

**Minutes of the State of Nevada
Board of Registered Environmental Health Specialists Meeting
Monday, February 26, 2007 – 10:00 am**

Location: Department of Employment Training and Rehabilitation
State Office Building, Conference Room #45
475 West Haskell Street
Winnemucca, Nevada 89445

Quorum Present: John Kukulica, FMP, Chairman
Cindy Ulch, REHS, Member
Jeanne Rucker, REHS, Member
Paul Klouse, REHS/CFSP, Member

Absent: Karen Dorsey, FMP

Other Attendees

Name	Title/Organization
Jim Pierce, REHS	President, Sierra Horizons, Inc.
Miguel Forero	Registrant
Alexander Archie	Department of Corrections
Daniel Maxson, REHS	Retired, Southern Nevada Health District
Bob Tankersley	Retired, Washoe County District Health Department
Pete Allen, REHS	President, Environmental Services, Inc.

- 1. Call to Order**
Chairman Kukulica called the meeting to order at 10:00 am. A quorum was present and the meeting had been duly noticed.
- 2. Introduction of New Board Member – Paul Klouse.**
Chairman Kukulica introduced and welcomed Paul Klouse to the Board.
- 3.* Review, Amend and Approve Past Draft Minutes (Reno Meeting, November 28, 2006)**
It was motioned by Member Ulch and seconded by Member Rucker to accept the minutes of the November 28, 2007 meeting as submitted. The motion carried unanimously.
- 4.* Review Secretary's Report**
Member Ulch reported that the Quarterly Disciplinary Report was submitted in a timely manner.

Member Ulch read into the record a memo from Member Dorsey regarding the 1099 form for Sandy Bigley, which was completed in a timely manner and forwarded to Sandy. A copy of the memo is attached to these minutes.

Member Ulch read into the record a letter from the Legislative Counsel Bureau (LCB) regarding several issues including the travel reimbursement form that is required by the State and the fact that the Board is mandated to follow State regulations for rates allowed for hotel, food, travel, etc. A copy of that letter is attached to these minutes.

A postage account has been set up with the Humboldt County Treasurer so all mail can be run through a postage meter with the Board being billed on a quarterly basis.

Member Ulch acknowledged and thanked Registrant Daniel Maxson for the work he has been doing for the Board.

The Board's checkbook current balance was unavailable as Member Ulch has not received the August bank statement. Registrant Maxson stated that the January, 2007 balance was \$10,605.00 with approximately \$1,500.00 due from Washoe County District Health Department and another deposit of approximately \$2,000.00. Approximately \$3,500.00 is due to Registrant Maxson for the purchase of the computer system for the Board, leaving an approximate balance in the account of \$10,000.00. Of this amount, an approximate \$4,000.00 has to be applied for Registrant testing. All bills are current.

Chairman Kukulica commented that the Board needs to put on the agenda to confirm Member Klouse as the Board Secretary. Member Klouse had not been approved by the Governor's office to be able to be confirmed at this meeting; however he has since received that confirmation. Member Klouse's confirmation as Secretary for the Board will be on the next agenda as an action item.

5.* Update on Web Page Content and Use from Webmaster or Board Members

Webmaster Jim Pierce noted that he posts current documents to the Website as soon as possible after he receives them. Web Master Pierce commented that Member Klouse's information has been added to the site.

There was discussion regarding the possibility of adding Internet access on the Website for the Board members. That way Registrants could write directly to one or more of the Board members via the Website, which would be more professional than using personal email addresses. The Board could then rotate answering inquiries from the Registrants and any other general questions.

Webmaster Pierce commented that he can set up the site in whatever manner the Board wants. There can be one account or each member can have an account.

There was discussion on "Dial Up" vs. "DSL." It was noted that calls cannot come through when the Internet is in use on "Dial Up." Member Rucker asked

how many calls does the Board receive. Member Ulch commented that she receives a lot of calls on her work phone.

It was motioned by Member Rucker and seconded by Member Klouse to research the cost of DSL for the Board office and to commit to Internet service at a cost of up to \$75.00 per month. The motion carried unanimously. Chairman Kukulica will research and proceed according to the above motion.

There was discussion on the possibility of posting current Registrants on the Website and to what extent and content of the postings. It was motioned by Member Ulch and seconded by Member Rucker that as soon as the current listing was available it would be posted on the Website listing the Registrant's name, their certificate number and the date the information was posted with a notation that if any further information is needed to contact the Board. The motion carried unanimously.

