



State of Nevada
Board of Environmental Health Specialists

NOTICE OF PUBLIC MEETING

May 7, 2020

5:30 p.m.

Teleconference Access:

1-888-273-3658 Access Code: 8751529

Pursuant to Governor's Declaration of Emergency – No Public Access Location

If the Declaration of Emergency is lifted prior to the meeting date:

Public Access:

Board Administrative Office
6170 Mae Anne Avenue, Suite 1
Reno, Nevada 89523

AGENDA

The State of Nevada Board of Environmental Health Specialists may: (a) address agenda items out of sequence, (b) combine agenda items, and (c) pull or remove items from the agenda at any time. The Board may convene in closed session to consider the character, alleged misconduct, professional competence or physical or mental health of a person. (NRS 241.020, NRS 241.030) Action by the Board on an item may be to approve, deny, amend, or table.

PUBLIC HEARING – LCB File No. R075-19

The State of Nevada Board of Registered Environmental Health Specialists is proposing the addition, amendment and/or repeal of regulations pertaining to Chapter 625A of the Nevada Administrative Code.

1. Introduction – Open Public Hearing

The purpose of the Hearing is to solicit comments from interested persons on proposed regulation LCB File No. R075-19.

The proposed regulation relates to environmental health specialists; establishing qualifications for certain hearing officers; revising provisions relating to the powers of the Board of Environmental Health Specialists; revising the requirements for obtaining and renewing a registration as an environmental health specialist or environmental health specialist trainee; establishing the requirements for obtaining and renewing a temporary registration to practice environmental health; revising the fees required for registration to practice environmental health; establishing certain standards of practice for persons who are registered to practice environmental health; authorizing the reinstatement of certain registrations to practice environmental health; making various other changes relating to environmental health; and providing other matters properly relating thereto.

2. Public Comments

No vote may be taken upon a matter raised during a period devoted to public comment until the matter itself has been specifically included on an agenda as an item upon which action may be taken. (NRS 241.020)

3. Close Public Hearing

BOARD MEETING AGENDA

1. Call to Order, Confirmation of Quorum
2. Public Comments

No vote may be taken upon a matter raised during a period devoted to public comment until the matter itself has been specifically included on an agenda as an item upon which action may be taken. (NRS 241.020)

3. Appointment of Chair and Vice Chair (For possible action)
4. Approval of the Minutes of January 21, 2020 (For possible action)
5. LCB File No. R075-19 - Consideration of Public Comments (For possible action)
6. Consideration of Adoption of Regulations; LCB File No. R075-19 (For possible action)
7. Executive Director's Report (For possible action)
 - FY 2020 Financial Reports: 3rd Quarter Ending March 31, 2020
 - Administrative Operating Policies & Procedures; Board Policy Manual
 - Update to Authorized Signatories and Banking Documents
8. COVID-19 Emergency Directives (for possible action)
 - Consideration of Automatic Extension of EHST status for provisional registrants unable to complete testing due to the closure of testing sites due to COVID-19 emergency orders
 - Consideration of deferred or reduced registration and / or renewal fees during emergency status
9. Consideration of Approval of Fiscal Year 2021 Budget (for possible action)
10. Ratification of Registrations Issued by staff by authority of the Board, Exhibit A (For possible action)
11. Report from Deputy Attorney General (informational)
12. Report from Board Chair and Board Members (for possible action)
 - Board Meeting Schedule
 - Future Agenda Items

13. Public Comment

No vote may be taken upon a matter raised during a period devoted to public comment until the matter itself has been specifically included on an agenda as an item upon which action may be taken. (NRS 241.020)

14. Adjournment (For possible action)

The Board welcomes public comment. Public comment will be limited to five minutes per person and comments based on viewpoint will not be restricted. Public comment will be available prior to action items on the agenda and on any matter not specifically included on the agenda as the last item on the agenda. At the discretion of the Chairperson, additional public comment may be heard when that item is reached. The Chairperson may allow additional time to be given a speaker as time allows and in his/her sole discretion. (NRS 241.020, NRS 241.030)

Prior to the commencement and conclusion of a contested case or a quasi-judicial proceeding that may affect the due process rights of an individual the board may refuse to consider public comment. (NRS 233B.126)

Notice: Persons with disabilities who require special accommodations or assistance at the meeting should contact the Board office at (775) 746-9423; or fax (775) 746-4105 no later than 48 hours prior to the meeting. Requests for special accommodations made after this time frame cannot be guaranteed.

This agenda has been sent to all members of the State of Nevada Board of Environmental Health Specialists and other interested persons who have requested an agenda from the Board. Persons who wish to continue to receive an agenda and notice must request so in writing on an annual basis.

Supporting materials relating to public meetings of the Board of Environmental Health Specialists are available at the Board of Environmental Health Specialists administrative offices located at 6170 Mae Anne Ave, Suite 1, Reno, Nevada 89523, email board@nvrehs.org or by contacting Loretta L. Ponton, Executive Director at (775) 746-9423.

Anyone desiring additional information regarding the meeting is invited to email or call the Board office at (775) 746-9423.

***THIS MEETING HAS BEEN PROPERLY NOTICED AND POSTED
IN THE FOLLOWING LOCATIONS:***

(Declaration of Emergency Directive 006)

<p>Washoe County District Health Department 1001 East 9th Street Reno, NV 89501</p>	<p>Office of the Attorney General 100 North Carson Street Carson City, Nevada 89701 and 5420 Kietzke Lane, Ste 202 Reno, Nevada 89502</p>	<p>Southern Nevada Health District 280 S. Decatur Blvd. Las Vegas, NV 89107</p>
<p>Grant Sawyer State Office Building 555 E. Washington Avenue #3900 Las Vegas, Nevada 89101</p>	<p>Board of Environmental Health Specialist 6170 Mae Anne Ave., Suite 1 Reno, Nevada 89523</p>	<p>State of Nevada Division of Public & Behavioral Health 727 Fairview Drive, Suite D Carson City, NV 89701</p>
<p>Nevada Public Libraries</p>	<p>Board of Environmental Health Specialists Website www.nvrehs.org State of Nevada Public Notice Website www.nv.gov LCB website: www.leg.state.nv.us</p>	<p>Nevada State Library & Archives 100 N. Carson Street Carson City, NV 89701</p>

Exhibit A

Registrations Issued by Staff by Authority of the Board

New Registrations

<i>Issue Date</i>	<i>#</i>	<i>Last Name</i>	<i>First Name</i>	<i>Title</i>	<i>Employer</i>
1/28/20	611	Donnell	Bobby	EHST	Southern Nevada Health District
1/28/20	612	Amihere	Bernadette	EHST	Southern Nevada Health District
2/5/20	613	Olson	Kathryn	EHST	Washoe County Dist. Health Dept.
3/2/2020	618	Philpott	Joshua	EHST	Washoe County Dist. Health Dept.
3/2/2020	619	Lamun	Erick	EHST	Washoe County Dist. Health Dept.
3/2/2020	620	Tuttle	Kandis	EHST	Carson City Health & Human Svcs
4/24/20	624	Wills	Jerry	EHST	Southern Nevada Health District

Trainee (EHST) achieving Registered Environmental Health Specialist (REHS)

<i>Issue Date</i>	<i>#</i>	<i>Last Name</i>	<i>First Name</i>	<i>Title</i>	<i>Employer</i>
1/21/21	610	Sullivan	Kelsi	REHS	Southern Nevada Health District
2/11/20	614	DeBraga	Kristen	REHS	Washoe County Dist. Health Dept.
2/13/20	615	Grujicic	Natasa	REHS	Southern Nevada Health District
2/19/20	616	Hemberger	Adriana	REHS	Southern Nevada Health District
3/2/20	617	Adams	Christopher	REHS	Southern Nevada Health District
3/13/20	621	Hernandez	Stephanie	REHS	Southern Nevada Health District
3/18/20	622	Park	James	REHS	Southern Nevada Health District
4/10/20	623	Smith	Jess	REHS	Southern Nevada Health District



State of Nevada
Board of Environmental Health Specialists

6170 Mae Anne Ave., Suite 1, Reno, NV 89523
(775) 746-9423 / Fax (775) 746-4105
www.nvrehs.org Email board@nvrehs.org

**REVISED NOTICE OF HEARING
INTENT TO ACT UPON A REGULATION**

Notice of Hearing for the Adoption of
LCB No. R075-19
of the
Board of Environmental Health Specialists

May 7, 2020

5:30 p.m.

Teleconference Access:

1-888-273-3658 Access Code: 8751529

Pursuant to Governor's Declaration of Emergency

If the Governor's Declaration of Emergency is lifted prior to the meeting date, in addition to teleconference access:

Physical Location Public Access:

Board Administrative Office
6170 Mae Anne Avenue, Suite 1
Reno, Nevada 89523

The purpose of the hearing is to receive comments from all interested parties regarding the adoption of regulations that pertain to LCB file No. R075-19, Chapter 625A of the Nevada Administrative Code.

The following information is provided pursuant to the requirements of NRS 233B.0603:

LCB File No. R075-19

1. The need and purpose of the proposed regulation is to protect the public health, safety and welfare by ensuring that only qualified and competent environmental health specialists and trainees are registered to practice in the state. The proposed regulation addresses the requirements and provisions of NRS 625A, as amended by AB175 of the 2019 Legislative Session.

The proposed regulation relates to environmental health specialists; establishing qualifications for certain hearing officers; revising provisions relating to the powers of the Board of Environmental Health Specialists; revising the requirements for obtaining and renewing a registration as an environmental health specialist or environmental health specialist trainee; establishing the requirements for obtaining and renewing a temporary registration to practice environmental health; revising the fees required for registration to practice environmental health; setting forth certain standards of practice for persons who are registered to practice environmental health; establishing certain standards of practice for persons who are registered to practice environmental health; authorizing the reinstatement of certain registrations to practice

environmental health; making various other changes relating to environmental health; and providing other matters properly relating thereto

2. Estimated economic effect of regulations on business and the public

a. Adverse and beneficial effects

The adoption of these regulations should have no adverse economic effect on business, the public or environmental health. The benefits of these regulations are that the public and the practitioners will be provided clarity in NAC 625A by providing concise information on the requirements for registration to practice environmental health in the State of Nevada and the role of the Board of Environmental Health Specialists.

b. Immediate and long-term effects

The immediate and long-term effects of the regulations proposed in LCB File No. R075-19 will be clarity and consistency in regulation and registration of environmental health specialists and environmental health specialist trainees in Nevada.

3. Cost for enforcement of the regulations

There are no additional costs involved in enforcing the proposed regulations.

4. Overlap or duplication of other state or local governmental agencies or federal regulation

The proposed regulations do not overlap or duplicate any regulation of other state or local governmental entities or federal regulation.

5. Regulation required by federal law - Not applicable

6. More stringent than federal regulations - The Board is not aware of any similar federal regulations of the same activity in which the state regulations are more stringent.

7. New or increases in existing fees - The regulation establishes new fees as authorized in NRS 625A as amended by AB175; the fees established do not increase fees previously established for applications and registration of environmental health specialists and reduces fees for initial registration of environmental health specialist trainees and individuals with military affiliations .

Persons wishing to comment on the proposed action of the Board of Environmental Health Specialists may appear at the scheduled public hearing or address their comments, data, views or arguments by email at www.nvrehs.org or in written form to the Board of Environmental Health Specialists, 6170 Mae Anne Ave., Suite 1, Reno, Nevada 89523. The Board of Environmental Health Specialists must receive all written submissions on or before May 7, 2020. If no person who is directly affected by the proposed action appears to request time to make an oral presentation, the Board of Environmental Health Specialists may proceed immediately to action upon any written submissions.

A copy of this notice and the regulations to be adopted, LCB File No. R075-19, will be on file at the Nevada State Library, 100 Stewart Street, Carson City, Nevada, for inspection by members of the public during business hours. Additional copies of the notice and the regulations to be adopted, LCB File No. R075-19,

will be available from the Board of Environmental Health Specialists, 6170 Mae Anne Ave., Suite 1, Reno, Nevada 89523, and in all counties at the main public library, for inspection and copying by members of the public during business hours. This notice and the text of the proposed regulations are also available in the State of Nevada Register of Administrative Regulations, which is prepared and published monthly by the Legislative Counsel Bureau pursuant to NRS 233B.0653 and on the Internet at <http://www.leg.state.nv.us>. Copies of this notice and the proposed regulation will also be mailed or emailed to members of the public upon request. The proposed regulations are also available for review and download on the Board website www.nvrehs.org.

