Senator Matthews thanked the Board for the plaque stating that all politicians embrace the policy making process and that is what makes them happy.

Chairman Kukulica also presented Past Chairperson Long a plaque of appreciation for her services and dedication on the Board from 2003-2006. Past Chairperson Long thanked the Board for the plaque and thanked the Board for their work on the Board.

4. Review, Amend and Approve Past Draft Minutes – Las Vegas Meeting, September 25, 2006

Member Ulch motioned, Member Wisner seconded the motion and the minutes of the September 25, 2006 meeting were unanimously approved as submitted.

5. Review Secretary's Report

Secretary Wisner presented an oral report stating that the Balance Sheet was submitted to the State in a timely manner. He further commented that the Board is still in the process of retrieving all the documentation from Past Member Maxson.

Member Ulch added that she has been paying the bills, and making deposits, in a timely manner and that the checkbook is in balance. Bills that have been paid include: the phone bills for September and October, reimbursement to Past Member Maxson for the Quickbooks program and postage, payment to the Repository, Recording Secretary payment, fees to the LCB for two hours of work on the changes to SB 625A, office rental and payments for criminal history background checks for applicants. Member Rucker motioned, Member Ulch seconded the motion and it passed unanimously to accept the Secretary's Report.

6. Payment for REHS Website Services to Jim Pierce – Frequency and Amount

Chairman Kukulica read a proposal dated November 20, 2006 from Webmaster Pierce delineating his duties, the amount of time spent on the Website and his out of pocket costs. Chairman Kukulica commented that Webmaster Pierce has provided a wonderful and valuable service to the Board and that with his knowledge and expertise he has continually kept the Website updated and accurate. The Board should try to accommodate his needs with regard to payment.

In the past Webmaster Pierce was paid annually, with money coming out of his own pocket to keep the Website up and running. It was discussed and determined that it is feasible and necessary to pay him quarterly or monthly as determined by his needs. The Board agreed that Webmaster Pierce is and has continually done an excellent job and that it would be a disservice to look elsewhere for a new Webmaster. It was also noted that the Board cannot imagine anyone else doing a better job than Webmaster Pierce. He has been with the organization since the beginning and provided many needed and appreciated services to the Board.

Member Rucker motioned, Member Ulch seconded the motion to retain Sierra Horizons and Jim Pierce as the Webmaster and that he is paid on a schedule that is acceptable to him, whether that is monthly or quarterly. The motion also included that Chairman Kukulica would draft a Letter of Service for Webmaster Pierce. The motion carried unanimously.

7. Discussion and Possible Action on Computer and Accessories for the REHS Office and for the establishment of an email account.

At the meeting of September 25, 2006 there was discussion on the possible purchase of a laptop computer from Member Ulch for the use of the Board. For this reason, Member Ulch detached herself from this portion of the discussion. Past Member Maxson stated that he looked at the laptop that could be provided by Member Ulch and it was determined that it would not meet the needs of the Board except for a short-term basis.

Past Member Maxson presented a compilation of costs and features for two computer systems. The main points for each of these systems are listed below:

1. Dell Computer: May be purchased through Dell with free shipping or may be purchased at COSTCO. This system has premium warranty (three years vs. one year).

- Approximate Cost - \$2,127.00
- Includes
 - Intel Core 2 Dual Processor

- 1.8 Gig
- Windows XP Professional
- Can be upgraded by 1 Gig
- CD Driver – Read
- 19" Monitor (\$50.00 less if smaller monitor)
- 256 Mg Video Card
- Intel Modem
- Speakers
- USB Keyboard and Optical Mouse
- Approximately \$125.00 to add a back-up drive
- Comes with Word, Excel, Access and various other software
- 6 months free Earthlink Internet
- Color Laser printer with black and color cartridges (avoids having to replace entire cartridge when just using black print)
- 126 megabytes of Ram
- Scanner

2. System 2 is similar to Dell but does not have all the “bells and whistles” that the Dell has. Both systems can be purchased at COSTCO for approximately \$1,800.00 - \$2,200.00.

There was much discussion by the Board regarding the computer purchase. Items discussed included whether or not the computer should be a laptop or a desktop model, how the Internet could be accessed, phone access when on the Internet (can roll over to voicemail) and email availability (currently emails are going to individual Board members and not one dedicated email). There was concern that the laptop may compromise document integrity, be easily stolen or accidentally left somewhere. It was noted that the Board can remotely access a desktop computer.

The primary uses for the computer include generating certificates and membership cards, billing, accounting, reports and a database of members. It was noted that Webmaster Pierce may be able to set up Web mail.

Member Wisner asked if COSTCO offers Government discounts. Past Member Maxson commented that they do; however, his wife may be able to purchase one using her Teacher's discount of 10%-15%. It was noted that the Board may not be eligible for tax exemption and if they are then the Teacher's discount would not apply. Past Member Maxson will verify the Teacher's discount vs. the exemption.

