

**Minutes of the State of Nevada
Board of Registered Environmental Health Specialists Meeting
Wednesday, June 13, 2007**

Location: Washoe County District Health Department (WCDHD)
Building B
1001 East 9th Street
Administrative Health Services Conference Room
Reno, Nevada 89512

Quorum Present: Paul Klouse, REHS/CFSP, Secretary
Cindy Ulch, REHS, Member
Jeanne Rucker, REHS, Member
John Kukulica, FMP, Chair (arrived at 12:30 p.m.)

Absent: Karen Dorsey, FMP, Member

Other Attendees: Jim Pierce, REHS, President, Sierra Horizons, Inc.
Daniel J. Maxson, REHS
Teresa Long, REHS, Past Chair, WCDHD

1. Call to Order

The meeting was called to order at 11:03 a.m. A quorum was present and the meeting had been duly noticed.

2. Review, Amend and Approve Past Draft Minutes (Las Vegas Meeting, May 4, 2007)

It was motioned by Member Ulch and seconded by Member Rucker to accept the minutes of the May 4, 2007 meeting with the below corrections. The motion carried unanimously.

1. Moved Item 4, paragraph 5 to the end of sentence 1, paragraph 1.
2. Item 5, deleted "mail" from the email address in paragraph 1.
3. Item 7, changed "download" in paragraph 2 to "back-up and storage."
4. Item 7, deleted the "n" in paragraph 2 on "American" and changed to "America."
5. Item 8, paragraph 3 changed "Termination" to "Revocation."
6. Item 17, "Joy Clark," added that "she was the first to pass her REHS exam and progress to REHS regular status."

It was also noted that Past Member Maxson would send out Revocation Letters and that Secretary Klouse would talk to Lonnie Empey regarding his non-renewal.

3. Review Secretary's Report

Secretary Klouse gave a verbal report. He commented that 15 individuals took their REHS exam at Southern Nevada Health District (SNHD) on April 30, 2007 and that all but one passed the exam. Secretary Klouse attributed this success rate to the training program that has been established by the Training Officer at the SNHD. It was noted that the training program gets the staff to the testing point prior to two years. This training is over and above the regular training required for the Environmental Health Specialist (EHS). Member Rucker commented that Washoe County District Health Department (WCDHD) has a one year long training program.

4.* Update on Webpage Content to Include Addition of New Incomplete Application Fee, Clarifications on Fees for Applications, Notification that the Window for Grandfathering has Passed, etc. Webmaster Jim Pierce and Board Members

Webmaster Pierce commented that he keeps the Website as up to date as possible. The fee schedule is up to date. It was noted that the "Affidavit of Training Experience" has been updated to include the Registration Number. Webmaster Pierce noted that on June 30, 2007 he would make sure that the Website indicates that the Grandfathering period has closed. He will also change the Grandfathering fees where applicable.

5.* Update on Computer and Accessories for REHS Office and Discussion Regarding Checking the Email Account. Daniel Maxson, Cindy Ulch

Member Ulch commented that she has trouble getting into the email account and doesn't like the scroll down menu. The accessibility can be changed. The new email access will be nvrehsmail@sbcglobal.net. The password was given to the Board. Past Member Maxson will email instructions to the Board members on how to access the account.

Member Ulch commented that there is still no running balance for the checking account. Past Member Maxson has Quicken on his computer for the checking account. If the Board would purchase Quicken, then the account could be transferred. It was motioned by Member Rucker, seconded by Member Ulch and carried unanimously to purchase Quicken for \$49.99 at Wal-Mart. Member Ulch will purchase the program. The member information will be tracked in Quick Books.

6. Status of Required Quarterly Disciplinary Action Report and Certain Other Reports Due and Completed. Update on any Requests from LCB on BDR Fiscal notes etc. Cindy Ulch

Member Ulch reported on this item. She noted that the Disciplinary Report will be completed the end of June. Disciplinary actions will include Kinley Goodman's suspension and reinstatement, and any other suspensions as stated in Item #8 of the May 4, 2007 minutes and/or as listed below.

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| 1. Chris A. Bischoff | 6. John F. Andrews |
| 2. Lonnie C. Empey | 7. Barbara Ferraoili |
| 3. Stephanie J. Gregg | 8. Joel A. Johnson |
| 4. Mark A. Gramley | 9. Darrel B. Wisner |
| 5. Salvatore Balzano | 10. Steve G. Henke |
| | 11. Xiao (Andrews) LI |

It was noted that suspension letters should state they cannot practice environmental health in the State of Nevada. Member Ulch asked if NRS 625A was available for review. The Board discussed whether or not a private individual could or could not be exempt. NRS 625A.02A lists who is exempt. As an example, if Lonnie C. Empey is acting as a facilitator through his private business he may be exempt. Member Ulch commented that Lonnie Empey should be sent a letter and let him defend himself. As stated in Item #2 above, Secretary Klouse will speak to Mr. Empey. There are a lot of casino employees that fall into this same type of category. NOTE: Secretary Klouse contacted Mr. Empey and Mr. Empey stated he registered with National and "forgot" to renew his REHS. He stated he will renew and forward his \$260.00.

