

**Minutes of the State of Nevada  
Board of Registered Environmental Health Specialists Meeting  
(REHS)  
August 11, 2010**

**Location:** Ellis Island Casino  
4178 Koval Lane  
Las Vegas, Nevada 89109  
Wednesday, August 11, 2010  
Ellis Island Restaurant, Room "C"  
11:00 am

**REHS Quorum Present:** John Kukulica, FMP, Chair  
Paul Klouse, REHS/CFSP, Secretary, Resigned 8/11/10  
Tony Macaluso, REHS, Member  
Richard Elloyan, REHS, Member,  
Larry Law, REHS, Member, Appointed 8/11/10

**REHS Absent:** Karen Dorsey, FMP, Member

**Other Attendees:** None

- 1.\* Call to Order – John Kukulica, Chair.**  
The meeting was called to order at 11:05 am.
- 2.\* Roll Call/Quorum – John Kukulica, Chair.**  
Chairman Kukulica called roll as indicated by the "REHS Quorum Present and REHS Absent" as listed above. A quorum was present and the meeting had been duly noticed.
- 3.\* Resignation of Board Secretary, Paul Klouse**  
Member Klouse, respectfully resigned as the Board Secretary and informed the Board that Governor Gibbons has appointed Larry Law as a board member. The Board accepted Secretary Klouse's resignation and expressed their appreciation for his three and a half years of service.
- 4.\* Appointment of new Board Member, Larry Law**  
Chairman Kukulica commented the Larry Law has been appointed by the governor. No action by the board is necessary.
- 5.\* Past Secretary's Report – Paul Klouse**  
Past Secretary Klouse commented that he has no items for this meeting.
- 6.\* Discussion and possible action to approve the purchase of a recorder**  
Past Secretary Klouse commented that in the past there have been some issues with archiving and being compliant with NRS 239 in regards to public records and having our meetings recorded which is a requirement and we have to have that available to the public upon request. A more reliable device is needed to ensure

that everyone's voice is audible and so the recordings can easily be transferred to our website. A \$500 cost limit can be set and Recording Secretary Kris Schamaun can do research on the best recorder to suit the needs of the Board and the cost and report her findings back to the Board.

Member Macaluso motioned and Member Elloyan seconded the motion to allow Recording Secretary Kris Schamaun to do research of what will meet the needs of the recorder and to spend up to \$500. The motion carried unanimously.

**7.\* Discussion and possible action for the division of Board duties and/or election of a new Board Secretary – Board**

Past Secretary Klouse commented that based on his experience of the past three and a half years it became obvious that there is a lot of work for one person whom is employed full time to stay on top of the board duties. The option to divide the duties so all board members share duties or to hire an executive director or someone we pay on an hourly basis. Administrative decisions can't be made between meetings so it was suggested that each board member divide duties, i.e. the chairman would respond to questions presented to the board. Application review can remain local since all the paper files are in Las Vegas however, we the files can be scanned & emailed to other members for review. Recording Secretary Kris Schamaun could forward emails requiring a response to the appropriate board member. Mr. Klouse stated the board can always ask him since he is not a board member any longer and it is not a violation of the public (open) meeting law. Member Elloyan requested Mr. Klouse put together a list of duties. Mr. Klouse recommend putting Member Dorsey in charge of money, signing checks, making sure the financial statements are done every year. Make sure every 3 months that the public disclosure is made on the website of the LBC Report any disciplinary actions by the board, how many people dropped out, how many new members did we have that quarter, and if we sent out any disciplinary notices at all. Chairman Kukulica asked if Kris Schamaun can report this information, Mr. Klouse commented yes, this is something Kris can do there is no reason a board member has to do this.

Chairman Kukulica asked Member Larry Law if in name he would accept being appointed the position of secretary with help from other board members. Member Law stated he is not sure that at this point I would have enough knowledge to be of use in that position.

Member Macaluso stated by law Member Elloyan cannot serve as secretary. Member Elloyan asked if he is able to do part of the duties of the secretary, Mr. Klouse stated Member Elloyan can do anything a board member can do. Chairman Kukulica suggested Member Elloyan can assist in the review of however, it is suggested not to review your own applications. Recording Secretary Schamaun stated it would be easy enough to scan in and email to any member.