Member Ulch commented that there is approximately \$9,200.00 in the checking account. The income is slowing down. However, the billing will be going out soon which will add income, noting that the Board could comfortably spend \$3,000.00 for a computer system.

Secretary Wisner motioned, Member Rucker seconded the motion to allow \$3,000.00 for the purchase of a desktop computer system. Past Member Maxson will make the purchase, reporting to Chairman Kukulica prior to buying the system with the final details and price. The motion carried unanimously.

8. Discussion of the Issues with Fingerprinting Cards, Significances of Criminal History Returns and Addition of Code of Ethics Signature Line on REHS Application. Possible AG's Office Inquiry?

Member Ulch commented that she is receiving the criminal history reports from the Repository and that some of the applicants show activity, such as a DUI in the 1970's or 1980's. Most of the criminal reports are ancient not recent history. What is the Board looking for? Past Member Long commented that because most of the activity happened a long time ago the Board needs to work together as to where to "draw the line." If they didn't disclose a felony on their job application, it could cost them their job.

Member Ulch commented that criminal history records are locked at the office separately from the applications. The applications can be flagged to ensure they match the history. Member Rucker noted that if the applicant didn't admit to a felony on the application and something shows up on the criminal history the Board could then review the file. There was discussion that the Board could review how other Boards make determinations. Member Ulch will check with the Engineering Board to see how they make determinations.

Past Member Maxson commented that a felony didn't necessarily mean a person was a bad apple. Past Member Allen commented that falsification on an application and morale perpetuity were the only reasons for denial. Member Ulch noted that each felony conviction should be taken on a case-by-case basis. 95%-99% of the applications are probably not applicable for convictions.

It was determined that all the records need to be housed at the Winnemucca office. This item will be added to the next Agenda.

9. Status of Required Quarterly Disciplinary Action Report and Certain Other Reports Due and Completed

There was discussion that all reports need to be submitted timely, as required by the Statues, and that is currently being accomplished. Member Ulch will submit the next required "Quarterly Disciplinary Action Report." It was noted that the Board needs to get the Budget Account Number, for the REHS', from Past Member Maxson. This number is required for submittal of the Vehicle Ownership document. Even though the Board does not have a state vehicle, this document is required to be submitted. The name of the form is "All Agency Memo – Home Storage of State Vehicle from the State Department of Administration."

Member Ulch read into the record that each State employee submit their salary background, PERS affiliation and Public Employee benefit information to the State. Member Ulch commented that she sent in her information and that should fulfill the requirement. Chairman Kukulica will clarify if the Board are actual "employees" because they do not receive compensation.

10. Update on Review and Discussion of Techniques to Expedite the Review of New Registration Applications Including Improved Verification Requirements of all Applicants and Printing of Cards. Possible Purchase of Tracking Software.

Past Member Maxson noted that he believes this situation is resolved. Past Member Maxson and Member Ulch contacted the State Printing firm and they can print and mail member cards the most economical way. The cards are designed with the State Seal, expiration date and other pertinent required information. The cards are similar to the National cards where they are perforated and can be easily "popped" out.

The tracking software, Quicken, has already been purchased. Member Ulch commented that a check was "found" from 1994 from Sam Moldave in the amount of \$35.00 and was returned to him.

11. Discussion of REHS Library. Update on Status of WCDHD Library Resources

Member Dorsey is working on this for Southern Nevada. Member Rucker commented that WCDHD purchased two full sets of study materials for the REHS examination. Nevada Safety Task Force purchased about 10 additional sets. Member Ulch commented that she thought the Board also purchased two sets, one for Southern Nevada and one for Northern Nevada, and questioned their whereabouts. Past Member Allen noted that the Southern set may be at the Nevada Restaurant Association. Past Member Long and Member Rucker will check on the whereabouts of the Northern sets.

12. Review and Approval or Denial of Pending Applications for Grandfathering, Testing or Reciprocity and Discussion of Proctoring for Northern and Southern Locations. Discussion of On-Line Testing Options.

Secretary Wisner commented that he will forward the information he has regarding proctors. He commented that test dates need to be set. There is also an online option, through NEHA, called "Laser Grade." Member Ulch commented that Laser Grade adds an additional cost of \$80.00 for the online testing. The applicant sits through the exam on a secured server, noting that there must be some type of proctoring to avoid cheating. Military base testing is also an option. Currently Nellis Air Force Base is the only military institution available and it is only for active personnel. CCSN is also available for proctoring. In lieu of using community colleges, the Board can provide approved proctors (Daniel Maxson and Pete Allen). Secretary Wisner commented that he believes Paul Klouse is also an approved proctor. Currently John O'Lesky is the only one that wants to take the test via Laser Grade.

There was discussion on using Training Officers as proctors. The Board believes they should not use them but avail themselves to avenues such as the community colleges.

Member Rucker will contact the colleges in Northern Nevada for its processes and Secretary Wisner will enlist someone from Southern Nevada to contact its community colleges.