Members Ulch and Rucker concur that the law applies to all public entities and governmental agencies. However, the Board is not going to chase the public sector. Member Maxson concurred that based on the printed copy that went to the Committee, private Industry was not going to be pursued. Registrant Goodman was the only name on the list that is still employed by a governmental agency.

Member Ulch commented that she will do the Quarterly Action Report timely. The annual Balance Sheet will also need to be completed. Past Member Maxson will show Member Ulch how to complete it.

Member Ulch noted that for some reason the Property Inventory Report was sent to Steven Goode at SNHD and forward to the Board from him. That report has been completed.

- 7. Discussion of Fingerprint Card Issues and Report of Letter Received from Noni Johnson Regarding Laws Governing Fingerprint Returns. Cindy Ulch**
 Member Ulch commented that Ms. Johnson's letter is in the criminal history file in the office. Ms. Johnson is a full time employee for the Engineering and Land Surveyors' Board. She has a letter from Assemblywoman Giunchigliani regarding the protection of felons. A measure passed that any State Board cannot deny registration strictly on the basis of a felony. Member Ulch commented that it goes back to accountability and honesty on the application. If the applicant has not declared a felony on his application, he could be denied for falsifying records.

Member Ulch noted that she tries to batch the fingerprint cards when she submits them which is approximately every three months. Member Rucker commented

that the fingerprint cards should be sent quarterly. The Board issues their certificate prior to getting them back.

8.* Status of Development of Form for Return and Denial of Applications from Either Unqualified Individuals or Applications Submitted as Incomplete. Daniel Maxson

Past Member Maxson commented that he has not as yet developed the form. Secretary Klouse commented that at the last meeting it was voted that a fee of \$60.00 would be charged each time an application was submitted. The fee will not be in effect until the form and instructions have been completed. Member Ulch commented that registrants need to step-up and take responsibility for their submittals. They are professionals. Past Member Maxson will expound on the checklist. Past Member Maxson would like Past Chair Teresa Long to send him the application electronically. Member Ulch motioned, Member Rucker seconded and it passed unanimously to have Past Member Maxson expound on the checklist on the Website for completion of the application so that any duly diligent individual could complete it.

9. Discussion of Status or any Updates on North and South REHS Libraries. Jeanne Rucker and Karen Dorsey

Member Rucker commented that there has been no change on the status of the libraries.

10.* Discussion and Possible Action on Changing CEU Reporting to Coincide with NEHA Renewal Dates, Auditing System Development and Tracking for Applicants.

The Board discussed this item at length. It was determined that it would cost at least \$2,000.00 to make the change to submit CEU's at the same time as NEHA. Secretary Klouse commented that SNHD uses the ABRA system to track CEU's and it is vetted and run by a third party at SNHD, the Human Resources Department. It mirrors what National does. Member Rucker asked for confirmation that those in the SNHD's ABRA system do not have to submit to Nationals and do not have to pay for submittals. It was confirmed that was correct.

11.* Development of Standard Procedures and Applications, and Templates for "Approved Training Programs" per new NAC Language. Progress on Development of Exemption Application from CEU Requirements for Retirees. Discussion of Procedures for Suspension of Registration Certificates and Reinstatement of Said Certificates. Jeanne Rucker, Daniel Maxson and Board Members.

Member Ulch commented that the Affidavit of Training Experience is on the Website and that she will do an application for Retirees. Member Rucker commented that entities need to submit some type of form to substantiate what their training program is.

12.* Discussion and Action on Contract with Daniel Maxson to Provide Board with Part-Time Administrative Assistance. Discussion and Action on Salary Negotiations, Payment Schedule, and Expected Hours Per Week or Month.

Past Member Maxson commented that he had only read the Minutes last night which stated that he needed to submit a written contract proposal. Past Member Maxson hand wrote a proposal and read it to the Board. He will type up a copy and forward it to the Board.

He also commented that every time he goes into the Board office it is to do emergency items. Until he can get a handle on SOP's and letters, other items such as data entry, are put aside. Member Ulch commented that every day items include mail, deposits, phones, emails, bills, etc., which she is doing. Past Member Maxson is handling member items.