Member Macaluso commented the law stated the Board SHALL elect a secretary. Chairman Kukulica suggested Member Law be elected as secretary however, the duties can be divided. Member Dorsey can help with the finances, the banking, checks and all that. Member's Law, Elloyan and Macaluso can review applications. Chairman Kukulica commented that he will handle all the

correspondence and if any assistance is needed he can email other members. Past Secretary Klouse did offer assistance to the Board as needed. Member Elloyan commented that there are five board members, and there appears to be 5 components and is concerned that a person making an inquiry to the board will be directed to multiple people to get to the correct party. Mr. Klouse commented that Kris will know whose jobs are which and she will funnel to the correct person. Chairman Kukulica agreed it should be divided up however, the board must have somebody with the title of secretary. Member Macaluso commented that he will nominate to do it but I will have to have help. Member Elloyan stated he will be happy to take on whatever component. Mr. Klouse will with Larry and Kris to come up with a 5 component, 5 different points to divide up.

Member Law motioned and Member Elloyan seconded the motion to appoint Tony Macaluso as the Secretary of the REHS Board. Chairman Kukulica stated any further discussion would be if it became overwhelmingly burdensome. The motion carried unanimously.

**8.\* Discussion and possible action to authorize research and hiring of an Executive Director – Paul Klouse**

Past Secretary Klouse commented that the Board can't afford to pay more than about \$5000 per year to take all of those secretarial duties, because that's the way all other boards work, they have an executive director that does all of that and simply reports to the board. Chairman Kukulica stated the Board has never hired an executive director before because the Board never had the money. Mr. Klouse stated by state law the Board is authorized to go up to \$200 per year for registration fees. The Board could increase fees to cover the cost. Chairman Kukulica asked if Mr. Klouse has anyone in mind. Mr. Klouse recommended John Callen, he would be excellent, lives in Las Vegas, and recently retired from the job. Mr. Callen knows the job backwards and forward inside and out. It will also need to be looked into the legal aspect with the state to hire an executive director. Member Macaluso stated the fees cannot exceed \$250. Mr. Klouse commented we are currently charging \$65 so we've got a lot of flexibility. It would be strongly recommended if we were to do that we do it how the state does it and we have public comments and hearings at the board meetings for raising the fees. Chairman Kukulica commented that if fees were increased to \$100 that is almost \$11,000 if we offered 12k per yr to this executive director that's \$1000 per month. By raising the dues to \$100 we could do that. Mr. Klouse stated that may be a possibility to do public workshops and actually remand the NAC to include the fee which is what the state does. You go through a public workshop process and adopt that. The constituency has the ability opportunity to make comment about the increase. Then we have the ability this is why we want to do this, to make this a more professional board. Mr. Klouse commented that if the executive director worked eight hours per week in the office that would be enough except at certain points in the year like around registration time. Chairman Kukulica stated this person could also do more for the board as well.

A 15 minutes recess was held to allow Recording Secretary to retrieve a copy of the current balance sheet. The meeting was called back to order by Chairman Kukulica.

Chairman Kukulica stated it appears the Board has approximately a \$2,000 positive cash flow per year. Mr. Klouse stated in addition to normal duties the executive director can also attend meetings. Chair Kukulica suggested writing for grants. Member Elloyan asked how many people are there right now that would qualify to be REHS that are not. Mr. Klouse stated the only untapped resources that are out there in industry are consultants. Member Elloyan commented that an additional duty could then be recruitment.

Chairman Kukulica stated he will contact Henna at the Attorney General's office to find out the best route for the board to take. Inquire is it a contract or hiring an employee? How do we get help writing contracts? Mr. Klouse suggested contacting one of the other boards such as, Cosmetology, Barber, or Engineers. Inquire if they have an executive director's contract then just make a few changes like numbers and duties to fit the needs of the Board. Chairman Kukulica will write a job description and email that to the other board members.

Chairman Kukulica stated dues have been raised the past with just approving in the meeting. Member Elloyan is to find out who the Board has to notify that the Board is going to open the NAC and do public hearings and make some changes. Member Elloyan asked if public comment can be written or in person. Mr. Klouse commented yes, public comment period then public hearings then a board hearing to approve or disapprove based on public comments then send the amendment in however, it is our NAC so we just need to know who to notify at LCB to make that change. Member Elloyan will check that.

