

**Minutes of the State of Nevada  
Board of Registered Environmental Health Specialists Meeting  
Wednesday, December 5, 2007**

**Location:** Ellis Island Casino & Brewery  
4178 Koval Lane  
Las Vegas, Nevada 89169

**Quorum Present:** Paul Klouse, REHS/CFSP, Secretary  
Cindy Ulch, REHS, Member  
Jeanne Rucker, REHS, Member (Via Telephone)  
John Kukulica, FMP, Chair  
Karen Dorsey, FMP, Member

**Other Attendees:** Erica Ryan, Nevada State Health Division  
Rebecca Fuentes, Southern Nevada Health District

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**1. Call to Order**

The meeting was called to order at 11:00 a.m. A quorum was present and the meeting had been duly noticed.

**2. Review, Amend and Approve Past Draft Minutes (September 12, 2007)**

It was motioned by Member Dorsey and seconded by Secretary Klouse to accept the minutes of the September 12, 2007 meeting as submitted. The motion carried unanimously.

**3. Review Secretary's Report**

Secretary Klouse distributed a copy of the Secretary's report to the Board. He reviewed the following items:

- (a) The REHS exam was conducted on September 27, 2007 with 11 applicants sitting for the test (3 were NEHA applicants). Results were provided to all state applicants.
- (b) Letters were sent, October 8, 2007, to each petitioner as decided at the September 12, 2007 meeting. Secretary Klouse will email those letters to the Board.
- (c) Email inquiries were responded to regarding Board issues. One item was the review of Miki Sakamura-Low's, request for reclassification, which will be addressed under Agenda Item #12.
- (d) The December, 2007 Southern Nevada REHS testing date was cancelled due to lack of commitment. The two requesting testing are going to test via the Lasergrade and will receive their vouchers.
- (e) The required annual financial statements were prepared timely and sent to the appropriate offices for delivery on or before the December 1, 2007 deadline.

(f) The annual membership billing was prepared and mailed on November 30, 2007.

Member Rucker asked how many people are REHS'. Member Ulch commented that after today's meeting there will be approximately 225.

Member Rucker asked how the Board notifies petitioners for testing of the test dates. Secretary Klouse commented that notification via the Website should be sufficient. He further noted that if there are not enough applicants one month prior to the scheduled test date, the exam will be canceled. The exams have to be requested from NEHA ahead of schedule and they cannot be requested without delineating the number of requestors. There was discussion if 30 days is sufficient time to request tests from NEHA. Secretary Klouse commented that NEHA is very responsive and 30 days prior to exam is sufficient.

Member Rucker commented that she will continue to refer applicants to the Website and do outreach to the state. Member Ulch noted that at this time there is no one from the state that needs to take the exam.

It was motioned by Member Rucker, seconded by Member Ulch and passed unanimously to accept Secretary Klouse's report.

**4.\* Update on Webpage Content from Webmaster or Board Members-Jim Pierce or Board Members.**

Member Ulch noted that Webmaster Pierce could not be here today due to illness. The below testing dates were proposed:

Southern Nevada	Friday, March 7, 2008
Northern Nevada	Friday, June 6, 2008
Southern Nevada	Friday, September 12, 2008
Northern Nevada	Friday, December 5, 2008

It was motioned by Member Ulch, seconded by Secretary Klouse and passed unanimously to accept the testing dates above. Member Rucker will notify Webmaster Pierce so the dates may be posted on the Website.

Secretary Klouse commented that the NEHA meeting will be held in April, 2008, at the Las Vegas Hilton and they have set aside a room for the REHS Board to conduct their meeting. Secretary Klouse will obtain the dates and forward the information to the Board and Webmaster Pierce.

Member Dorsey thanked Webmaster Pierce for adding the libraries to the Website.

**5.\* Update of addresses by Board registrants in anticipation of published registrant information on Website so they can choose a work rather than a home address to protect privacy of registrants. Discussion of Website**

**registrant content to include question of whether address information is needed or appropriate.**

Member Ulch commented that there have been several requests to include an REHS registry on the Website. It is common practice that other Boards, such as nurses, contractors, etc., have a registry. There was discussion on if the Board establishes a registry what type of information should be included regarding the registrants.