Past Member Maxson commented that these items include denial and approval letters, certificates, etc. These procedures need to be standardized. Justification on administrative needs is apparent. Member Rucker commented that she would like the Board to prioritize the items that Past Member Maxson needs to accomplish.

Member Rucker motioned, Member Ulch seconded the motion and it carried unanimously to approve Past Member Maxson to work a maximum of 24 hours per month on a one-year contract basis at the rate of \$20.00 per hour with priorities to be established by the Board. It was further motioned by Member Rucker, seconded by Member Ulch and passed unanimously that any software that Past Member Maxson develops, on a gratis basis, to assist the Board that he would be able to market said software and that he has proprietary rights to same.

13.* Discussion and Update on NEHA's Position on Locations for Testing. Jeanne Rucker

Member Rucker commented that NEHA does not have pre-approved locations for testing, except possibly in Southern Nevada. They do not care. Washoe County has testing scheduled for June 29, 2007. Member Rucker is proctoring that test. Before the next testing date, Member Rucker will work with the Community College for them to proctor the test. You cannot proctor any test if you supervise the people taking the test.

It was noted that the exam dates are on the Website. Secretary Klouse commented that each person that took the test at SNHD was given a copy of their test results. They will still get formal letters. Past Member Maxson will send letters with each individual's name on the letter. Member Rucker commented that each letter may have to be evaluated on a case-by-case basis depending on their status. Member Rucker commented that she would like to have the letters prior to the Board meetings and that way if there are any comments they can be

sent back to Past Member Maxson for changes. The letters can be emailed to the Board.

- 14.* **Review and Approval or Review and Denial of Pending Applications for Grandfathering, Testing or Reciprocity. Status of Applicants that Tested Recently in Las Vegas. Paul Klouse, Daniel Maxson and Board Members.**
The below applications were approved or denied as listed.

Susan LaBay – Approved as an REHS Trainee.

Alex Montgomery – Approved for Grandfathering. Mr. Montgomery attended the May 4, 2007 meeting asking to be approved via grandfathering. He was told to submit a letter from his employer, Ever Clean, to show that he was employed in the field of environmental health as of July 1, 2005, which he did and it was accepted by the Board.

Stephano F. Caligiuri – Denied. Mr. Caligiuri holds the position that was vacated by Jimmy Vigilani at the Bellagio and is applying via grandfathering. Mr. Caligiuri was denied on the basis that he does not show enough experience to be grandfathered and that he was not employed in the State of Nevada on July 1, 2005.

Xiao (Andrew) Li – Add to revocation list. Mr. Li did not pay his dues on time, therefore, his REHS expired. Secretary Klouse sent Mr. Li a letter describing the process for renewal, including penalties. As of this date Mr. Li has not submitted fees or an application.

George Larry Naverete – Was approved as a Trainee at the May 4, 2007 meeting.

Jessica Newberry – Was approved via grandfathering at the May 4, 2007 meeting.

John Cataline – Denied for Grandfathering. Mr. Cataline previously submitted his application as a Trainee and was so approved. It was determined that he could not change his mind and apply for grandfathering.

Howard Murphy – Tabled. Secretary Klouse commented that Mr. Murphy originally worked for SNHD and gave his background. Past Member Maxson commented that unofficially in the past members that were serving overseas were not billed. It was noted that Mr. Murphy should apply for Reciprocity. Member Ulch commented that the Board requests that Mr. Murphy request in writing what he would like the Board to do. Secretary Klouse will inform Mr. Murphy regarding what he needs to do and this item will be tabled until the next meeting.

Lori Luces – Tabled. Ms. Luces passed the National Exam on April 5, 2007. She has never applied for REHS status and has been working longer than 90 days. Secretary Klouse will inform Ms. Luces regarding what she needs to do.

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 questioned the REHS status on the Website of Robert Moldowan. He has never take then exam or applied for registration. The REHS status will be removed from the Website.

Past Member Maxson gave honorary plagues for Joseph J. Heck, D.O., Van O. Heffner, Bryan Gresh, Samuel P. McMullen and George A. Ross to Secretary Klouse to distribute.

16.* Set Date for Next Meeting

The next meeting date is scheduled for September 19, 2007 at 11:00 a.m. in Las Vegas at Ellis Island Casino, if that facility is available. Recording Secretary Bigley will contact Member Dorsey to verify availability. If Ellis Island is not available, Secretary Klouse and Recording Secretary Bigley will help secure an alternate location.

17. Adjourn

There being no further business, the meeting was adjourned at 1:00 p.m.

Respectfully submitted,
Sandy Bigley, Recording Secretary