Member Law motioned and member Elloyan seconded the motion to look into the requirements for hiring an executive director and the requirements for increasing the REHS registration fees. The motion carried unanimously.

**9.\* Discussion and possible action of intern/seasonal employees requiring registration – Tony Macaluso**

Member Macaluso commented they have interns that currently works for them. They are called a pool person and they work approximately 3 months out of the year. One is working some solid waste items one is actually doing some pool inspections. It was brought up to member Macaluso by the director do they have to be registered? There may need to be some kind of exemption for the future. Mr. Klouse stated if you look in your law there at the practice of Environmental Health, if they are doing the job without being directly supervised by an REHS I don't see how we can get around it. Member Elloyan asked if these people are operating independently, using their own vehicles, going out by themselves to do the job? Member Macaluso stated they are. Mr. Klouse commented they are then practicing Environmental Health. Mr. Klouse stated the law only has 2 things REHST or REHS. Member Macaluso commented their director said if there was an issue they would comment in the next meeting in Reno. Mr. Klouse asked Member Macaluso if his agency relies on these interns, if without them would there be an impact to his staff. Member Macaluso stated yes. Mr. Klouse commented that possibly then member Macaluso's agency should bring that to the Board to amend the NRS to include an Environmental Health intern and place some supervisory restrictions on them. Mr. Klouse stated if the intern is just a data collector and not signing off on the inspection then you'd be working within the law as it exists today.

Member Macaluso commented no action is needed. Chairman Kukulica stated the issue can be brought forward at the next REHS Board meeting in November. Mr. Klouse suggested having someone from Member Macaluso's office attend the meeting to discuss the issue.

**10.\* Closed Session for Review, Approval, or Denial of recent applications for registration, testing or reciprocity of pending applications for registration. Board Members. To be considered: Paul Cohen, Barrett Evans, Deborah Green, and Peggy Quinlan.**

Mr. Cohen, Mr. Evans, Ms. Green, and Ms. Quinlan were not in attendance.

**11.\* Determinations from Closed Session**

Chairman Kukulica called for the motion to approve or deny the applicants.

Member Elloyan motioned and Member Law seconded the motion to accept and approve Applicant Cohen as an REHS Trainee. The motion carried unanimously.

Member Macaluso motioned and Member Elloyan seconded the motion to accept and approve Applicant Evans as an REHS Trainee. The motion carried unanimously.

Member Elloyan motioned and Member Law seconded the motion to accept and approve Applicant Green as an REHS Trainee. The motion carried unanimously.

Member Law motioned and Member Elloyan seconded the motion to accept and approve Applicant Quinlan as an REHS. The motion carried unanimously.

**12.\* Discussion and possible action to approve Ordering of an Appreciation Plaque for Outgoing Board Secretary, Paul Klouse and Recording Secretary, Sandy Bigley – Board**

Member Elloyan motioned and Member Law seconded the motion to approve the ordering of an Appreciation plaque for Outgoing Board Secretary Klouse and Recording Secretary Bigley. The motion carried unanimously.

Past Secretary Klouse recommended that Jeanne Rucker's be presented at the next State Board meeting.

**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. Public Comment will be limited to two minutes per person.**

Mr. Klouse commented that he appreciates the Board for everything that they do and is strictly a volunteer board. Even if the board were to hire and executive director they will remain to be one of the most cost effect boards in the state.

Chairman Kukulica thanked Mr. Klouse for his public comments and for all that he has done on the Board.

**14.\* Set date and location for next meeting.**

Chairman Kukulica commented the next meeting is due in Reno, the first or second week of November.

The next Board meeting is scheduled for November 3, 2010 or November 10, 2010 at 11:00 am at the Washoe County Health Department. Member Macaluso will secure a room and advise Recording Secretary Schamaun of the location.

**15.\* Adjourn**

There being no further business, it was motioned and seconded to adjourn the meeting. The motion carried unanimously. The meeting was adjourned at 12: 58 p.m.

Respectfully submitted,  
Kris Schamaun, Recording Secretary