Items discussed included names/work and/or home addresses/phone numbers, etc. The Board was concerned with personal information being available to the general public. It was noted that Webmaster Pierce may host other Boards and would have input as to what they carry in their registries. Member Rucker will query Webmaster Pierce and report back to the Board.

**6\*. Discussion and action on resignation of Board administrative assistant and plans to continue with necessary Board business to include annual billing fund receipting, CEU accounting and processing of renewal applications including 2008 cards being sent.**

Member Ulch commented that Past Member Maxson has resigned his position as administrative assistant to the Board. Member Ulch further noted that Past Member Maxson will send out the 2008 cards. Member Ulch will do the annual billing fund receipting. It was also stated that very few registrants need to submit CEU's at this time. CEU's can be submitted through ABRA (Southern Nevada Health District) or submission to NEHA.

Member Ulch commented that as the Board receives the \$65.00 re-registration fee, the letter is mailed the same day to the registrant with the 2008 membership card.

Member Ulch commented, that with the resignation of Past Member Maxson, it needs to be determined how the every day administrative issues will be addressed, such as the review of applications, data entry and training of a new assistant.

Member Ulch noted that she would continue to do the banking, bills, etc., but it is imperative to find an administrative person to do the daily work. Member Rucker asked about the availability of a part-time person through a temporary agency. Member Ulch commented that there is a temporary staffing agency in the building where the REHS office is located. They charge a percentage on top of what is paid to the administrative assistant. To get a well-qualified person, the salary range would be \$10.00-\$15.00 per hour, plus the percentage to the temporary agency. Secretary Klouse commented that he is concerned about confidentiality and stability with using a temporary agency.

Member Ulch commented that she has someone in mind that is retired from the Welfare Division and is trustworthy, organized, and computer literate. Her

background from the Welfare Division is also good. There was discussion on how many days/hours per week someone would be needed, which will be determined by the workload. Member Ulch will talk with the Welfare Division retiree. Member Ulch believes that the Welfare Division retiree will be flexible. Member Rucker commented that she would prefer someone that is known to be reliable vs. a temporary agency and that once the person is trained, and understands the processes, it will take a lot of the burden off of Member Ulch. Due to the fact that the administrative person will have access to personal information, a signed confidentiality agreement will be required.

There was also discussion if there is a need to increase the fees. Member Ulch feels there is not a need at this time. The prior increase in fees was based on paying Past Member Maxson \$20.00 per hour. The current fees should cover the new administrative assistant.

It was motioned by Member Rucker, seconded by Member Dorsey and passed unanimously to allow Member Ulch to make an offer to Viki Pratt, Welfare Division retiree, for employment on a part-time basis for the Board. Past Member Maxson has agreed to process the certificates, etc., from the conclusions of this meeting. If Ms. Pratt agrees to employment, it would be a good time to bring her on board for training.

**7. Status of the Audit Report Due on December 1, 2007 and Certain Other Reports Due and/or Completed. Cindy Ulch and Board Members.**

Member Ulch commented that the audit report has been completed and submitted timely, as has the Quarterly Disciplinary Report. There were no disciplinary actions this reporting period. The next quarterly report is due within five days of December 31, 2007. It is anticipated that there will be no delinquent applicants to report at that time.

**8.\* Discussion and Action on Possible Relocation of REHS Office to Provide More Stability for the Board, to Enhance Board Functions and Provide for Greater Distribution of Workload Throughout the Board Membership.**

Member Rucker commented that with the advent of the possible hiring of an administrative assistant, as stated in Item #6 above, it is a moot point to relocate the REHS office at this time.

Member Ulch commented that she intends to do a full five years on the Board and then she may "fade" away. She has 18 months left on those five years. Member Ulch sits on the Board as a representative of the State Health Officer. Currently the State does not have a Health Officer. When an individual is hired, he or she may want someone different on the Board. If that happens, there would not be any logical reason to keep the REHS office in Winnemucca.

Member Rucker and Secretary Klouse will look into office locations in their respective areas. Member Ulch commented that the current office rent is

\$165.00 per month, which is a bargain, for an office that is approximately 10x13. The office has some furniture and locking file cabinets. The rest of the furniture is state surplus, which could possibly be obtained from other state offices.

**9\*. Update on Work Activities of Daniel Maxson, Past Administrative Assistant. Approval for Payment of Services from Final Work Accomplished.**

Member Ulch commented that she has not received Past Member Maxson's time sheet as he took it home to work on it. Secretary Klouse commented that we have contractual obligations to pay and will pay upon receipt of an invoice.

