

**Minutes of the State of Nevada
Board of Registered Environmental Health Specialists Meeting
(REHS)
December 11, 2008**

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

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

Other Attendees: Jim Pierce, REHS Webmaster
Sandy Bigley, REHS Recording Secretary
Kim Tran Franchi, Washoe County Health Department
Kathleen Hanley, Washoe County Health Department
Krista Hunt, Washoe County Health Department
David McNinch, Washoe County Health Department
Tony Macaluso, Washoe County Health Department
Luke Franklin, Washoe County Health Department
Amber English, Washoe County Health Department
Jim English, Washoe County Health Department
Michael L. Ezell, Washoe County Health Department
Judith Saum, Washoe County Health Department

1. Call to Order – John Kukulica, Chair.

The meeting was scheduled to be called to order at 11:00 a.m. Due to a fire drill at Washoe County District Health Department, and telephonic difficulties, the meeting was called to order at 11:30 a.m. A quorum was present and the meeting had been duly noticed.

2. Roll Call/Quorum – Paul Klouse, Secretary.

Secretary Klouse called roll as indicated by the “REHS Quorum Present” listed above.

3.* Review, Amend and Approve Past Draft Minutes (Las Vegas Meeting, September 16, 2008). Sandy Bigley, Recording Secretary.

- It was motioned by Member Dorsey and seconded by Member Ulch with the motion carrying unanimously to accept the minutes of the September 16, 2008 meeting with the following amendment:
 - Agenda Item #3 should read – (“Las Vegas meeting, September 16, 2008” not June 10, 2008).

4.* Report and Discussion of Status of Board Financial Report for 2008 as Reported to the Department of Administration.

Secretary Klouse commented that he received a phone call from the LCB stating that the submittal of the Board's June 30, 2008 Balance Sheet did not match with the ending bank balance and Quicken for the same date. Secretary Klouse stated that he and Recording Secretary Bigley spent many hours going through each checkbook and bank statement entry. There were a few entries that had not been entered into the bookkeeping system. All entries were reviewed and entered and the Balance Sheet was balanced to the penny. The ending balance as of June 30, 2008 was \$12,507.11. It was motioned by Member Rucker and seconded by Member Dorsey to accept the Balance Sheet report as submitted. The motion carried unanimously.

The Board thanked all involved for ensuring that the financial information was correct.

There was discussion on hiring a bookkeeper on a quarterly basis to review the books and ensure they are balanced. Member Dorsey commented that she would enlist the assistance of her accounting staff for that purpose. Member Dorsey further commented that if her Accounting Manager is able to fit the quarterly review into his normal work day schedule, and not after hours, no cost to the Board would be incurred. It was motioned by Member Dorsey and seconded by Member Ulch to hire a bookkeeper on a quarterly basis to review the financial records. The motion carried unanimously.

5.* Report: Hours Billed for Administrative Support

Recording Secretary Bigley reported on her hours billed to date for the processing of renewals for the Board and other clerical duties for the period of July 1, 2008 through November 25, 2008, stating that it had taken more time than she expected for several reasons. There were two main reasons. One was that all clerical duties were self-taught, including the program to balance the bank statements to the bookkeeping program. Total hours submitted for the July-November period was 118 hours. Recording Secretary Bigley commented that she had not billed the Board for 15 hours that were spent when she and Secretary Klouse were working on the Balance Sheet and that she did not plan to submit those hours.

The Board discussed this item and determined that based on past practices, Recording Secretary Bigley should be paid for those hours. Member Dorsey motioned and Secretary Klouse seconded the motion to pay Recording Secretary Bigley for the 15 hours. The motion carried unanimously. Bigley thanked the Board.

6.* Report: Status of Renewal Activities for 2009

Secretary Klouse reported that the renewal billing was sent out on November 15, 2008. To date approximately 40 checks have been deposited. There are been several mailings returned for incorrect addresses. Member Ulch asked Webmaster Pierce to please put a notification on the REHS Website reminding members to ensure that the Board has their correct mailing address.

Member Rucker commented that Washoe County will be paying for all their registrants and will pay them all at the same time.

7.* Informational/Discussion

- **Web-Based Fiscal Note System 2009 Legislative Session**
- **Fingerprinting Memo, NV Department of Public Safety**

Secretary Klouse commented that he received a letter, and the “Fiscal Notes – State Government Contact Form” (completed and remitted to LCB) from the LCB, noting that the Fiscal Analysis Division uses an online fiscal note management system to provide accessibility to legislative information and fiscal note preparation. This is a way to track bills of interest that are before legislature. In past years a couple of bills never made it out of committee, with the Mold Remediation bill being one of them.

The bills can be viewed at www.leg.gov. Webmaster Pierce commented that you can sign up for an account to track Bill Draft Requests (BDR’s) and automatically track up to 10 bills. Webmaster Pierce will set up the accounts and on behalf of the Board will monitor them. Chairman Kukulica will accept the emails. It was noted that the Board does not have a lobbyist. The Board may discuss at a later time if a lobbyist is needed.

Secretary Klouse noted that he received a memo from the Nevada Department of Public Safety, Records and Technology Division, regarding the submission of fingerprint cards and who may submit cards to the FBI.

It was noted that NRS 239B.010(1)(a) must not be used unless it meets the FBI’s criteria for background checks for licensing purposes.