6. Update on Processing of Tax Paperwork for Sandy Bigley – 1099 etc. Karen Dorsey or Karen's Representative.

This item was covered under Item # 4 above.

7.* Update on Computer and Accessories for REHS Office and Discussion Regarding Set Up of Email Account. Possible Purchase of USB Flash Drive and Obtainment of Safe Deposit Box to Hold Confidential Critical Back Up Files. Possible Purchase of Rolling Computer Chair and Other Miscellaneous Office Supplies from Wal Mart. Daniel Maxson.

The Board discussed the need to purchase an office chair as currently there is only a plastic chair in the office. It was motioned by Member Rucker and seconded by Member Klouse to allow up to \$150.00 for the purchase of an office chair. Member Ulch will purchase the chair. It was noted that the Board has a tax exempt account at Wal-Mart.

There was discussion on the need for a flash drive for offsite storage of data and the need for a safe deposit box to store it. Backing up to DVD's was also discussed as a secondary way of saving data. It was motioned by Member Rucker and seconded by Member Klouse to have Registrant Maxson rent a flash drive at the cost of up to \$140.00 and for Member Ulch to rent a safe deposit box at a cost of up to \$50.00 per year to store the back-up material. The motion carried unanimously.

8. Status of Board's Mailing Costs/Postage and Set Up of Postage Account through Humboldt County Treasurer's Office. Cindy Ulch.

This item was covered under Item #4 above.

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

Member Ulch reported that all reports are in and there are no disciplinary actions to report. Member Ulch noted that she received a call from the Governor's office that they were missing the report for the July/August/September quarter, which Member Ulch submitted. The report for the October/November/December quarter has been submitted. Member Ulch will institute a listing of due dates for future reporting.

10. Discussion of Fingerprint Card Issues and Report of Conversation with George Ball Regarding How other Boards Handle this Issue. Cindy Ulch.

Member Ulch commented that she has not been able to get in touch with George Ball regarding this issue. It is a possibility that he has retired. Member Ulch noted that she can call Humboldt County.

The biggest issue with the fingerprinting cards is that there were three Registrants whose prints could not be read. The cards were submitted three times. Some prints, depending on the job a person does, may be obliterated over time. In the future if this happens, it is only required to submit prints twice. At that point the background investigation is accomplished via a name/social security number check. The Board is not charged for re-submittals as long as it is within a six month period.

If a Registrant has indicated on their application that they have no felonies and the background investigation determines that they have, this may be grounds for suspension for falsifying records. A felony in itself, if listed on the application, is not necessarily grounds for suspension.

11. Discussion of Status of REHS Library. Update on Status of WCDHD Library Resources. Result of Search by Jeanne Rucker and Teresa Long.

Members Rucker and Dorsey submitted lists for available resources in the Northern and Southern regions respectively. They are as follows:

Northern Region

Title	Author	Number of Books
A Guide for Environmental Health Responsibilities and Competencies, REHS/RS Study Guide, Third Edition	National Environmental Health Association	2
Ecology and Management of Food-Industry Pests	FDA	1
Emerging Infections	Institute of Medicine	2
Environmental Engineering, Fifth Edition	Salvato, Nemerow, and Agardy	4
Environmental Health, Third Edition	Morgan	2
Environmental Law and Enforcement	McGregor	2

Title	Author	Number of Books
Epidemiology in Medicine	Hennekens and Buring	2
Fundamentals of Industrial Hygiene, Fifth Edition	Plog and Quinlan	2
Title	Author	Number of Books
Handbook of Environmental Health, Volume 1, Fourth Edition	Koren and Bisesi	2
Handbook of Environmental Health, Volume 2, Fourth Edition	Koren and Bisesi	2
Principles of Food Sanitation, Fifth Edition	Marriott and Gravani	2
Standards for Adult Correctional Institutions, Fourth Edition	American Correctional Association	2
The Public Health Law Manual, Third Edition	Grad	2

Member Rucker commented that they also have books that Washoe County District Health Department purchased for internal staff but she is hesitant to make them available. Member Ulch stated that the Board had purchased five Salvato books and she also believes that the Nevada Food Safety Task Force purchased books that are available for their members.

Southern Region
Nevada Restaurant Association

Title	Author	Number of Books
Environmental Engineering and Sanitation	Salvato	2 – One is a 1994 Supplement
Emergency Response to Chemical & Biological Agents	Cashman	3
Examination Review Book (Workbook of Questions and Answers)	National Learning Corp.	1
H.A.C.C.P.	Pierson	1
Principles of Food Sanitation-1989 Edition	Marriott	1

Member Ulch commented that it appears that there is enough study material available.