**10.\* Discussion of Status of Board Checking Account Balance. Update on Use of Accounting Software. Budgetary Concerns for Future of Board Including Discussion and Action on Possible Fee Increase to Support Administrative Functions Including Possibility of Hiring New Administrative Assistant.**

These items were discussed in above agenda items.

**11.\* Issue Being Encountered with Certain Registrants Circumventing the 2 Years of Training Required to go From REHST to REHS by registering with National and Then Applying with Board for Reciprocity.**

Secretary Klouse commented that we have certain items in Nevada law that are excluded as counting toward experience that NEHA may accept and the Board does not.

Member Ulch commented that the Board has a group of registrants under Trainee status and have been approved as such. The Board has already considered those applications, looking at the breadth and scope of each one and determined they did not have the experience required by Nevada law. Three or four of those applicants have applied to NEHA, sat for the test, and are coming back to the Board as trainees wanting reciprocity.

The Board does not know what is submitted to NEHA for experience. The Board reviews the application information to determine their status. Secretary Klouse commented that just because the applicant is accepted by NEHA, acceptance by this Board through reciprocity is not automatic.

Member Ulch commented that NEHA has changed what they will accept. We have trainees that haven't fulfilled their two year training obligations as stated in 625A.110, which states the Board **MAY** accept reciprocity from NEHA. This is a dicey subject with the Board. There are monetary adjustments when the registrant becomes a full REHS. Member Dorsey commented that we just have to make sure our consciences are clear when we review the applications. Member Klouse noted that he believes that both applicants in question have had to deal with lab experience.

Member Ulch acknowledged Registrant Rebecca Fuentes' attendance in the meeting and noted she didn't want to minimize the confusion Ms. Fuentes felt due to misinformation received from a training officer and/or Human Resources at the Southern Nevada Health District that Ms. Fuentes could register with NEHA and automatically be accepted as a full REHS.

Secretary Klouse commented that he did not believe that anyone has registered with NEHA with the intent of circumventing the Board. Ms. Fuentes commented that she had not registered with NEHA to circumvent the Board. Member Ulch read into the record the letter from Ms. Fuentes requesting full REHS status and her qualifications. Secretary Klouse asked Ms. Fuentes when she would be eligible for full REHS status if she goes the full two years. Ms. Fuentes replied that it would be September 5, 2008 (8 months).

It was reiterated that 625A states the Board **MAY** grant reciprocity, not that it is required to grant it. Member Rucker commented that the application of sciences is being used to determine eligibility. There was discussion on the types of experience that could or could not be used. Those included mold, hazardous waste, Zoonotic, Vector, building inspections, and EPI investigations. It was again noted that it is the application of the experience.

Lab experience is different than what is perceived as environmental health experience. If you are conducting specific analysis, you don't necessarily then make decisions regarding environmental health. That is the reason the Board was not accepting lab experience. One specific applicant had extensive lab experience in techniques, but not in decision making and the experience was deemed as non-qualifying. Member Rucker commented that the exclusions were due to the fact that people in specific areas did not want to be registered.

Secretary Klouse commented that the Board is left with using its judgment as to determining whether such experience is or is not qualifying. Member Rucker commented that in Washoe County, lab experience was desirable when hiring staff, but was not viable as environmental health experience. Member Dorsey commented that she interprets 625A as lab experience alone is non-qualifying. Secretary Klouse commented that if Ms. Fuentes' experience is to be valid, then it must be true for others also, depending upon their actual duties.

Ms. Fuentes stated that her experience included testing food ingredients, analysis, reading results, surveying, and making determinations on what went out the door. Secretary Klouse asked Ms. Fuentes about pathogens. Ms. Fuentes commented that when she would find a pathogen she would have to trace it back. Ms. Fuentes stated she did this for 2 ½ years.

Member Ulch commented that on Ms. Fuentes' original application she described her experience as a lab technician. The Board looked at the title. It did say

testing, air and water sampling, etc. Member Rucker noted that the experience is different when Ms. Fuentes articulates what she actually did.