Upon adoption of any regulations, the agency, if requested to do so by an interested person, either before adoption or within 30 days thereafter, will issue a concise statement of the principal reasons for and against its adoption or incorporate therein its reason for overruling the consideration urged against its adoption.

This **Notice of Hearing and Intent to Act Upon a Regulation** has been provided to or posted at the following locations:

Board of Environmental Health Specialists, 6170 Mae Anne Ave Suite 1, Reno NV 89523
Office of the Attorney General, 100 North Carson Street, Carson City, NV 89701
Office of the Attorney General, 5420 Kietzke Lane, Ste 202, Reno, NV 89502
Grant Sawyer State Office Building, 555 E. Washington Ave #3900, Las Vegas, NV 89101
Nevada Division of Public & Behavioral Health, 727 Fairview Drive, Suite D, Carson City, NV 89701
Washoe County District Health Department, 1001 East 9th Street, Reno, NV 89501
Southern Nevada Health District, 280 S. Decatur Blvd., Las Vegas, NV 89107
All Nevada County Public Libraries
Websites: www.nvrehs.org; <https://notice.nv.gov/>; <https://www.leg.state.nv.us/App/Notice/A/>

Dated: March 25, 2020

**REVISED PROPOSED REGULATION OF THE BOARD OF
ENVIRONMENTAL HEALTH SPECIALISTS**

LCB File No. R075-19

February 19, 2020

EXPLANATION – Matter in *italics* is new; matter in brackets ~~omitted material~~ is material to be omitted.

AUTHORITY: §§1, 12-15, 17, 18, 20 and 30-36, section 6 of Assembly Bill No. 175, chapter 344, Statutes of Nevada 2019, at page 2113 (NRS 625A.057); §2, NRS 625A.055 and section 6 of Assembly Bill No. 175, chapter 344, Statutes of Nevada 2019, at page 2113 (NRS 625A.057); §3, NRS 625A.120 and section 6 of Assembly Bill No. 175, chapter 344, Statutes of Nevada 2019, at page 2113 (NRS 625A.057); §§4, 5, 21 and 24, NRS 625A.115 and section 6 of Assembly Bill No. 175, chapter 344, Statutes of Nevada 2019, at page 2113 (NRS 625A.057); §§6, 7, 25, 28 and 29, section 6 of Assembly Bill No. 175, chapter 344, Statutes of Nevada 2019, at page 2113 (NRS 625A.057) and section 9 of Assembly Bill No. 175, chapter 344, Statutes of Nevada 2019, at page 2113 (NRS 625A.145); §8, section 6 of Assembly Bill No. 175, chapter 344, Statutes of Nevada 2019, at page 2113 (NRS 625A.057) and section 10 of Assembly Bill No. 175, chapter 344, Statutes of Nevada 2019, at page 2114 (NRS 625A.112); §9, NRS 625A.130 and section 6 of Assembly Bill No. 175, chapter 344, Statutes of Nevada 2019, at page 2113 (NRS 625A.057); §§10, 11, 26 and 27, NRS 625A.150 and section 6 of Assembly Bill No. 175, chapter 344, Statutes of Nevada 2019, at page 2113 (NRS 625A.057); §16, NRS 625A.160 and section 6 of Assembly Bill No. 175, chapter 344, Statutes of Nevada 2019, at page 2113 (NRS 625A.057); §§19, 22 and 23, NRS 625A.110 and section 6 of Assembly Bill No. 175, chapter 344, Statutes of Nevada 2019, at page 2113 (NRS 625A.057).

A REGULATION relating to environmental health specialists; establishing qualifications for certain hearing officers; revising provisions relating to the powers of the Board of Environmental Health Specialists; revising the requirements for obtaining and renewing a registration as an environmental health specialist or an environmental health specialist trainee; establishing the requirements for obtaining and renewing a temporary registration to practice environmental health; revising the fees required for registration to practice environmental health; establishing certain standards of practice for persons who are registered to practice environmental health; authorizing the reinstatement of

certain registrations to practice environmental health; making various other changes relating to environmental health; and providing other matters properly relating thereto.

Legislative Counsel's Digest:

Existing law prohibits the practice of environmental health in this State unless a person holds a registration as an environmental health specialist, a temporary registration or a provisional registration as an environmental health specialist trainee issued by the Board of Environmental Health Specialists. (NRS 625A.900) This regulation makes various changes relating to the Board and the practice of environmental health.

Existing law authorizes the Board to employ an Executive Director and certain other persons. (NRS 625A.055) **Section 2** of this regulation provides that the Board will determine the minimum qualifications and duties of such persons.

Existing law requires the Board to prescribe by regulation the qualifications required for a hearing officer to which the Board may delegate authority to take disciplinary action against a person who practices environmental health. (Section 6 of Assembly Bill No. 175, chapter 344, Statutes of Nevada 2019, at page 2113 (NRS 625A.057)) **Section 2** requires such a hearing officer to possess a level of education or experience, or a combination of both, equivalent to at least a bachelor's degree in a field related to administrative law.

Section 18 of this regulation define the terms "registrant" and "standard registration."

Existing law sets forth the requirements for eligibility to obtain a provisional registration to engage in the practice of environmental health as an environmental health specialist trainee, which include that a person must: (1) meet certain educational requirements; (2) be employed in a position in which the person receives training in environmental health under the direct supervision of a registered environmental health specialist; and (3) be in the process of obtaining 2 years of experience in the practice of environmental health. (NRS 625A.115)

Section 21 of this regulation requires that the employment in which an environmental health specialist trainee receives training be part of a training program that is approved by the Board. **Section 4** of this regulation sets forth the requirements for a training program to obtain approval from the Board. **Section 34** of this regulation provides that an environmental health specialist trainee who is employed as part of a training program that was approved by the Board before the effective date of this regulation shall be deemed to be employed as part of a training program approved pursuant to **section 4**.

Section 5 of this regulation sets forth the duties and minimum requirements for an environmental health specialist who provides direct supervision of an environmental health specialist trainee during the training program.

Section 3 of this regulation authorizes an environmental health specialist trainee to apply to the Board to take the examination required for becoming an environmental health specialist. **Section 3** also authorizes an environmental health specialist trainee to retake the examination if he or she does not receive a passing score.

Section 6 of this regulation sets forth the process to renew a provisional registration as an environmental health specialist trainee.

Existing law authorizes the Board to provide the manner in which a provisional registration as an environmental health specialist trainee may be converted to a registration as an environmental health specialist. (NRS 625A.115) **Section 24** of this regulation sets forth the manner in which a provisional registration as an environmental health specialist trainee may be converted to a standard registration as an environmental health specialist.

Existing law sets forth the requirements for eligibility for a registration as an environmental health specialist, which include, with limited exception, that a person must: (1) meet certain educational requirements or possess certain training and experience; and (2) have passed a national examination offered by the National Environmental Health Association. (NRS 625A.110, 625A.120) **Section 22** of this regulation sets forth the requirements to apply for a standard registration as an environmental health specialist. **Section 7** of this regulation authorizes an environmental health specialist to request that his or her standard registration be placed on inactive status. **Section 25** of this regulation sets forth the requirements to apply to renew a standard registration as an environmental health specialist.

Existing law authorizes the Board to issue a temporary registration to engage in the practice of environmental health to a person who holds a valid and unrestricted registration, certification or license to practice environmental health in the District of Columbia or any state or territory. (Section 10 of Assembly Bill No. 175, chapter 344, Statutes of Nevada 2019, at page 2114 (NRS 625A.112)) **Section 8** of this regulation sets forth the process to: (1) apply for and renew a temporary registration; or (2) apply for a standard registration as an environmental health specialist.

Sections 9 and 35 of this regulation revise the application, registration and renewal fees that the Board charges to practice environmental health. **Section 9** also establishes a fee to reinstate a registration as environmental health specialist.

Existing law requires the Board to adopt regulations requiring an environmental health specialist to participate in a program of continuing education as a prerequisite for the renewal of his or her registration unless the environmental health specialist is retired or is able to show good cause why the requirements could not be met. (NRS 625A.150) **Section 10** of this regulation sets forth certain programs of study that are approved by the Board and provides that a person may submit a written request to approve an additional program of study. **Section 11** of this regulation

authorizes the Board, under certain circumstances, to exempt an environmental health specialist from or extend the deadline for completing the continuing education requirements.

Existing regulations authorize the Board to conduct random audits of proof of completion of continuing education by environmental health specialists. (NAC 625A.030) **Section 27** of this regulation requires that the Board conduct such audits.

Existing law authorizes the Board to adopt regulations providing for the late renewal of a registration and the reinstatement of an expired registration. (Section 9 of Assembly Bill No. 175, chapter 344, Statutes of Nevada 2019, at page 2113 (NRS 625A.145)) **Sections 6-8** of this regulation authorize the late renewal of a registration that is expired for less than 30 days. **Sections 28 and 29** of this regulation set forth the process for the reinstatement of an expired registration if a registration has been expired for a period of 30 days or more but less than 5 years.

Existing law requires the Board to prescribe by regulation the period for which a registration to practice environmental health is valid. (Section 9 of Assembly Bill No. 175, chapter 344, Statutes of Nevada 2019, at page 2113 (NRS 625A.145)) **Section 6** provides that a provisional registration to engage in the practice of environmental health as an environmental health specialist trainee is valid for 1 year. **Section 8** provides that a temporary registration to practice environmental health is valid for 6 months. **Section 25** of this regulation provides that a standard registration to practice as an environmental health specialist is valid for 1 year.

Section 12 of this regulation authorizes a registrant to request that the Board verify his or her registration to any organization or regulatory body within the United States.

Section 13 of this regulation prohibits a registrant from altering a registration issued by the Board and authorizes the Board to issue a duplicate registration to a registrant under certain circumstances.

Section 14 of this regulation requires a registrant to maintain current contact information with the Board and authorizes the Board to issue a duplicate registration to a registrant under certain circumstances.

Existing law requires the Board to adopt regulations establishing standards of practice for persons registered to practice environmental health. (Section 6 of Assembly Bill No. 175, chapter 344, Statutes of Nevada 2019, at page 2113 (NRS 625A.057)) **Section 15** of this regulation establishes such standards.

Existing law provides that unprofessional conduct is grounds for disciplinary action against a person registered to practice environmental health. (NRS 625A.160) **Section 16** of this regulation defines what constitutes unprofessional conduct. **Section 17** of this regulation authorizes the Board to recover attorney's fees and costs from a person who was subject to an investigative, administrative or disciplinary proceeding of the Board.

Existing regulations authorize a person to file a petition for declaratory order or an advisory opinion concerning the applicability of any relevant statutory provision or any regulation or decision of the Board. (NAC 625A.012) **Section 20** of this regulation provides that the Board will conduct a hearing regarding the petition within 90 days.

Existing regulations provide that a witness who participates in any proceeding held by the Board is entitled to be paid the standard mileage reimbursement rate for which a deduction is allowed for purposes of federal income tax for each mile necessarily and actually traveled for the proceeding. (NAC 625A.120) **Section 33** of this regulation provides instead that a witness is entitled to the per diem and travel expenses at the rate provided for state officers and employees unless the Board determines its financial resources warrant a reduction.

Section 1. Chapter 625A of NAC is hereby amended by adding thereto the provisions set forth as sections 2 to 17, inclusive, of this regulation.

Sec. 2. 1. *The Board will determine the minimum qualifications and duties of the Executive Director and any other person employed pursuant to NRS 625A.055.*

2. If the Board delegates authority to take a disciplinary action to a hearing officer pursuant to NRS 625A.060, the hearing officer must possess a level of education or experience, or a combination of both, equivalent to, at a minimum, a bachelor's degree in a field directly related to administrative law.

Sec. 3. 1. *An environmental health specialist trainee who wants to take the national examination for credentialing as a registered environmental health specialist offered by the National Environmental Health Association must apply to the Board to take the examination.*

2. If an environmental health specialist trainee does not achieve a passing score upon completion of the national examination, he or she may apply to the Board to retake the examination.

3. The Board will accept a report of the score of an environmental health specialist trainee on the national examination from the National Environmental Health Association.

Sec. 4. 1. *A training program described in NAC 625A.013 must be approved by the Board. Except as otherwise provided in subsection 2, to be approved by the Board, the employer providing the training program must submit to the Board a description of the training program and any other information related to the training program the Board may require.*

2. A training program is not required to submit the information described in subsection 1 and shall be deemed to be approved by the Board if the training program is provided by:

(a) A health district created pursuant to NRS 439.362 or 439.370;

(b) The Department of Health and Human Services;

(c) A division of the Department of Health and Human Services;

(d) The Department of Taxation; or

(e) The State Department of Agriculture.