Upon Board discussion, the Board believes they are compliant and that the statute is geared more toward local and city entities. Secretary Klouse will contact the Department of Public Safety to make sure the Board is submitting its request under the proper legal statute.

8.* Review, Approval, or Denial of Request for Extension, Per NRS 625A.115, Paragraph 3: Kim Tran Franchi/David McNinch

A letter was received from Ms. Franchi requesting an extension of one year to take the REHS exam. A letter was also received from Mr. McNinch, Supervisor, in support of Ms. Franchi’s request. Member Rucker commented that she has occasion to supervise Ms. Franchi and recused herself from the discussion and voting.

Ms. Franchi’s letter requested the one year extension based on the fact that she took leave from Washoe County Health Department from June 18, 2007 through August 25, 2007 for the birth of her first child. Ms. Franchi is pending the birth of her second child in March, 2009, with the intention of returning to work in September, 2009.

The Board determined that her reason for requesting an extension was more than adequate. It was motioned by Secretary Klouse and seconded by Member Dorsey to grant an extension of one year for Ms. Franchi to sit for the REHS exam. The motioned carried with Member Rucker abstaining.

9.* Review, Approval or Denial of Recent Applications for Registration, Testing or Reciprocity of Pending Applications for Registration.

Member Ulch asked if any other applications were received other than the ones listed in the below table. Recording Secretary Bigley commented that she did not believe there was, but would check again when she returns to the office.

Kim Svedberg requested full REHS status based upon completion of two years of training, passing the exam and receiving a letter of training from her supervisor. Member Klouse stated this was on the agenda because he wasn't sure if this needed to come before the Board. It was determined that if a trainee has previously been approved, and has fulfilled the testing, experience, and training that it is an administrative matter, not a Board matter.

Below listed are the applicant names presented to the Board for consideration, along with the disposition.

Name	Board Decision	Status	Comments
Erin Riebe	Motioned – Secretary Klouse, Seconded by Member Ulch, Carried Unanimously	Approved-Trainee	Must Complete two years experience, submit Affidavit of Training and take exam.
Steven Zimmerman	Motioned – Secretary Klouse, Seconded by Member Dorsey, Carried Unanimously	Approved-Trainee	Must Complete two years experience, submit Affidavit of Training and take exam.
Michael Shafer	Motioned – Member Dorsey, Seconded by Member Ulch, Carried Unanimously	Approved-Reciprocity	Pending receipt of Child Care Declaration and proof of NEHA registration.

10. 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 will be Limited to Two Minutes per Person.

Secretary Klouse commented that the Board may, or may not, need to have another meeting, prior to the next scheduled one, regarding a potential case of unprofessional conduct by one of the registrants. It was noted that there is an ongoing investigation. Member Rucker asked if there was a statute of time for disciplinary action. Secretary Klouse commented there was not, but it is possible that action may need to be taken timelier than the next Board meeting. Some of the action may be in a closed meeting. Secretary Klouse will keep the Board informed.

Member Rucker commented that other Boards receive packets ahead of the scheduled meetings so the Board may review the information and that she would like the Board to receive a packet several days prior to a meeting.

Recording Secretary Bigley commented that she could scan such information and forward it to the Board.

Jeanne Rucker commented that two people from Washoe County Health Department sat for the REHS exam. Secretary Klouse commented that six or seven sat from Southern Nevada Health District. Member Klouse will notify the Board of the results upon receipt.

Member Rucker suggested that scanned letters and an email to the testers would expedite the results to the registrants.

Member Ulch suggested that Webmaster Pierce be sent a listing of all registrants when it is finalized.

Webmaster Pierce commented that he would make sure the Child Care Declaration form is included in the registration packet.

There was discussion on when Board terms expire. Member Ulch commented that her term doesn't expire that she sits on the Board at the will of the State Health Officer. Chairman Kukulica brought this item up because Past Member Pete Allen asked him about it.

Member Rucker commented that her term expires in June, 2009. The Board may need a replacement for her if she decides to retire.

Member Dorsey commented that due to weather conditions, perhaps the Board should hold summer meetings in the North and winter meetings in the South.

Member Ulch commented that NEHA, as well as the FDA Food Conference, are being held at the Las Vegas Hilton in August. The Board is offered a time and room at that conference for their meeting. Sometimes it is difficult for members to attend the REHS meeting because they may have to choose between that and attending a portion of the conference that offers CEUs. Secretary Klouse will get with NEHA representative Dan Slater regarding times, breakouts, etc.

There was discussion on "Career Award Nominations." Any member may nominate someone. Webmaster Pierce will post the parameters on the REHS Website. It would be nice to present the award during a luncheon at NEHA so the recipient or recipients may receive peer recognition in a public setting.

Member Ulch commented that all of the Board has professional peers and should make them aware of the award. More than one award can be given.

Webmaster Pierce commented that he can send an email to constituents advising them of the award.

10.* Set Date for Next Meeting

The next meeting is scheduled for February 25, 2009 at 11:00 a.m., at Ellis Island in Las Vegas.

11.* Adjourn

There being no further business, Member Rucker motioned and Member Ulch seconded the motion to adjourn the meeting. The motion carried unanimously. The meeting was adjourned at 12:35 p.m.

Current Agenda Items for February 25, 2009 meeting:

1. Career Award Nominations

Respectfully submitted,
Sandy Bigley, Recording Secretary