Member Klouse questioned how Registrants go about signing up for the exam. Registrant Maxson commented that they go through their representative and that the processing information is on the Website. To sit for the National Exam, they

can contact National at (303) 756-9090 and they will put you in contact with the appropriate person. The Registrant needs to ensure they have the proper qualifications to take the exam; two years of training with someone such as their Director or Manager signing off to that effect. Member Ulch commented that we do not have that form. Because of the language in the NRS', employment history is required. Registrant Maxson will do a form and provide it to the Board.

12.* Review and Approval or Review and Denial of Pending Applications for Grandfathering, Testing or Reciprocity and Discussion of Getting Qualified for Proctoring for Northern and Southern Locations. Jeanne Rucker and Board Members.

It was motioned by Member Ulch, seconded by Member Klouse to approve Fabienne Burrell, Craig Bowman and Candice Stirling as trainees and Brian Smith through the grandfathering process. The motion carried unanimously.

1. Fabienne Burrell – Approved as Trainee pending submission of photo identification.
2. Craig Bowman – Approved as Trainee pending submission of original transcripts and fingerprint cards.
3. Candice Stirling – Approved as Trainee.
4. Brian Smith – Approved for Grandfathering.

There was a question on whether or not Sandra D. Ripplinger had been approved. It was determined that she was previously approved.

There was discussion regarding Rob Stacey's appeal to be accepted under the Grandfather Clause. Registrant Archie stated that Mr. Stacey had been issued an offer of employment letter by Registrant Archie's agency (Department of Corrections) prior July 1, 2005, however because of personal issues Mr. Stacey did not actually begin his employment until some time after that date and therefore was not working in the State of Nevada as of the July 1, 2005 cut-off date. Mr. Stacey previously worked for OSHA, but again, was not working there as of the July 1, 2005 cut-off date. It was also noted that Mr. Stacey did not get his Nevada Driver's License until the end of July.

It was further noted that the Board had denied an application from another person (Larry Mar) for the same reason that he was not physically working in the State of Nevada on the July 1, 2005 cut-off date.

It was motioned by Member Ulch, seconded by Member Rucker to deny Mr. Stacey's appeal to be grandfathered based on the fact that he was not employed in the State of Nevada on July 1, 2005. The motion carried unanimously.

Member Ulch will send a letter to Mr. Stacey with the Board's decision and suggest that he sit for the exam.

5. Rob Stacey – Appeal Denied.

There was discussion on testing sites for the REHS exam. Member Rucker distributed a list with the Northern sites and proctoring services available. The sites included Western Nevada Community College, Sylvan Learning Center and Truckee Meadows Community College. Items included in the handout are fees charged for each location, how to arrange the test, available times, identification required and computerized testing information. It was noted that at Truckee Meadows you have to also make arrangements with their IT Department due to security reasons. The other sites may also require security arrangements to be made.

Other items of Board concern included the possible loss of control by using an outside entity, the fee charged as there is no allocation in the annual fees for additional testing charges and if National has to approve the sites. Another issue was the integrity of the site. It was noted that when the exam is ordered it goes directly to the proctoring site. Chairman Kukulica will verify with National the accredited sites. Laser exams are available online for an additional \$60.00 and the results are immediate.

Registrant Maxson noted that he believes all Sylvan Learning Centers and the Community College of Southern Nevada are approved sites in the South.

Member Klouse commented that staff has questioned Training Officer, Linda Newton, why they have to pay testing fees up front when they apply. They would like to defer the testing fees. Member Ulch noted that she is sympathetic; however, the Board does not have full-time staff or the resources to track the fees. Even by collecting fees up front the Board incurs a risk because if National or other fees increase there is no recourse for the Board to go back and reassess Registrant fees.

Registrant Tankersley commented that perhaps the Board should justify the fee structure to Ms. Newton. Member Klouse stated that he will discuss the fee structure with Ms. Newton.

Registrant Maxson noted that he has spent a lot of his own time on items for the Board and that he would like to be compensated for his time in the future. This item will be added to the next agenda as an action item.

The Board discussed the possibility of a fee for incomplete application submittals. The Registrants need to take more responsibility for their submittals. If they are not complete, they should be sent back. Registrant Maxson will put together a

form for missing items. This item will be placed on the next agenda as an action item.