Member Ulch commented that there are a couple of issues whether Ms. Fuentes' individual appeal might allow her to receive reciprocity. Secretary Klouse noted that the Board retains the right to make decisions based on facts presented. Member Rucker commented that, out of courtesy and respect to Ms. Fuentes, the Board needs to come to a conclusion. Secretary Klouse stated that Ms. Fuentes petitioned the Board and that the Board can vote on her appeal under Agenda Item #12 below. Member Ulch commented that it was a big help to have Ms. Fuentes in attendance to state her case.

Secretary Klouse commented that the Board should continue to review each application based on Nevada's regulations and 625A. Member Ulch agreed that this is a basic action that should be taken on an individual basis. If an applicant has been approved as a Trainee, the applicant has to request an appeal hearing from the Board. Recognizing reciprocity from another state is different than that of an appeal.

It was motioned by Secretary Klouse, seconded by Member Dorsey and passed unanimously that: Those trainees, as designated by the Board, who have applied for and successfully passed a National exam before their two years training period has been met, must appeal to the Board, in writing, requesting a reclassification of their trainee status to full REHS status and pay reciprocity fees to have their status reconsidered to re-designate them as an REHS.

**12.\* Review, Approval, or Denial of Recent Applications for Registration, Testing or Reciprocity of Pending Applications for Registration. Cindy Ulch and/or Board Members.**

The below listed applicants were reviewed; a motion was made, seconded and passed unanimously, with status determined as indicated below.

NAME	STATUS	COMMENTS
Rebecca Fuentes	Approved as REHS	Must submit payment of \$140.00 for reciprocity and Affidavit of Training.
Niki T. Burns	Approved -Trainee	Received a Master of Public Health Degree, however, the university was un-accredited and the experience was disallowed. 625A.110 states degree must be from an accredited university.
Tanja Kamm	Denied	Does not have the 30 semester hours of required education.

NAME	STATUS	COMMENTS
George E. Taylor	Approved - Trainee	
Mitchell Mildon	Approved -Trainee	Must pay \$30.00 that he was short.
Lisa Loycania	Approved -Trainee	
Robert T. Cole	Approved -Trainee	
Kim Thompson	Approved Reciprocity (Arizona)	Fingerprint cards have incomplete information. Must complete and submit \$50.00 re-processing fee.
Scott Strickler	Approved REHS	Subject to receipt of Affidavit of Training letter.
Miki Sakamura-Low	N/A	Request for review. Secretary Klouse has emails from Ms. Low requesting reconsideration of her original application. Member Ulch commented that Ms. Low's application, and letter, was reviewed at the last Board meeting. At that meeting it was determined that her Vector and Zoonotic experience did not meet the requirements. Ms. Low must submit a formal appeal, in writing, for a hearing stating her exact reasons for reconsideration. If the information is submitted, this request will be heard at the next Board meeting. This request must be submitted within 30 days from the date of the letter that will be sent to her for the Board's reconsideration.
Marilou Siy	N/A	Received vouchers for Lasergrade testing.
Nadareh Ghammars	N/A	Received vouchers for Lasergrade testing.
Gabriel Buenaventura	Approved Reciprocity	Must submit actual copy of exam results.
Jim Sladky	Approved -Trainee	
Jason B. Patchett	Approved -Trainee	Must pay \$30.00 that he was short

NAME	STATUS	COMMENTS
Cara Marie Evangelista	Approved - Trainee	
Brisa Soto	Approved – Trainee	
Andrew Chaney	Approved – Trainee	Paid \$50.00 re-processing fee.

Ms. Fuentes thanked the Board for their consideration and left the meeting.

The Board discussed what should be in the letters that Secretary Klouse will mail to the applicants that are approved and/or denied. Should the letter include that they have “zero” qualifying experience, less than the required experience in environmental health as well the duration left on their trainee status. Member Ulch asked that Secretary Klouse get with Past Member Maxson so continuity can be maintained.

Member Rucker will get with Webmaster Pierce to change the breakout out of the fees and have him change the Website.

**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.**

Ms. Ryan thanked the Board.

**14.\* Set Date for Next Meeting**

The next meeting is scheduled to coincide with the NEHA meeting to be held at the Las Vegas Hilton in April, 2008. If a meeting is required prior to that, one will be scheduled.

**19. Adjourn**

There being no further business, the meeting was adjourned at 2:00 p.m.

Respectfully submitted,  
Sandy Bigley, Recording Secretary