Member Ulch motioned, Secretary Wisner seconded the motion and it passed unanimously to accept the below listed test dates with times, proctors and locations to be determined:

Northern Nevada

Friday, June 29, 2007

Friday, November 30, 2007

Southern Nevada

Friday, April 27, 2007

Friday, September 28, 2007

Secretary Wisner motioned, Member Ulch seconded the motion and it passed unanimously that the Board will post on its Website and notify membership that in order to sit for the test the applicant must contact any Board member, in writing, at least 30 days in advance of the test date. This may be done via email.

Member Rucker noted that she had received an email from an applicant who was denied and wanted to be reconsidered as a trainee if necessary to meet the requirements.

It was motioned, seconded and carried unanimously to approve or deny the below listed applications:

Last Name	First Name	Status	Notes
Lucido	Constance	Disapproved	Past Member Maxson will send letter. Doesn't meet grandfathering requirements. Clerical position shows no practical experience.
O'Lesky	John	Approved-Trainee	Pending \$10.00 shortfall that Board will waive if application funds are available.
Lauchner	Kathleen	Disapproved	Lacking proof of practicing vs. academia. Past Member Maxson to send letter.
Smith	Brian	Disapproved	Needs to pay \$45.00 and receive confirmation that he is registered nationally. Applicant will be reconsidered if requirements are met.
Wagner	John	Approved - Trainee	Needs original transcripts and shortfall of \$25.00
Shoup	Karla	Approved - Trainee	Shortfall of \$25.00
Anders	Ann	Approved	Business Address is Bellagio, Las Vegas, Nevada. Overpayment of \$35.00 will be applied to next year.
Merriweather	Dante	Approved-Trainee	
Smith	John	Disapproved	Stratosphere - did not meet REHS qualifications.
Wickman	Mark	Approved	

No other applications were received as of November 27, 2006, 2:00 pm.

There was discussion by the Board that the way NRS 625.10A, Section 19 reads, it is clear that the Board has to allow grandfathering through July 1, 2007.

13. Report on Status of Public Comment Received on Changes to NAC 625A

Past Member Allen commented that this is the second and final Regulatory Hearing on the NAC 625A revisions. Three workshops were held in Reno, Winnemucca and Las Vegas with a total of two attendees. The period of Public Comment ended November 10, 2006. The next step will be submittal to the Secretary of State for adoption. Member Rucker asked for clarification on Section 8 and 9 noting that they look alike. Past Member Allen noted that they are. Federal law requires reporting of Child Support. If the Federal law expires, the State law kicks in. The LCB made a change regarding dues and CEU's.

There is a change in Section 4. All certificates expired at the end of every calendar year. It now clarifies that there is 60 days past that date for dues to be paid. It was also noted that legislative items in even years become law. Legislative items in odd years are only temporary until they are voted on in the even year.

14. Regulatory Hearing – Review of Public Comment on Proposed Changes to NAC 625A as noticed 10/02/06 and Possible Vote on Adoption of Final Changes and Incorporation of Public Comment and Acceptance of Final Document

Chairman Kukulica called for public comment. There was none. Member Ulch motioned, Member Rucker seconded the motion and it passed unanimously to adopt NAC 625A as stated in LCB File #R003-006 dated August 2, 2006.

At this point Chairman Kukulica commented that Secretary Wisner has accepted employment outside of the State of Nevada and would be resigning as Secretary. It was recommended to ask Paul Klouse of Southern Nevada Health District to replace Secretary Wisner. Secretary Wisner will discuss this recommendation with the Director of Environmental Health, Glenn Savage and recommend Paul Klouse to the Governor in his resignation letter.

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

Past Member Maxson presented Secretary Wisner with his REHS Certificate retroactive to 2004. The certificate has been “floating” through the airwaves for a couple of years!

Past Member Allen commented that the Board needs to discuss a division of labor. A lot of efforts fall to one or two people. Certain items can be delegated to non Board members. Attendee Tankersley concurred. Chairman Kukulica commented that much of the workload falls to Member Ulch.

Past Member Maxson commented that SOP’s need to be written and that he can help with that after the first of the year. Member Ulch commented that duties should be leveling off and that hopefully the Board members will be more long term creating continuity.

Member Rucker agrees that written procedures need to be in place and that as a new Board member she would like to have more in depth knowledge as to areas of responsibility.

Member Ulch commented that the Board needs to start thinking about who should be the second signatory on the checking account and that Secretary Wisner needs to go to a local Bank of America and sign off of the account.

16. Set Date for Next Meeting

The next Board meeting is scheduled for Monday, February 26, 2007 at 10:00 am in Winnemucca. Member Ulch will send out the Public Notice and Agenda

17. Adjourn

There being no further business, Secretary Wisner motioned, Member Ulch seconded the motion and it passed unanimously to adjourn at 1:20 pm.

Respectfully submitted
Sandy Bigley, Recording Secretary