3. A training program may consist of any combination of academic coursework, on-site training and work experience approved by the Board.

4. The Board will maintain a list of all employers that offer training programs that are approved by the Board pursuant to this section.

Sec. 5. 1. *An environmental health specialist who provides direct supervision of an environmental health specialist trainee, as required pursuant to NRS 625A.115, must:*

(a) Hold a standard registration issued by the Board that is on active status;

(b) Be in good standing with the Board and have no record of disciplinary action; and

(c) Have at least 3 years of experience as:

(1) An environmental health specialist in this State; or

(2) A registered, certified or licensed environmental health specialist in the District of Columbia or any state or territory of the United States whose requirements for that registration, certification or licensure are substantially similar to the requirements for the issuance of a registration as an environmental health specialist in this State.

2. An environmental health specialist who supervises an environmental health specialist trainee shall:

(a) Evaluate the work of the environmental health specialist trainee;

(b) Document all training and supervision provided to the environmental health specialist trainee; and

(c) Notify the Board in writing within 30 days if the environmental health specialist trainee is no longer:

(1) Supervised by the environmental health specialist; or

(2) Participating in the training program provided by the employer.

Sec. 6. 1. A provisional registration to engage in the practice of environmental health as an environmental health specialist trainee expires 1 year from the date of issuance. Unless a 1-year extension is granted pursuant to subsection 4 of NRS 625A.115, a provisional registration may be renewed not more than twice.

2. To apply to renew a provisional registration, an environmental health specialist trainee must submit to the Board:

(a) A completed application on a form provided by the Board;

(b) The fee for the renewal of a provisional registration prescribed by section 9 of this regulation; and

(c) If the application is received by the Board at least 1 day but less than 30 days after the expiration date of the provisional registration, the late renewal fee prescribed by section 9 of this regulation.

3. The Board will not renew a provisional registration if the information required by subsection 2 is received by the Board more than 30 days after the expiration date of the provisional registration.

4. A provisional registration is automatically suspended if an environmental health specialist trainee fails to comply with the requirements of subsection 2.

5. If a provisional registration is renewed pursuant to subsection 2 at least 1 day but less than 30 days after the expiration date of the provisional registration, the renewal of the provisional registration is retroactive to the expiration date of the provisional registration.

Sec. 7. 1. *At the time of applying to the Board to renew his or her standard registration, an environmental health specialist may request that the Board place his or her standard registration on inactive status by submitting to the Board:*

(a) An attestation that he or she will no longer practice or represent to others that he or she is authorized to engage in the practice of environmental health in this State while the standard registration is inactive;

(b) A completed renewal application on a form provided by the Board;

(c) The renewal fee for an inactive standard registration as prescribed by section 9 of this regulation; and

(d) If the application is received by the Board more than 1 day but less than 30 days after the expiration date of the standard registration, the late renewal fee prescribed by section 9 of this regulation.

2. An inactive standard registration expires 1 year after the date of issuance and may be renewed by submitting to the Board the items described in subsection 1.

3. Except as otherwise provided in subsection 4, an environmental health specialist whose standard registration is on inactive status is not required to comply with the requirements for continuing education prescribed by NAC 625A.020.

4. An environmental health specialist shall not engage in the practice of environmental health in this State if his or her standard registration is on inactive status.

5. An environmental health specialist whose standard registration is on inactive status may apply to the Board to place his or her standard registration on active status by submitting to the Board:

(a) A completed application on a form provided by the Board;

(b) The fee to renew an active standard registration set forth in section 9 of this regulation;
and

(c) Proof of completion of the 24 contact hours of continuing education required pursuant to NAC 625A.020 during the 2 years immediately preceding the date on which he or she submits the completed application to the Board.

Sec. 8. 1. *A person who holds a valid and unrestricted registration, certification or license to engage in the practice of environmental health issued by the District of Columbia or*

any state or territory of the United States may apply to the Board for a temporary registration to engage in the practice of environmental health in this State by submitting to the Board:

(a) An application on a form prescribed by the Board that includes, without limitation, proof satisfactory to the Board that he or she meets all of the qualifications set forth in NRS 625A.110;

(b) The application fee for a temporary registration prescribed by section 9 of this regulation; and

(c) The registration fee for a temporary registration prescribed by section 9 of this regulation.

2. A temporary registration expires 6 months after the date it is issued. To apply to renew a temporary registration, the registrant must submit to the Board:

(a) A completed application to renew a temporary registration on a form provided by the Board;

(b) The renewal fee for a temporary registration prescribed by section 9 of this regulation; and

(c) If at the time the Board receives the application the temporary registration has been expired more than 1 day but less than 30 days, the late renewal fee prescribed by section 9 of this regulation.

3. The Board shall not renew a temporary registration more than once, but the Board may issue one or more subsequent temporary registrations to a person if the person:

(a) Completes the application for a temporary registration required pursuant to subsection 1;

(b) Pays the application fee for a temporary registration prescribed by section 9 of this regulation;

(c) Pays the registration fee for a temporary registration prescribed by section 9 of this regulation; and

(d) Provides proof satisfactory to the Board of the completion of the 24 contact hours of continuing education required pursuant to NAC 625A.020 during the 2 years immediately preceding the date on which he or she submits the application for a temporary registration pursuant to paragraph (a).

4. A temporary registration is invalid if the holder of the temporary registration fails to renew the temporary registration within 30 days after the temporary registration expires.

5. The holder of a temporary registration may apply at any time for a standard registration pursuant to NAC 625A.014.

Sec. 9. 1. *Except as otherwise provided in this subsections 2 and 3, the Board will charge and collect the following fees:*

(a) Application fee for:

- (1) A standard registration\$250*
- (2) A temporary registration.....250*
- (3) A provisional registration.....150*

(b) Registration fee for:

- (1) A standard registration\$100*
- (2) A temporary registration.....50*

(3) <i>A provisional registration</i>	<i>75</i>
<i>(c) Renewal fee for:</i>	
(1) <i>An active standard registration</i>	<i>\$100</i>
(2) <i>An inactive standard registration</i>	<i>50</i>
(3) <i>A temporary registration.....</i>	<i>75</i>
(4) <i>A provisional registration</i>	<i>100</i>
<i>(d) Late renewal fee.....</i>	<i>\$100</i>
<i>(e) Reinstatement fee.....</i>	<i>\$250</i>

2. If an environmental health specialist trainee with a provisional license applies to convert his or her provisional registration to a standard registration, the application fee is \$100.

3. If an applicant for registration is an active member of, or the spouse of an active member of, the Armed Forces of the United States, a veteran or the surviving spouse of a veteran, the Board will collect one-half of the initial application and registration fees established pursuant to subsections 1 and 2, as applicable.

Sec. 10. *1. The Board will accept for credit toward the continuing education requirements set forth in NAC 625A.020 a course of study or training related to environmental health sciences or sanitary measures for the benefit of the public which is approved or presented by any of the following:*

- (a) The National Environmental Health Association.*
- (b) The American Public Health Association.*

(c) The Centers for Disease Control and Prevention of the United States Department of Health and Human Services.

(d) The Food and Drug Administration of the United States Department of Health and Human Services.

(e) The United States Department of Health and Human Services.

(f) The Environmental Protection Agency.

(g) The United States Department of Energy.

(h) The American Water Works Association.

(i) The Academy of Nutrition and Dietetics.

(j) The State Board of Nursing.

(k) The Nevada Environmental Health Association.

(l) The American Society of Agricultural and Biological Engineers.

(m) Any other organization approved by the Board.

(n) An accredited college or university.

2. In addition to the courses of study set forth in subsection 1, the Board will consider a written request from a registrant that the Board approve credit for any continuing education not specified in subsection 1 if the request is submitted to the Board before the renewal of the registration.

3. If a written request submitted pursuant to this section is not granted, the Board may grant additional time for the registrant to complete the continuing education requirements set forth in NAC 625A.020.

Sec. 11. 1. *As an alternative to exempting an environmental health specialist from the requirements of continuing education for good cause pursuant to NRS 625A.150, the Board may waive all or part of the requirements for continuing education or extend the deadline for completion of all or part of the requirements for 1 year if an environmental health specialist submits to the Board:*

(a) A written request for an exemption; and

(b) Proof satisfactory to the Board of one of the following extenuating circumstances:

(1) A serious illness or injury;

(2) An extreme financial or familial hardship; or

(3) Military service.

2. *The Board may extend the deadline for an environmental health specialist to complete all or part of the requirements for continuing education for less than 1 year for any reason.*

Sec. 12. *A registrant may request that the Board verify his or her registration to any organization or regulatory body of another state or territory of the United States by submitting a written request to the Board.*

Sec. 13. 1. *A registrant shall not alter a registration issued by the Board.*

2. *The Board may issue a duplicate registration to a registrant who certifies that his or her registration has been lost or destroyed.*

Sec. 14. 1. *Each registrant shall:*

(a) Maintain with the Board the current residential address, business address and other contact information of the registrant, including, without limitation, the telephone number and electronic mail address of the registrant.

(b) Notify the Board of any change in the information provided pursuant to paragraph (a) not later than 30 days after the change is effective.

2. The Board will provide by United States mail to the last known residential address of the registrant provided pursuant to this section any notice to a registrant that is required by law or regulation.

Sec. 15. Each registrant shall:

1. Base his or her practice of environmental health upon the recognized knowledge relevant to the duties of the registrant;

2. Critically examine and keep current with emerging knowledge relevant to the practice of environmental health;

3. Seek the advice and counsel of his or her colleagues and supervisors when such a consultation is in the best interest and safety of the public;

4. Comply with the provisions of this chapter, chapter 625A of NRS and all applicable federal laws and regulations;

5. Set and maintain professional boundaries with clients and persons with whom the registrant works;

6. Report to the Board any unregistered, unauthorized, unqualified or unethical practice of environmental health that is occurring; and

7. Notify the Board in writing within 10 days after:

(a) An action is taken against any registration, certification, license or other credential to practice environmental health that was issued to the registrant by another state or territory of the United States;

(b) A criminal charge or a civil action is filed against the registrant;

(c) The registrant is convicted of a criminal offense, other than a traffic offense which is a misdemeanor and does not involve alcohol or a controlled substance; or

(d) A settlement or judgment is made in any civil action filed against the registrant for an act related to the practice of environmental health.

Sec. 16. *Each of the following acts when committed by a registrant constitute unprofessional conduct pursuant to NRS 625A.160 and are grounds for disciplinary action by the Board against the registrant:*

1. Any violation of a provision of this chapter or chapter 625A of NRS.

2. Failure to comply with a stipulation, agreement or order issued by the Board.

3. Authorizing another person to present the registration of the registrant as his or her own.

4. Authorizing a person under the supervision of the registrant to engage in the practice of environmental health in a way that is outside the scope of the person's registration, training or experience.

5. Failure to report or otherwise concealing information related to a violation of this chapter or chapter 625A of NRS that may result in harm to public health or welfare.

6. Intentionally filing with the Board a false or misleading report.

7. Failure to file or intentionally obstructing or attempting to obstruct another person from filing a report relating to the practice of environmental health and required by law.

8. Intentionally abusing, intimidating or harassing, including, without limitation, sexually harassing, another person including, without limitation, a client, employer, employee or colleague.

9. Failure to notify the Board of a disciplinary action imposed upon the registrant by a regulatory authority in another jurisdiction.

10. Advertising in a manner that the Board finds deceives or misleads the public, including, without limitation, making a false or misleading statement or representation in the advertisement or solicitation for services related to environmental health.

11. Making or providing false statements or omitting relevant information in connection with an application for a registration or the renewal of a registration.

12. Misrepresentation or falsification of credentials related to environmental health, including, without limitation, credentials relating to education, training, experience or areas of competency.

13. Practicing or offering to practice environmental health beyond the scope of the registrant's registration or field of expertise.

14. Performing any professional service related to environmental health in an incompetent or negligent manner.

15. Disparaging the qualifications of any other registrant.

16. Practicing environmental health while impaired by:

(a) Alcohol, drugs or any other chemical or substance; or

(b) A mental or physical condition that prevents him or her from safely performing his or her duties.