13.* Development of Standard Procedures and Applications, and Templates for “Approved Training Programs” per new NAC Language. Development of Exemption Application from CEU Requirements for Retirees. Discussion of Procedures for Suspension of Registration Certificates and Reinstatement of Said Certificates. Jeanne Rucker.

Member Rucker commented that she is concerned that the Board is required to approve training programs for the trainees. The Board needs to come up with what a training program should entail. Then the persons doing training should submit their curriculum to the Board for approval. It was noted that Washoe County District Health Department, Department of Corrections and Southern Nevada Health District have training programs in place. The Board needs to make sure they are on the right track.

It was noted that Southern Nevada Health District’s training program is based on CDC’s National Center for Environmental Health Specialists Competencies.

Member Klouse will ask Ms. Newton for a copy of her training program to present at the next meeting. Member Rucker will also bring a copy for Washoe County. Training curriculum will be on the next agenda as an action item.

There was discussion on exemptions from CEU’s for retirees. There needs to be something in their file noting that they are retirees. A box could be added to the application for designation as a retiree. It was also noted that if a retiree wishes to reactivate his status that he has to complete an application.

It was motioned by Member Klouse and seconded by Member Rucker that Registrant Maxson will develop a dual notification form for retirees and reinstated retirees as applicable under NRS 625A. Registrant Maxson will bring this form to the Board for consideration at the next meeting. This item will be an action item on the next agenda.

Member Ulch commented that by NRS a renewal has to be submitted within 60 days of the due date. This year the due date was January 31, 2007 and Registrants have 60 days from that to submit their renewal. That date was due to the fact that this was the first time mandatory registering was required and it provided the time as required by NRS.

The new renewal date will be December 31st of each year with the last date to pay being March 1st of each year. If renewal is not received by that date, the Registrant would be suspended. This would also mean that the Board would need to send out the renewals no later than December 1st of each year. The

Board also needs to add additional information to the form that is returned, such as the Registrant's name, address, etc.

- 14.* Report on Status of Changes to NAC 625A. Pete Allen and Jeanne Rucker.**
Registrant Allen noted that draft regulation changes have been submitted to the LCB and they will file with the Secretary of State. Registrant Allen noted that the LCB has to review it and they haven't reconvened. There is no reason to believe that it won't be approved.

- 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.**

Registrant Maxson commented that he is ready to send out membership cards to Registrants, however there is a concern with the fact that they may be able to be easily reproduced. Cards and Certificates will be on the next agenda as an action item.

It was noted that a phone meeting can be posted to confirm Member Klouse as the Board Secretary.

Member Ulch noted that she wants a running balance for the checking account and asked if QuickBooks was on the Board's computer. Registrant Maxson commented that not all vendors are in the system and it would take 1-2 days to add them to the system. Registrant Maxson noted that June 30, or July 30, 2006 is the last entry into QuickBooks.

Member Ulch commented that Member Klouse needs to be a Signer on the checking account and Past Secretary Darrell Wiser needs to be removed.

Registrant Allen noted that the Board needs a "watchdog" at the legislature. Member Rucker will ask Bob Sack, who is a registered lobbyist, to watch NRS 625A and NRS 623. Mold will be an issue that will be coming up again.

Member Ulch commented that sometimes it is hard to match State CEU's with National CEU's to determine status. It is a good assumption that if you are okay with National that you are probably okay with State. Registrant Allen suggested that it may be better for the budget to track on an annual basis. Member Rucker will research how California does theirs. Chairman Kukulica commented that the cash flow may be affected. Member Ulch commented that not all State registrants are registered nationally. CEU tracking is free if you are registered with National. Registrant Maxson commented that Past Chairwoman Long signed a contract or it may be just an agreement with National to track the CEU's. It is not know if the contract/agreement is for a specific period of time. Chairman Kukulica will research this item and it will be placed on the next agenda as an action item.

16. Set Date for Next Meeting

It was noted that NEHA is holding a conference on May 3-4, 2007 at the Las Vegas Hilton and that perhaps the Board could meet on one of those dates and coordinate times with the NEHA meeting.

The next meeting date is to be determined

17. Tour of REHS Board Winnemucca Office

Member Ulch provided a tour of the REHS Board's office.

18. Adjourn

There being no further business, it was motioned, seconded and carried unanimously to adjourn the meeting at 12:45 pm.

Respectfully submitted,
Sandy Bigley, Recording Secretary