Sec. 17. *Subject to the limitations prescribed pursuant to NRS 622.400, the Board may recover from a person reasonable attorney's fees and costs that are incurred by the Board as part of its investigative, administrative and disciplinary proceedings against the person.*

Sec. 18. NAC 625A.010 is hereby amended to read as follows:

625A.010 As used in this chapter, unless the context otherwise requires:

1. ~~“Approved course” means a course of study or training which must be related to environmental health sciences or sanitary measures for the benefit of the public and which is approved or presented by any of the following:~~

- ~~—(a) The National Environmental Health Association.~~
- ~~—(b) The American Public Health Association.~~
- ~~—(c) The Centers for Disease Control and Prevention.~~
- ~~—(d) The Food and Drug Administration.~~
- ~~—(e) The United States Department of Health and Human Services.~~
- ~~—(f) The Environmental Protection Agency.~~
- ~~—(g) The United States Department of Energy.~~
- ~~—(h) The American Water Works Association.~~
- ~~—(i) The Academy of Nutrition and Dietetics.~~
- ~~—(j) The State Board of Nursing.~~
- ~~—(k) The Nevada Environmental Health Association.~~
- ~~—(l) The American Society of Agricultural and Biological Engineers.~~
- ~~—(m) Any other organization approved by the Board.~~
- ~~—(n) An accredited college or university.~~

~~—2.]~~ “Board” means the Board of ~~[Registered]~~ Environmental Health Specialists.

~~[3.]~~ 2. “Contact hour” means 60 minutes of participation in an approved course.

~~[4.]~~ 3. “Environmental health sciences” means the science and practice of preventing human injury and illness and promoting human well-being by:

(a) Identifying and evaluating ~~[the environmental sources and]~~ hazardous *physical, chemical and biological* agents ~~[which]~~ *that* may adversely affect human health ~~[-]~~ *and the environmental sources of those agents;* and

(b) Limiting ~~[human exposure to hazardous physical, chemical, biological, radiological and nuclear]~~ *exposures to those* agents in ~~[the environment, including, without limitation, agents found in the]~~ air, water, soil, ~~[or]~~ food ~~[-]~~ *and other environmental media or settings.*

4. “Registrant” means:

(a) *A person who holds a registration as an environmental health specialist issued by the Board pursuant to NRS 625A.110, including, without limitation, a person who holds a registration by endorsement.*

(b) *A person who holds a temporary registration to engage in the practice of environmental health issued by the Board pursuant to section 10 of Assembly Bill No. 175, chapter 344, Statutes of Nevada 2019, at page 2114 (NRS 625A.112); or*

(c) *A person who holds a provisional registration as an environmental health specialist trainee issued by the Board pursuant to NRS 625A.115.*

5. “Standard registration” means *a registration to engage in the practice of environmental health as an environmental health specialist issued by the Board pursuant to NRS 625A.110. The term includes a person who holds a registration by endorsement. The*

term does not include a temporary registration to engage in the practice of environmental health issued by the Board pursuant to section 10 of Assembly Bill No. 175, chapter 344, Statutes of Nevada 2019, at page 2114 (NRS 625A.112), or a provisional registration as an environmental health specialist trainee issued by the Board pursuant to NRS 625A.115.

Sec. 19. NAC 625A.011 is hereby amended to read as follows:

625A.011 1. In addition to the courses listed in NRS 625A.110 , ~~and 625A.115,~~ the Board will interpret the term “basic science courses” as used in NRS 625A.110 ~~and 625A.115~~ to include, without limitation:

- (a) General chemistry;
- (b) Organic chemistry;
- (c) General physics;
- (d) Microbiology;
- (e) General biological science;
- (f) Epidemiology;
- (g) Statistics;
- (h) Water quality;
- (i) Waste management;
- (j) Food and consumer protection;
- (k) Housing and institution sanitation;
- (l) Vector control;
- (m) Recreational health;
- (n) Air quality;

- (o) Milk and dairy products;
- (p) Occupational health;
- (q) Radiological or nuclear science;
- (r) Noise control;
- (s) Toxicology;
- (t) Soil science;
- (u) Land use development;
- (v) Zoology;
- (w) Physiology;
- (x) Ecology;
- (y) Chemical engineering;
- (z) Geology or earth science;
- (aa) Sanitary engineering;
- (bb) Environmental engineering;
- (cc) Allied health sciences; and
- (dd) Any other basic science course included in a degree program in environmental health

from an institution of higher education approved by the Board.

2. The term does not include any general survey course which is not credited by an institution of higher education toward a major in a natural science or any precollege course which is below the level of an introductory course.

Sec. 20. NAC 625A.012 is hereby amended to read as follows:

625A.012 1. A person may file, and the Board will consider, a petition for a declaratory order or an advisory opinion concerning the applicability of any relevant statutory provision or any regulation or decision of the Board.

2. A petition for a declaratory order or an advisory opinion must be filed with the Board in the same manner as a petition for the adoption, amendment or repeal of a regulation pursuant to NAC ~~625.0115~~ **625A.0115**.

3. Not later than 90 days after the submission of a petition for a declaratory order or an advisory opinion, the Board will conduct a hearing regarding the petition.

4. The Board will provide by United States mail to the person who filed the petition for a declaratory order or an advisory opinion:

(a) A copy of the declaratory order or advisory opinion; or

(b) A copy of the Board's order denying the petition.

Sec. 21. NAC 625A.013 is hereby amended to read as follows:

625A.013 1. To engage in the practice of environmental health as an environmental health specialist trainee ~~†~~ **pursuant to NRS 625A.115**, a person:

(a) Must be employed ***in a position in which he or she receives training in environmental health*** as a part of a training program which has been approved by the Board and in which the person engages in the practice of environmental health under the direct supervision of one or more other persons who hold ~~certificates of registration~~ ***active and valid standard registrations*** as environmental health specialists ~~†~~ ***issued by the Board pursuant to NRS 625A.110***; and

(b) Must ~~{file with}~~ **submit to** the Board ~~{an application for a certificate of registration as an environmental health specialist trainee}~~ not later than ~~{90}~~ **30** days after the date on which the person initially becomes employed ~~{as a part of the approved training program}~~.

~~—2.— Except as otherwise provided in subsection 3, to be approved by the Board for purposes of employing environmental health specialist trainees, a training program must submit to the Board an application, a description of the training program and any other information related to the training program that the Board may require.~~

~~—3.— A training program is not required to submit an application to the Board pursuant to subsection 2 and shall be deemed to be approved by the Board if the training program is provided by:~~

~~—(a) A health district created pursuant to NRS 439.362 or 439.370;~~

~~—(b) The Department of Health and Human Services; or~~

~~—(c) A division of the Department of Health and Human Services.~~

~~—4.— The Board will maintain a list of all training programs that are approved by the Board to employ environmental health specialist trainees.}~~

in a position described in paragraph (a):

(1) An application for a provisional registration as an environmental health specialist trainee on a form prescribed by the Board;

(2) The application fee for a provisional registration prescribed by section 9 of this regulation; and

(3) The registration fee for a provisional registration prescribed by section 9 of this regulation.

2. In addition to the requirements set forth in subsection 1, unless an applicant meets the requirements set forth in paragraph (d) of subsection 1 of NRS 625A.110, an applicant for a provisional registration must:

(a) Attach to his or her application, in a sealed envelope, his or her official transcript from an accredited institution of higher education approved by the Board; or

(b) Request that the accredited institution of higher education transmit the transcript directly to the Board.

3. The Board may grant an applicant for provisional registration as an environmental health specialist trainee credit towards the 2 years of experience in the practice of environmental health required to register as an environmental health specialist pursuant to NRS 625A.110 for any work experience in the field of environmental health obtained by the applicant:

(a) Before beginning a training program; or

(b) During an initial period of training if a provisional registration is reinstated by the Board.

Sec. 22. NAC 625A.014 is hereby amended to read as follows:

625A.014 ~~H.~~ Each applicant for a ~~certificate of~~ *standard* registration as an environmental health specialist ~~for environmental health specialist trainee must:~~

~~—1. Unless an applicant meets the requirements set forth in paragraph (d) of subsection 1 of NRS 625A.110:~~

~~—(a) Attach to his or her application, in a sealed envelope, his or her official transcript from an accredited institution of higher education approved by the Board; or~~

~~—(b) Request that the accredited institution of higher education mail the transcript directly to the Board; and~~

~~—2. Submit verification of every license, certificate or registration as an environmental health specialist issued in another state, territory, the District of Columbia or a foreign country within 5 years from the date of the application, if any.} **must submit to the Board:**~~

- 1. A completed application on a form provided by the Board;*
- 2. The application fee for a standard registration prescribed by section 9 of this regulation, as applicable;*
- 3. The registration fee for a standard registration prescribed by section 9 of this regulation;*
- 4. Verification or proof the applicant:*
 - (a) Is registered with the National Environmental Health Association; or*
 - (b) Passed the National Environmental Health Association Registered Environmental Health Specialist examination or a comparable examination approved by the Board; and*
- 5. Verification of every license, certificate or registration as an environmental health specialist issued in another state, territory, the District of Columbia or a foreign country, if any, within the 5 years after the date on which the application is submitted.*

Sec. 23. NAC 625A.015 is hereby amended to read as follows:

625A.015 1. For the purpose of issuing a ~~certificate of~~ **standard** registration to a person by ~~freeiprocity~~ **endorsement** as provided in NRS 625A.110, the Board will recognize registration as an environmental health specialist, environmental health scientist or registered sanitarian in a jurisdiction that requires registration with the National Environmental Health

Association as being substantially similar to the requirements for the issuance of a ~~certificate of~~ *standard* registration as an environmental health specialist in this State.

2. A person who applies for a ~~certificate of~~ *standard* registration by ~~reciprocity~~ *endorsement* as provided in NRS 625A.110 must submit with his or her application ~~proof~~ *required pursuant to NAC 625A.014:*

(a) *Proof* in the form prescribed by the Board that he or she is registered with the National Environmental Health ~~Association~~ *Association;*

(b) *Proof in the form prescribed by the Board showing satisfaction of substantially similar education, examination and training requirements for registration as an environmental health specialist; and*

(c) *Verification of a current license, certificate or registration as an environmental health specialist issued in another state, territory, or the District of Columbia or a foreign country.*

3. *For the purposes of a registration by endorsement, the Board may establish a list of jurisdictions determined to have substantially similar requirements for registration as an environmental health specialist in this State.*

Sec. 24. NAC 625A.016 is hereby amended to read as follows:

625A.016 1. Upon completion of the ~~training program required pursuant to~~ *requirements of* NRS 625A.115, an environmental health specialist trainee may apply to the Board ~~for a certificate of~~ *to convert his or her provisional* registration *to a standard registration* as an environmental health specialist. The application *to convert* must include, without ~~limitation, proof~~ *limitation:*

(a) *A completed application form as provided by the Board;*

(b) The application fee to convert a provisional registration to a standard registration set forth in subsection 2 of section 9 of this regulation;

(c) The registration fee for a standard registration set forth in section 9 of this regulation;

(d) Proof in the form prescribed by the Board that the ~~person:~~

~~1. Completed the training program required pursuant to NRS 625A.115; and~~

~~2. Passed} person passed~~ the ~~written} national~~ examination *for credentialing as a registered environmental health specialist* pursuant to NRS ~~{625A.120.} 625A.120; and~~

(e) Except as otherwise provided in subsection 2, proof in the form prescribed by the Board that the person completed 2 years of experience in the practice of environmental health.

2. An environmental health specialist trainee who meets the education requirements set forth in paragraph (b) or (c) of subsection 1 of NRS 625A.110 to be eligible for registration as an environmental health specialist is not required to submit proof that he or she completed 2 years of experience in the practice of environmental health with an application to convert a provisional registration to a standard registration.

Sec. 25. NAC 625A.017 is hereby amended to read as follows:

625A.017 1. A ~~certificate of} standard~~ registration as an environmental health specialist expires 1 year from the date of issuance. ~~{An}~~

2. To apply to renew a standard registration, an environmental health specialist must submit ~~an} to the Board:~~

(a) A completed renewal application ~~{for renewal of a certificate of registration and the annual fee set forth in subsection 3 of NAC 625A.070, which must be received by the Board not later than 60 days after the date the certificate of registration expires.~~

~~—2.— Pursuant to subsection 3 of NRS 625A.115, a certificate of registration as an environmental health specialist trainee expires 3 years from the date the person initially becomes employed as a part of an approved training program. An environmental health specialist trainee must submit the annual fee set forth in subsection 3 of NAC 625A.070, which must be received on a form provided by the Board [not later than 60 days after the anniversary of the issuance of the certificate of registration.] ;~~

(b) The fee for the renewal of a standard registration prescribed by section 9 of this regulation; and

(c) If the application is received by the Board at least 1 day but less than 30 days after the expiration date of the standard registration, the late renewal fee prescribed by section 9 of this regulation.

3. ~~[The certificate of registration as an environmental health specialist or environmental health specialist trainee is automatically suspended if the specialist or trainee fails to comply with subsection 1 or 2, as applicable.] The Board will not renew a standard registration if the information required by subsection 2 is received by the Board more than 30 days after the expiration date of the standard registration.~~

4. *If a standard registration is renewed at least 1 day but less than 30 days after the expiration date of the standard registration, the renewal of the standard registration is retroactive to the expiration date of the standard registration.*

Sec. 26. NAC 625A.020 is hereby amended to read as follows:

625A.020 1. Except as otherwise provided in subsection 2:

(a) Each environmental health specialist must complete 24 contact hours of continuing education *approved by the Board that directly pertains to the practice of environmental health* during the 2 years immediately preceding the date on which ~~the certificate~~ *his or her application for renewal* of a *standard* registration ~~expires pursuant to subsection 1 of NAC 625A.017.~~ *is submitted to the Board.*

(b) ~~Except as otherwise provided in paragraph (c), each~~ *Each* environmental health specialist must submit to the Board with his or her application for renewal of a ~~certificate of~~ *standard* registration ~~proof of~~ *an attestation that he or she completed* the contact hours of continuing education ~~completed in the previous 2 years.~~

~~—(c) An environmental health specialist is not required to submit proof of any completed contact hours of continuing education with his or her initial application for the renewal of a certificate of registration.~~

~~(d) The certificate of registration as an environmental health specialist who fails to comply with the provisions of paragraphs (a) and (b) is automatically suspended.~~ *required pursuant to paragraph (a).*

2. The requirement to complete continuing education does not apply to:

(a) *The first renewal of a standard registration;*

(b) An environmental health specialist who has received an exemption pursuant to NRS 625A.150; ~~or~~

~~—(b)~~

(c) *Except as otherwise provided in section 7 of this regulation, an environmental health specialist whose registration is on inactive status;*

(d) Except as otherwise provided in section 8 of this regulation, a person who holds a temporary registration to practice environmental health issued by the Board pursuant to section 10 of Assembly Bill No. 175, chapter 344, Statutes of Nevada 2019, at page 2114 (NRS 625A.112); or

(e) An environmental health specialist trainee.

Sec. 27. NAC 625A.030 is hereby amended to read as follows:

625A.030 1. Each environmental health specialist who is required to complete a program of continuing education shall retain ~~{proof}~~ *and make available to the Board for inspection legible copies of all receipts, records of attendance, certificates and any other evidence* of completion of an approved course for 4 years after completion of the course.

2. ~~{Proof of completion of an approved course must be in the form of a transcript, certificate of completion or other document furnished by the organization which conducted the course.~~

~~—3.~~ The Board ~~{may}~~ *will* conduct random audits of the proof of completion of environmental health specialists to ensure compliance with the requirements of this section and NAC 625A.020.

Sec. 28. NAC 625A.040 is hereby amended to read as follows:

625A.040 1. If the ~~{certificate of}~~ *standard* registration ~~{as}~~ *of* an environmental health specialist ~~{has been suspended pursuant to the provisions of NRS 625A.130 or NAC 625A.017 or 625A.020,}~~ *or the provisional registration of an environmental health specialist trainee has been expired for a period of at least 30 days but less than 5 years, except as otherwise provided in subsections 2 and 3,* the Board will reinstate the ~~{certificate of registration after the~~

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~~environmental health specialist~~ *registration if the holder of the registration* submits to the Board:

~~{1.}~~ *(a)* An application for reinstatement of the ~~{certificate of}~~ registration on a form approved by the Board.

~~{2.}~~ *(b)* The statement prescribed by the Division of Welfare and Supportive Services of the Department of Health and Human Services required pursuant to NRS 625A.105 . ~~{if the environmental health specialist failed to submit the statement to the Board.~~

~~—3.—~~ ~~The annual~~

(c) The reinstatement fee ~~{for registration for each year in which the certificate of registration was suspended and for the year in which the environmental health specialist requests reinstatement.~~

~~—4.—~~ ~~A penalty fee of \$100.~~

~~—5.—~~ ~~Proof~~ *prescribed by section 9 of this regulation.*

2. In addition to the requirements set forth in subsection 1, an applicant for the reinstatement of a standard registration must submit proof satisfactory to the Board of the completion of the contact hours of continuing education required pursuant to NAC 625A.020 for the ~~{period in which the certificate of registration was suspended. Any contact hours of continuing education required to be completed during the period in which the certificate of registration was suspended must be completed within the}~~ 2 years immediately preceding the date of application for reinstatement.

3. The Board will not reinstate a registration pursuant to this section if:

(a) The applicant for reinstatement indicates on the statement prescribed by the Division of Welfare and Supportive Services of the Department of Health and Human Services required pursuant to NRS 625A.105 that the applicant is subject to a court order for the support of a child and is not in compliance with the order or a plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order; or

(b) The application for reinstatement is submitted to the Board 5 years or more after the registration expired.

4. The reinstatement of a registration pursuant to this section is not retroactive.

Sec. 29. NAC 625A.040 is hereby amended to read as follows:

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625A.040 *1. If the ~~certificate of~~ standard registration ~~as~~ of an environmental health specialist ~~has been suspended pursuant to the provisions of NRS 625A.130 or NAC 625A.017 or 625A.020,~~ or the provisional registration of an environmental health specialist trainee has been expired for a period of at least 30 days but less than 5 years, except as otherwise provided in subsections 2 and 3, the Board will reinstate the ~~certificate of registration after the environmental health specialist~~ registration if the holder of the registration submits to the Board:*

~~1.~~ *(a) An application for reinstatement of the ~~certificate of~~ registration on a form approved by the Board.*

~~2.— The annual fee for registration for each year in which the certificate of registration was suspended and for the year in which the environmental health specialist requests reinstatement.~~

~~3.— A penalty fee of \$100.~~

~~4. Proof~~

(b) The reinstatement fee prescribed by section 9 of this regulation.

2. In addition to the requirements set forth in subsection 1, an applicant for the reinstatement of a standard registration must submit proof satisfactory to the Board of the completion of the contact hours of continuing education required pursuant to NAC 625A.020 for the ~~period in which the certificate of registration was suspended. Any contact hours of continuing education required to be completed during the period in which the certificate of registration was suspended must be completed within the~~ 2 years immediately preceding the date of application for reinstatement.

3. The Board will not reinstate a registration pursuant to this section if the application for reinstatement is submitted to the Board 5 years or more after the registration expired.

4. The reinstatement of a registration pursuant to this section is not retroactive.

Sec. 30. NAC 625A.050 is hereby amended to read as follows:

625A.050 Before the Board will issue, renew or reinstate, as applicable, a ~~certificate of~~ registration, the Board may require an applicant to:

1. Provide additional information; or
2. Appear before the Board or a member of the Board for an oral interview.

Sec. 31. NAC 625A.060 is hereby amended to read as follows:

625A.060 1. ~~An environmental health specialist or environmental health specialist trainee~~ *A registrant* may only engage in the practice of environmental health *in this State* under the name in which the ~~environmental health specialist or environmental health specialist trainee~~ *registrant* holds a ~~certificate of~~ registration issued by the Board.

2. If ~~{an environmental health specialist or environmental health specialist trainee}~~ *a registrant* changes his or her *legal* name after his or her ~~{certificate of}~~ registration is issued, he or she must submit to the Board, within 30 days after the change, a copy of a marriage certificate or court decree demonstrating that his or her name was legally changed. Upon receiving a copy of a marriage certificate or court decree, the Board will issue the ~~{environmental health specialist or environmental health specialist trainee}~~ *registrant* a new ~~{certificate of}~~ registration with his or her legal name thereon.

Sec. 32. NAC 625A.100 is hereby amended to read as follows:

625A.100 1. Any person who believes that a person who holds a ~~{certificate of}~~ registration as an environmental health specialist or *a provisional registration as an* environmental health specialist trainee has violated a provision of this chapter or chapter 625A of NRS may file a complaint with the Board on a form provided by the Board.

2. The Board may, on its own, initiate a complaint against a ~~{person who holds a certificate of registration as an environmental health specialist or environmental health specialist trainee}~~ *registrant* if the Board believes that the person has violated a provision of this chapter or chapter 625A of NRS.

3. A complaint filed against a person pursuant to this section must, without limitation:

- (a) Identify one or more grounds for disciplinary action against the person; and
- (b) Set forth a statement of facts that contains sufficient detail to enable the Board to understand the allegations.

4. Upon receipt of a complaint filed against a person pursuant to this section, the ~~Chair of the Board~~ *Executive Director* or ~~a~~ *other* person designated by the Chair *of the Board* who is employed pursuant to NRS 625A.055 shall:

(a) In consultation with an attorney employed pursuant to NRS 625A.055, review the complaint and determine whether the complaint has merit and therefore warrants an investigation; and

(b) Present to the Board any such complaint determined to have merit.

Sec. 33. NAC 625A.120 is hereby amended to read as follows:

625A.120 1. A witness who participates in any proceeding held by the Board is entitled to be paid:

(a) A fee in the same amount set forth in paragraph (a) of subsection 1 of NRS 50.225 for each day's attendance; and

(b) ~~At the standard mileage reimbursement rate for which a deduction is allowed for the purposes of federal income tax for each mile necessarily and actually traveled from and returning to the place of residence by the shortest and most practical route.~~ *Except as otherwise provided in subsection 2, if the witness is subpoenaed to appear and is required to travel, per diem and travel expenses at the rate provided for state officers and employees generally.*

2. *The Board may reduce the amount of the per diem allowance and travel expenses authorized for payment to a witness pursuant to subsection 1 if the Board determines the financial resources of the Board warrant the reduction.*

3. The payment to which a witness is entitled pursuant to subsection 1 will be paid by the Board.

Sec. 34. An environmental health specialist trainee who is employed as part of a training program that was approved by the Board pursuant to NAC 625A.013, as that section existed before the effective date of this regulation, shall be deemed to be employed as part of a training program that is approved by the Board pursuant to section 4 of this regulation.

Sec. 35. NAC 625A.0145, 625A.025 and 625A.070 are hereby repealed.

Sec. 36. 1. This section, sections 1 to 28, inclusive, and sections 30 to 35, inclusive, of this regulation become effective upon filing with the Secretary of State.

2. Section 29 of this regulation becomes effective on the date 2 years after the date on which the provisions of 42 U.S.C. § 666 requiring each state to establish procedures under which the state has authority to withhold or suspend, or to restrict the use of professional, occupational and recreational licenses of persons who:

(a) Have failed to comply with a subpoena or warrant relating to a proceeding to determine the paternity of a child or to establish or enforce an obligation for the support of a child; or

(b) Are in arrears in the payment for the support of one or more children,

↪ are repealed by the Congress of the United States.

3. Section 28 of this regulation expires by limitation on the date 2 years after the date on which the provisions of 42 U.S.C. § 666 requiring each state to establish procedures under which the state has authority to withhold or suspend, or to restrict the use of professional, occupational and recreational licenses of persons who:

(a) Have failed to comply with a subpoena or warrant relating to a proceeding to determine the paternity of a child or to establish or enforce an obligation for the support of a child; or

(b) Are in arrears in the payment for the support of one or more children,

↪ are repealed by the Congress of the United States.

TEXT OF REPEALED SECTIONS

625A.0145 Submission of proof of examination score with application. (NRS 625A.080, 625A.100) Except for an applicant who may be issued a certificate of registration as an environmental health specialist without an examination pursuant to NRS 625A.110, an applicant for a certificate of registration as an environmental health specialist who takes the examination must submit to the Board proof of the score that the applicant received on the examination in the form prescribed by the Board.

625A.025 Continuing education: Application by retiree for exemption from requirements. (NRS 625A.080, 625A.150) An environmental health specialist who holds a certificate of registration and who wishes to be exempt from the requirements for continuing education set forth in NAC 625A.020 because he or she has retired and is no longer engaged in the practice of environmental health may request an exemption from the Board by submitting an attestation that he or she will no longer practice as an environmental health specialist in this State or represent to others that he or she is authorized to engage in the practice of environmental health in this State.

625A.070 Fees. (NRS 625A.080, 625A.130) The fee required for:

1. An application for a certificate of registration as an environmental health specialist or environmental health specialist trainee is \$250.
2. The initial issuance of a certificate of registration as an environmental health specialist or environmental health specialist trainee is \$100.
3. The annual renewal of a certificate of registration is \$100.
4. The reexamination of an applicant is \$50.

State of Nevada
Board of Environmental Health Specialists

AGENDA ITEM 3: Appointment of Chair and Vice Chair

NRS 625A.030 Creation; appointment, terms and qualifications; vacancies; removal of members; election of Chair and Vice Chair.

7. The Board shall elect from its members who are appointed by the Governor a Chair and Vice Chair. The officers of the Board hold their respective offices at the pleasure of the Board.

The current Board Chair is Tony Macaluso. Larry Law, who is no longer with the Board, was the appointed Vice Chair. The Vice-Chair position is currently open.

The Vice Chair assumes the duties of the Chair in the absence of the Chair. The Vice Chair will assume the Chair position for the balance of the term/year, if for any reason the Chair is unable to continue in the position, such as long-term illness or resignation from the Board.

The Chair and Vice Chair are voting members of the Board.

Duties of the Chair

The Chair presides over all public meetings of the Board, calling meetings to order, leading and conducting the meeting.

The Chair:

- Decides if a quorum is present before the meeting is opened;
- Leads the Board members into discussion and attempts to have all sides presented;
- Sets the ground rules for time allocation, discussion limits, time of adjournment and keeps focus on the agenda;
- Has the agenda adopted at the start of the meeting and ensures motions are properly voted upon.
- Conducts hearings and may be called upon to make evidentiary rulings pursuant to legal obligations.

Requirements of a Good Chair

- Knowledgeable of basic parliamentary procedures
- Leadership ability
- Ability to get along with people while remaining firm and orderly
- Ability to handle critical and controversial issues
- Maintains control of his/her emotions and convictions
- Impartial, exercising common sense and good judgment
- Ability to control ill will or negative thoughts about others in public.

State of Nevada
Board of Environmental Health Specialists

AGENDA ITEM 4: Approval of the Minutes

The minutes of the meeting of the Board are attached for review and approval:

- January 21, 2020



State of Nevada
Board of Environmental Health Specialists

6170 Mae Anne Ave., Suite 1, Reno, NV 89523
(775) 746-9423 / Fax (775) 746-4105
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MINUTES OF PUBLIC MEETING
January 21, 2020

Members Present: Tony Macaluso, Brian Northam, James Barnes, Drew Skeen,
Teresa Hayes
Members Absent: None
Staff Present: Loretta Ponton, Executive Director
Henna Rasul, Sr. Deputy Attorney General
Public Present: Amber English, WCHD, Jeri Huff, REHS

Tony Macaluso called the meeting to order at 10:30 a.m. A voice roll call confirmed a quorum was present.

Public Comment: There were no comments.

Board Orientation: Tony Macaluso welcomed Brian Northam and Teresa Hayes as new members of the Board. Loretta Ponton, Executive Director provided a brief review of the written new member orientation outline of board structure, operations and responsibilities.

Appointment of Chair and Vice Chair: Tony Macaluso stated that he will be retiring later this year and considering his retirement, opened the floor for discussion on the Chair position and the open Vice Chair position previously held by Larry Law.

Loretta Ponton explained the Board appoints members for each position. The Chair and Vice Chair serve at the discretion of the members. There is no requirement to appoint the Chair or Vice Chair annually.

Brian Northam stated he would be open to the Vice Chair position; no other Board members expressed an interest in either of the positions.

Tony Macaluso made the motion to appoint Brian Northam to the Vice Chair position. Teresa Hayes seconded the motion. The motion passed unanimously.

There was no action taken to appoint a new Chair, Tony Macaluso will retain the Chair position.

Approval of the Minutes: Tony Macaluso asked if there were any corrections or revisions to the meeting minutes of September 16, 2019. Hearing none, called for a motion.

Teresa Hayes made the motion, seconded by Jim Barnes to approve the minutes of September 16, 2019. The motion passed.

Registrations: Tony Macaluso asked if there were any comments or questions on the registrations issued by staff. Hearing none, Tony Macaluso called for a motion.

Brian Northam made the motion, seconded by Jim Barnes to ratify the registration actions taken by staff as listed in agenda item 6 a, new registrations and 6 b, EHST achieving REHS status as presented. The motion passed.

Registration Extensions: Tony Macaluso asked Loretta Ponton to present. Loretta Ponton reported that two (2) EHST trainees requested a one-year extension to their registrations pursuant to NRS 625A.115. Both individuals were registered in April 2017 under the previous registration requirements that stated EHST registration were for a maximum of 3 years from date of employment. The previous requirements also allowed 90 days for an applicant to submit their application for registration, thus delaying the issuance of the registration.

The new law effective July 1, 2019 revised the term to reflect the date of issuance of the registration, allowing the registration to be renewed 2 times. Under the new law, these individuals would have until April 2020 to pass their REHS examinations. Authorizations have been issued to both individuals for the NEHA REHS examination.

Due to the circumstances and transition to the new requirements, a one-year extension was granted pursuant to NRS 625A.115.

Tony Macaluso asked if there were any questions. Board members were in agreement with the action taken.

Brian Northam made the motion to ratify the 1-year extension of trainee status pursuant to NRS 625A.115 for Kaila Turner and Scott Burt. Jim Barnes seconded the motion. The motion passed.

Reinstatement Application - Jeri Huff, EHST: Tony Macaluso called upon Loretta Ponton to present. Loretta Ponton summarized the circumstances attributing to Ms. Huff's registration expiration and directed the members to the written explanation provided by Ms. Huff and the supporting letter for reinstatement submitted by Lindsey Doolittle, REHS and supervisor.

Tony Macaluso asked Ms. Huff if she would like to say anything. Ms. Huff indicated it was a mistake and confusion with the NEHA renewal and it would not happen again.

Tony Macaluso called for a motion.

Brian Northam made the motion to approve the reinstatement application of Jeri Huff. Jim Barnes seconded the motion. The motion passed.

Members discussed whether an administrative fine was appropriate for practice without a valid registration. There was consensus that the situation did not warrant an administrative fine and that the reinstatement fee was sufficient.

Board Policy 02 Moral Turpitude/Criminal History: Loretta Ponton presented the revised Policy, which has been updated to incorporate the provisions of AB 319 of the 2019 Legislative Session. AB 319 requires regulatory bodies to establish a process for a pre-determination of whether a criminal act would preclude the person from obtaining a license or registration issued by the Board.

Tony Macaluso asked for comments; hearing none called for a motion.

Teresa Hayes made the motion to approve Policy 02 Moral Turpitude/Criminal History as presented. Brian Northam seconded the motion. The motion passed.

REHS Registration Eligibility Criteria: Tony Macaluso called upon Loretta Ponton to present.

For informational purposes and clarification, Ms. Ponton reviewed the comparison of Nevada REHS Examination eligibility criteria and the NEHA examination criteria explaining the differences and Nevada's authority to establish state specific criteria as delineated in the Examination Agreement with NEHA approved by the Board in August 2019.

Nevada law provides that an individual with a Bachelor's degree in Environmental Health or Environmental Sciences and an individual with a Master's degree in Public Health are eligible to take the NEHA examination and upon passage obtain REHS registration in Nevada.

Ms. Ponton stated that the question is whether an EHST who meets these educational requirements are eligible for REHS status without having completed a 2-year training/experience criteria. Historically, most EHST applicants do not fall within these two categories.

Discussion with Board consensus that an individual EHST who meets the requirements for REHS registration without training/experience should be eligible to obtain REHS status. Also discussed was that documented training and/or experience obtained prior to EHST registration could be included in the 2-year requirement when determining eligibility for REHS status.

Tony Macaluso called for a motion.

Brian Northam made the motion that an EHST who meets the requirements for REHS registration without training/experience due to having a Bachelor's Degree in environmental health or a Master's degree in public health is eligible for REHS status upon passing the NEHA REHS examination, effective immediately. Teresa Hayes seconded the motion. The motion passed unanimously.

Public Workshop - LCB File No. R075-19: Loretta Ponton opened the public workshop at 11:11 a.m. stating this is the second workshop on regulations implementing the new law. The regulations as drafted by the Legislative Counsel Bureau incorporate the intent of the Board and

comments received at the first workshop. Ms. Ponton asked if there were any individuals from the public in attendance. Hearing none, the Public Workshop was closed at 11: 13 a.m.

Consideration of LCB File No. R075-19: Tony Macaluso opened the floor for discussion of regulation LCB File No. R075-19 and any proposed revisions to the regulation.

Ms. Ponton presented a proposed revision to Sec 24 by adding paragraph 5 which addresses the exemption from training and experience requirement for an EHST with a Bachelor's Degree in environmental health or a Master's Degree in public health. Ms. Ponton also reviewed a proposed revision to Sec. 25, paragraph 4 to remove the word "suspended" and replace with "expired".

There were no further proposed revisions to LCB File No. R075-19.

Tony Macaluso called for a motion.

Brian Northam made the motion to approve the LCB File No. R075-19 as revised. Teresa Hayes seconded the motion. The motion passed.

Executive Director's Report: Ms. Ponton directed the members to the written report and provided a summary of registration statistics, stating that 20 registrants with a December 31 expiration date have not yet renewed their registrations.

Financial Statements - Ms. Ponton provided a review of the Board's FY 20 financial statements as of December 31, 2019. Revenue is reported at \$20,687.50 and Expenses at \$17,675.37, which includes expenses of moving the administrative office. Net income/loss as of 2nd Quarter is \$3,018.18. Cash balance as of December 31, 2019 is \$ 45,541.41.

Tony Macaluso made the motion to accept and approve the financial report as presented. Brian Northam seconded the motion. The motion passed.

Loretta Ponton reported on the Governor's Executive Audit Committee status report of the Boards I Audit, the Sunset Subcommittee of the Legislative Commission and the State emphasis on reviews of regulatory Boards including the issues and publicity surrounding the State Dental Board and State Board of Pharmacy.

Report by Deputy Attorney General: Henna Rasul stated she had no report.

Report by Board Chair - Tony Macaluso reviewed the 2020 proposed Board Meeting schedule and confirmed the next meeting date of April 6, 2020. There were no reports or comments from Board members.

Public Comment: Tony Macaluso asked for public comments. There were no public comments.

Adjournment: Tony Macaluso adjourned the meeting at 11:43 a.m.

AGENDA ITEMS 5 & 6: Consideration of Public Comments & Adoption of Regulation

LCB File No. R075-19

The Board must consider any Public Comments received at the Public Hearing prior to adoption of regulations that pertain to LCB File No. R075-19, Chapter 625A of the Nevada Administrative Code.

Having considered all public comments, the Board may take action to adopt regulations contained in LCB File No. R075-19.

The Board may adopt the regulation without change, make revisions based upon public comments received at the Public Hearing, or take no action.

Any revisions which are non-substantial will be submitted to LCB with the Notice of Adoption of Regulations. Revisions which are substantial will require submittal to LCB for re-drafting, another Public Hearing and adoption of the revised regulations will be required.

Upon adoption, the regulations will be submitted to the Legislative Committee for review and consideration of approval. They will become effective upon approval by the Legislative Committee and filing with the Secretary of State.

State of Nevada
Board of Environmental Health Specialists

AGENDA ITEM 7: Executive Director's Report

Fiscal Year by Quarter			
Fiscal Year 2019	Total Registrants	REHS	EHST
Current July 1, 2019	238	200	38
September 30, 2019	251	204	47
December 31, 2019	247	206	41
March 30, 2020	247	206	41

There were 8 registrations not renewed that expired 12/31/19. A total of 19 registrations have expired since July 1, 2019. Registration numbers remain unchanged with the addition of new applicants.

March 30, 2020 Financial Statements - The current financial statements for FY 20, quarter ending March 31, 2020 are provided for review.

Revenue & Expenses - Registration fees received total \$27,987.50, expenses totaled \$28,794.89. Net Income is (\$798.16) as of 3rd Quarter FY 2020.

Line Item Expenses not Budgeted:

Legal Services expense includes \$3,500 paid to the Legislative Counsel Bureau for review and drafting of regulation R075-19. The Board was billed for 70 hours at \$50 per hour. This amount was not included in the approved Budget as the cost was not known.

Fingerprinting was not budgeted assuming most registrants would be covered under public employment fingerprinting requirements. The Southern Nevada Health District does not require fingerprinting, therefore expenses have been incurred in this category. It is estimated the year end expenses will be near \$500.00.

Miscellaneous Other expense is the cost for appreciation awards sent to former Board members Bob Stulac and Larry Law.

Other Expenses:

As previously reported, office supplies is over budget due to the need to order new checks and Website IT expenses are over budget as the website was compromised and required additional services.

Balance Sheet - Cash assets total \$42,077.59 at March 30, 2020.

Projected Year End – As a result of the unanticipated expenses above, it is projected the year end expenses will exceed revenue for a net loss of approximately \$ 4,375; cash balance will be approximately \$36,000.

Board Administrative Operating Policies and Procedures – Policies and Procedures have been developed to document the administrative operations of the Board and address the internal controls for administrative and financial management. The document is intended to provide general information and procedures application to the Board financial management system, payment processing and receipt of funds procedures, procurement, travel policy, property management, and record recovery.

Board Policies – The Board’s approved policies have been consolidated into one Policy Manual.

Update to Authorized Signatories and Banking Documents – Updated signatories are required for the Board’s banking account and banking agreements. The Board Chair and Vice Chair are the authorized Board members for banking, in addition to the Executive Director.

Wells Fargo Bank has requested that all banking documents be updated; updates have also been submitted to the Internal Revenue Service to change the Board name, business location and mailing address.

Attachments:

FY 2020, 3rd Quarter Financial Statements, Prior Year Comparison, Transaction Register
Administrative Operating Policies and Procedures
Board Policy Manual

Board of Environmental Health Specialists

Profit & Loss Budget vs. Actual

July 2019 through March 2020

TOTAL

	Jul '19 - Mar 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Registration Fees				
REHS Conversion Fee	2,600.00	3,400.00	-800.00	76.47%
Reinstatement Fees	300.00	1,200.00	-900.00	25.0%
Renewal Fees	20,100.00	22,000.00	-1,900.00	91.36%
Registration Fees - Other	4,987.50	4,875.00	112.50	102.31%
Total Registration Fees	27,987.50	31,475.00	-3,487.50	88.92%
Total Income	27,987.50	31,475.00	-3,487.50	88.92%
Expense				
Bank Fees	557.51	630.00	-72.49	88.49%
Board Compensation	900.00	1,200.00	-300.00	75.0%
Board Travel	0.00	115.00	-115.00	0.0%
Fingerprinting	384.50			
Miscellaneous Other	96.57			
Office Supplies				
Moving Expense	932.90	1,105.00	-172.10	84.43%
Postage	76.25	100.00	-23.75	76.25%
Printing	0.00	100.00	-100.00	0.0%
Office Supplies - Other	157.59	100.00	57.59	157.59%
Total Office Supplies	1,166.74	1,405.00	-238.26	83.04%
Professional Services				
Executive Director Services	18,000.00	24,000.00	-6,000.00	75.0%
Legal Services				
Legislative Counsel Bureau	3,500.00			
Legal Services - Other	1,003.34	1,500.00	-496.66	66.89%
Total Legal Services	4,503.34	1,500.00	3,003.34	300.22%
Total Professional Services	22,503.34	25,500.00	-2,996.66	88.25%
Rent, Office Space	640.82	675.00	-34.18	94.94%
Telephone	316.12	350.00	-33.88	90.32%
Tort Insurance	342.52	400.00	-57.48	85.63%
Website IT				
Merchant Web Account	277.47	420.00	-142.53	66.06%
On-Line Services	224.55	300.00	-75.45	74.85%
Website IT - Other	1,384.75	480.00	904.75	288.49%
Total Website IT	1,886.77	1,200.00	686.77	157.23%
Total Expense	28,794.89	31,475.00	-2,680.11	91.49%
Net Ordinary Income	-807.39	0.00	-807.39	100.0%
Other Income/Expense				
Other Income				
Interest Income	9.23			
Total Other Income	9.23			
Net Other Income	9.23	0.00	9.23	100.0%
Net Income	-798.16	0.00	-798.16	100.0%

Board of Environmental Health Specialists

Profit & Loss

July 2019 through March 2020

04/06/20

Accrual Basis

	Jul '19 - Mar 20
Ordinary Income/Expense	
Income	
Registration Fees	
REHS Conversion Fee	2,600.00
Reinstatement Fees	300.00
Renewal Fees	20,100.00
Registration Fees - Other	4,987.50
Total Registration Fees	27,987.50
Total Income	27,987.50
Expense	
Bank Fees	557.51
Board Compensation	900.00
Fingerprinting	384.50
Miscellaneous Other	96.57
Office Supplies	
Moving Expense	932.90
Postage	76.25
Office Supplies - Other	157.59
Total Office Supplies	1,166.74
Professional Services	
Executive Director Services	18,000.00
Legal Services	
Legislative Counsel Bureau	3,500.00
Legal Services - Other	1,003.34
Total Legal Services	4,503.34
Total Professional Services	22,503.34
Rent, Office Space	640.82
Telephone	316.12
Tort Insurance	342.52
Website IT	
Merchant Web Account	277.47
On-Line Services	224.55
Website IT - Other	1,384.75
Total Website IT	1,886.77
Total Expense	28,794.89
Net Ordinary Income	-807.39
Other Income/Expense	
Other Income	
Interest Income	9.23
Total Other Income	9.23
Net Other Income	9.23
Net Income	-798.16

Board of Environmental Health Specialists

Balance Sheet

As of March 31, 2020

04/06/20

Accrual Basis

	Mar 31, 20
ASSETS	
Current Assets	
Checking/Savings	
Wells Fargo Checking	42,077.59
Total Checking/Savings	42,077.59
Total Current Assets	42,077.59
TOTAL ASSETS	42,077.59
LIABILITIES & EQUITY	
Equity	
Fund Balance	40,814.17
Retained Earnings	2,061.58
Net Income	-798.16
Total Equity	42,077.59
TOTAL LIABILITIES & EQUITY	42,077.59

Board of Environmental Health Specialists Transactions by Account As of March 31, 2020

Type	Date	Num	Name	Memo	Cir	Split	Amount	Balance
Wells Fargo Checking								
Check	01/02/2020	1224	Lorylynn Ltd.		X	Executive Direc...	-2,000.00	45,541.41
Check	01/02/2020	1225	Board of Occupation...		X	Accounts Paya...	-791.70	42,749.71
Deposit	01/03/2020			Deposit	X	Undeposited Fu...	1,200.00	43,949.71
Deposit	01/06/2020			Deposit	X	Renewal Fees	300.00	44,249.71
Deposit	01/09/2020			Deposit	X	Reinstatement ...	300.00	44,549.71
Deposit	01/13/2020			Deposit	X	Renewal Fees	200.00	44,749.71
Check	01/13/2020	eft	WF Bankcard Merch...		X	Bank Fees	-173.99	44,575.72
Deposit	01/15/2020			Deposit	X	Renewal Fees	100.00	44,675.72
Check	01/17/2020	1226	Greenbrae Trophy		X	Miscellaneous ...	-50.00	44,625.72
Check	01/17/2020	1227	Department of Public...		X	Fingerprinting	-40.25	44,585.47
Check	01/17/2020	1228	AT & T		X	-SPLIT-	-239.32	44,346.15
Deposit	01/22/2020			Deposit	X	REHS Conversi...	200.00	44,546.15
Deposit	01/22/2020			Deposit	X	Renewal Fees	100.00	44,646.15
Check	01/22/2020	1229	James Barnes		X	Board Compen...	-150.00	44,496.15
Check	01/22/2020	1230	Drew Skeen		X	Board Compen...	-150.00	44,346.15
Check	01/22/2020	debit	Wells Fargo		X	-SPLIT-	-55.78	44,290.37
Deposit	01/24/2020			Deposit	X	Renewal Fees	600.00	44,890.37
Deposit	01/27/2020			Deposit	X	Renewal Fees	100.00	44,990.37
Deposit	01/29/2020			Deposit	X	Renewal Fees	2,400.00	47,390.37
Deposit	01/30/2020			Deposit	X	-SPLIT-	325.00	47,715.37
Deposit	01/31/2020			Interest	X	Interest Income	1.15	47,716.52
Check	02/03/2020	1231	Lorylynn Ltd.		X	Executive Direc...	-2,000.00	45,716.52
Deposit	02/04/2020			Deposit	X	Renewal Fees	100.00	45,816.52
Check	02/06/2020	1232	Department of Public...		X	Fingerprinting	-161.00	45,655.52
Check	02/06/2020	1233	Legislative Counsel ...		X	Legislative Cou...	-3,500.00	42,155.52
Deposit	02/11/2020			Deposit	X	Renewal Fees	100.00	42,255.52
Deposit	02/14/2020			Deposit	X	REHS Conversi...	200.00	42,455.52
Check	02/14/2020	1234	AT & T		X	Telephone	-22.12	42,433.40
Check	02/14/2020	1235	AT & T		X	Telephone	-20.75	42,412.65
Check	02/14/2020	1236	AT & T		X	Telephone	-1.00	42,411.65
Deposit	02/19/2020			Deposit	X	Registration Fees	225.00	42,636.65
Deposit	02/20/2020			Deposit	X	REHS Conversi...	200.00	42,836.65
Deposit	02/24/2020			Deposit	X	-SPLIT-	325.00	43,161.65
Deposit	02/24/2020			Deposit	X	Registration Fees	225.00	43,386.65
Check	02/25/2020	debit	Wells Fargo		X	Wells Fargo Bu...	-55.78	43,330.87
Check	02/25/2020	debit	WF Bankcard Merch...		X	Bank Fees	-86.05	43,244.82
Deposit	02/29/2020			Interest	X	Interest Income	1.06	43,245.88
Deposit	03/02/2020			Deposit	X	REHS Conversi...	200.00	43,445.88
Check	03/02/2020	1238	Lorylynn Ltd.		X	Executive Direc...	-2,000.00	41,445.88
Check	03/02/2020	1237	Attorney General		X	Legal Services	-308.72	41,137.16
Check	03/11/2020	debit	WF Bankcard Merch...		X	Bank Fees	-41.47	41,095.69
Deposit	03/16/2020			Deposit	X	REHS Conversi...	200.00	41,295.69
Deposit	03/16/2020			Deposit	X	Registration Fees	175.00	41,470.69
Check	03/16/2020	1239	AT & T		X	Telephone	-22.12	41,448.57
Deposit	03/19/2020			Deposit	X	-SPLIT-	425.00	41,873.57
Deposit	03/20/2020			Deposit	X	Renewal Fees	100.00	41,973.57
Deposit	03/23/2020			Deposit	X	Renewal Fees	100.00	42,073.57
Check	03/23/2020	debit	Wells Fargo		X	-SPLIT-	-76.95	41,996.62
Deposit	03/31/2020			Interest	X	Interest Income	0.97	41,997.59
Check	03/31/2020	1241	Board of Occupation...		X	Postage	-20.00	41,977.59
Deposit	03/31/2020			Deposit	X	Renewal Fees	100.00	42,077.59
Total Wells Fargo Checking							-3,463.82	42,077.59
TOTAL							-3,463.82	42,077.59

Board of Environmental Health Specialists
Reconciliation Summary
Wells Fargo Checking, Period Ending 03/31/2020

	Mar 31, 20
Beginning Balance	43,245.88
Cleared Transactions	
Checks and Payments - 5 items	-2,449.26
Deposits and Credits - 8 items	1,300.97
Total Cleared Transactions	-1,148.29
Cleared Balance	<u>42,097.59</u>
Uncleared Transactions	
Checks and Payments - 1 item	-20.00
Total Uncleared Transactions	-20.00
Register Balance as of 03/31/2020	<u>42,077.59</u>
New Transactions	
Checks and Payments - 1 item	-2,000.00
Deposits and Credits - 1 item	100.00
Total New Transactions	-1,900.00
Ending Balance	<u>40,177.59</u>

Board of Environmental Health Specialists
Reconciliation Detail
Wells Fargo Checking, Period Ending 03/31/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						43,245.88
Cleared Transactions						
Checks and Payments - 5 items						
Check	03/02/2020	1238	Lorylynn Ltd.	X	-2,000.00	-2,000.00
Check	03/02/2020	1237	Attorney General	X	-308.72	-2,308.72
Check	03/11/2020	debit	WF Bankcard Merch...	X	-41.47	-2,350.19
Check	03/16/2020	1239	AT & T	X	-22.12	-2,372.31
Check	03/23/2020	debit	Wells Fargo	X	-76.95	-2,449.26
Total Checks and Payments					-2,449.26	-2,449.26
Deposits and Credits - 8 items						
Deposit	03/02/2020			X	200.00	200.00
Deposit	03/16/2020			X	175.00	375.00
Deposit	03/16/2020			X	200.00	575.00
Deposit	03/19/2020			X	425.00	1,000.00
Deposit	03/20/2020			X	100.00	1,100.00
Deposit	03/23/2020			X	100.00	1,200.00
Deposit	03/31/2020			X	0.97	1,200.97
Deposit	03/31/2020			X	100.00	1,300.97
Total Deposits and Credits					1,300.97	1,300.97
Total Cleared Transactions					-1,148.29	-1,148.29
Cleared Balance					-1,148.29	42,097.59
Uncleared Transactions						
Checks and Payments - 1 item						
Check	03/31/2020	1241	Board of Occupation...		-20.00	-20.00
Total Checks and Payments					-20.00	-20.00
Total Uncleared Transactions					-20.00	-20.00
Register Balance as of 03/31/2020					-1,168.29	42,077.59
New Transactions						
Checks and Payments - 1 item						
Check	04/01/2020	1240	Lorylynn Ltd.		-2,000.00	-2,000.00
Total Checks and Payments					-2,000.00	-2,000.00
Deposits and Credits - 1 item						
Deposit	04/30/2020				100.00	100.00
Total Deposits and Credits					100.00	100.00
Total New Transactions					-1,900.00	-1,900.00
Ending Balance					-3,068.29	40,177.59

State/Local Government Checking

March 31, 2020 ■ Page 1 of 3



STATE OF NEVADA BOARD OF REGISTERED
ENVIRONMENTAL HEALTH SPECIALISTS
6170 MAE ANNE AVE STE 1
RENO NV 89523-4705

Questions?

Available by phone 24 hours a day, 7 days a week:
Telecommunications Relay Services calls accepted

1-800-CALL-WELLS (1-800-225-5935)

TTY: 1-800-877-4833

En español: 1-877-337-7454

Online: wellsfargo.com/biz

Write: Wells Fargo Bank, N.A. (825)
P.O. Box 6995
Portland, OR 97228-6995

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Business Online Banking	<input checked="" type="checkbox"/>
Online Statements	<input checked="" type="checkbox"/>
Business Bill Pay	<input type="checkbox"/>
Business Spending Report	<input checked="" type="checkbox"/>
Overdraft Protection	<input type="checkbox"/>

Activity summary

Beginning balance on 3/1	\$43,245.88
Deposits/Credits	1,300.97
Withdrawals/Debits	- 2,449.26
Ending balance on 3/31	\$42,097.59
Average ledger balance this period	\$41,660.43

Interest summary

Interest paid this statement	\$0.97
Average collected balance	\$41,660.43
Annual percentage yield earned	0.03%
Interest earned this statement period	\$0.97
Interest paid this year	\$3.18
Total interest paid in 2019	\$12.99

Account number: **8260870137**

**STATE OF NEVADA BOARD OF REGISTERED
ENVIRONMENTAL HEALTH SPECIALISTS**

Nevada account terms and conditions apply

For Direct Deposit use
Routing Number (RTN): 321270742

For Wire Transfers use
Routing Number (RTN): 121000248



Transaction history

Date	Check Number	Description	Deposits/ Credits	Withdrawals/ Debits	Ending daily balance
3/2		03/02Bankcard Deposit -0483220272	200.00		
3/2	1238	Check		2,000.00	41,445.88
3/9		Check		308.72	41,137.16
3/11		Bankcard Discount Fee - 0483220272		0.01	
3/11		Bankcard Fee - 0483220272		13.96	
3/11		Bankcard Interchange Fee - 0483220272		27.50	41,095.69
3/16		03/16Bankcard Deposit -0483220272	200.00		
3/16		03/16Bankcard Deposit -0483220272	175.00		41,470.69
3/18	1239	Check		22.12	41,448.57
3/19		03/19Bankcard Deposit -0483220272	425.00		41,873.57
3/20		03/20Bankcard Deposit -0483220272	100.00		41,973.57
3/23		03/23Bankcard Deposit -0483220272	100.00		
3/23		Online Transfer Ref #1b07Tkwkts to Business Card XXXXXXXXXX5027 on 03/22/20		76.95	41,996.62
3/30		03/30Bankcard Deposit -0483220272	100.00		42,096.62
3/31		Interest Payment	0.97		42,097.59
Ending balance on 3/31					42,097.59
Totals			\$1,300.97	\$2,449.26	

The Ending Daily Balance does not reflect any pending withdrawals or holds on deposited funds that may have been outstanding on your account when your transactions posted. If you had insufficient available funds when a transaction posted, fees may have been assessed.

Summary of checks written (checks listed are also displayed in the preceding Transaction history)

Number	Date	Amount	Number	Date	Amount	Number	Date	Amount
	3/9	308.72	1238	3/2	2,000.00	1239	3/18	22.12

Monthly service fee summary

For a complete list of fees and detailed account information, see the Wells Fargo Account Fee and Information Schedule and Account Agreement applicable to your account (EasyPay Card Terms and Conditions for prepaid cards) or talk to a banker. Go to wellsfargo.com/feefaq for a link to these documents, and answers to common monthly service fee questions.

Fee period 03/01/2020 - 03/31/2020	Standard monthly service fee \$10.00	You paid \$0.00
How to avoid the monthly service fee	Minimum required	This fee period
Have any ONE of the following account requirements		
· Average ledger balance	\$500.00	\$41,660.00 <input checked="" type="checkbox"/>
WG/MG		

Account transaction fees summary

Service charge description	Units used	Units included	Excess units	Service charge per excess units (\$)	Total service charge (\$)
Cash Deposited (\$)	0	7,500	0	0.0030	0.00
Transactions	3	200	0	0.50	0.00
Total service charges					\$0.00



State of Nevada
Board of Environmental Health Specialists

ADMINISTRATIVE OPERATING
POLICIES AND PROCEDURES

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Approved:

PRELUDE – BOARD ADMINISTRATION

The Board is funded solely from registration fees and does not receive funding from the state general fund.

The Board operates on an annual budget / revenue basis of approximately \$ 31,000.

Due to the nature of the Board resources, all administrative staff functions are performed under an Independent Contract for Executive Director Services.

The Board has entered into a co-location and cost sharing agreement with the Board of Occupational Therapy establishing a physical location and administrative office. General office expenses are paid on an annual cost allocation basis pursuant to the agreement.

General office expenses include: physical office space, internet service; copier and postage meter equipment lease/rental and maintenance and records storage.

Direct expenses include: telephone lines and service; printing, direct supplies and incidentals; postage and travel.

Internal Controls for Administrative and Financial Management are established through a process of Board review of activities, documents, financial statements and direct communications with and by the Executive Director, Board Chair, Board members and Board legal counsel.

SECTION 1.00: FINANCIAL MANAGEMENT SYSTEMS

1:01 SCOPE

The purpose of this section is to provide general information and procedures for the financial management system of the State of Nevada, Board of Environmental Health Specialists. It identifies the Board's authority over the financial processes and procedures, financial reports and maintenance of budgetary compliance.

1:02 ACCOUNTING SYSTEM

The Board contracts for Administrative Services with an external entity. The Board's accounting records are maintained in QuickBooks software which accurately reflect financial activities, revenue and expense classifications, and meets reporting requirements in conformance with State law, regulations and policies. Additional internal worksheets are maintained in the Board administrative office and are utilized for budgetary analysis.

Copies of all bank statements, merchant service activities, deposits, and checks written with supporting documentation are maintained in the Board's Administrative office.

The Board is not required to have an annual audit of its finances; however, the Board may request an audit. The Board prepares and submits annually Balance Sheet Reports as required by NRS 218G for entities whose revenue falls below \$250,000 annually. The Balance Sheet Report is presented to the Board for approval at a public board meeting prior to December 1st following the fiscal year period. All reports are submitted to the State of Nevada, Legislative Counsel Bureau Audit Division and State Budget Division in accordance with NRS 218.825.

1:03 CHART OF ACCOUNTS

The General Ledger chart of accounts contains individual accounts for revenue, expenditure, and cash accounts. The balance sheet current asset accounts reflects cash in the operating checking account and accounts receivable; revenue/income accounts are established for revenue sources, including but not limited to registration fees and interest earned. The Executive Director has the authority over the Chart of Accounts. Accounts are established to reflect authorized budget categories, as approved from time to time by the Board.

1:04 REVENUE RECOGNITION

The Board recognizes revenue as it is received. In general the Board has three types of revenue it receives: one time fees, legal or other fees and registration fees. Each case is described below.

One-time fees: Fees are received for specific activities, such as interest earned on account cash balances. These items are recognized generally upon receipt as interest is credited to the Board account.

Legal or other fees: Monies may be received for legal fees and cost reimbursements based upon administrative orders. These items are recognized upon approval of the order, and are posted as Accounts Receivable if payment has not yet been received.

Registration fees: Fees are received for new applications, renewals, late renewals, reinstatements and conversion of registration status. Registrations are renewed on an annual basis based on date of issuance. A temporary 6-month registration may be renewed one time.

1:05 JOURNAL ENTRIES

Adjustments made to the general ledger that are part of the regular bookkeeping process may be made by the Executive Director as a result of reclassification of expenditures and/or addition/deletion of expenditure or revenue accounts.

1:06 BANK ACCOUNTS

The Board is a member of the State of Nevada, Pooled Collateral Program. The program monitor's collateral maintained by depositories for their public deposits and is governed by NRS 356 and NAC 356. The Nevada Collateral Pool is managed through the State of Nevada, Treasurer's Office.

The Board maintains financial accounts at Wells Fargo Bank, an approved and participating Nevada Pooled Collateral Program institution. All funds are classified as public funds. The Executive Director, Board Chair, and Board Vice-Chair or two (2) designated Board members are authorized signers on all banking accounts.

Deposits : Funds are received primarily for registration fees, and miscellaneous charges such as reimbursements and interest. Payment of fees by credit card is the preferred method of receipt of funds. All revenue is deposited to the Board's bank checking account.

Checks, money orders and cashier checks received in the Board office are deposited at a branch location no less than monthly. Cash is not accepted.

Merchant Services:

The Board has established a merchant services account with Wells Fargo Bank to accept credit card payments for fees and charges. Credit card payments are made on-line through the Board website and are deposited and recorded to the Board checking account. A daily settlement report of all transactions processed is received at the Board office. Access to transaction details is also available through on-line accounts established by the Board with the credit card processing agency.

Credit Cards:

The Board maintains a Visa Account through Wells Fargo Bank. The Account has one authorized user, the Executive Director. The credit card may be used for payment of operating expenses, authorized travel including lodging, airfare, seminar registrations and other meeting expenses.

Payment Processing and Approval: The Executive Director is responsible for processing and payment of all Board expenses. Payment of Board expenses may be made by check, credit card or through electronic payment. Board expenses are paid at a minimum monthly. Payment of expenses in excess of 10% of the approved budget must be pre-approved by the Board Chair.

Board Member Reviews: The Executive Director provides a quarterly financial packet for review and approval by the Board at the first Board meeting following the end of a quarter. The financial packet includes Profit and Loss Statement, Budget vs. Actual, Balance Sheet, detail transaction registers, bank statements and bank reconciliations. Interim financial reports are provided to the Board for review and approval on a periodic basis and upon request of the Board Chair.

Reconciliation of Bank Accounts: Copies of all bank statements, deposits, merchant service activity, checks written and expense documentation is maintained in the Administrative Office. The Executive Director reconciles all receipts and payments to the bank accounts monthly.

1:07 BUDGET and REPORTS

The Executive Director is responsible for preparation of the annual Budget to be presented to and approved by the Board at the first Board meeting of a fiscal year.

The Executive Director will prepare a budget status report with supporting financial statements at least quarterly for Board review. Additional status reports may be requested by the Board as deemed necessary or appropriate.

SECTION 2.00 PAYMENT PROCEDURES

2:01 SCOPE

This section is designed to provide general information and procedures for the payment process. The Executive Director will process all payments, and payments will be made directly to vendors and/or payees.

2:02 REQUIRED DOCUMENTS

Prior to payment all purchases will require appropriate contract; proof of delivery/receipt of goods/services and vendor invoicing/request for payment. Whenever possible a detailed receipt is the preferred documentation.

2:03 DOCUMENT PROCESSING

All vendor invoices, statements, and request for payments will be directed to the Board Office. Upon receipt of invoice/request for payment from contractors or vendors, the Executive Director will verify amounts and goods/services received against the applicable billing documentation for accuracy.

Purchases approved for payment will be processed within thirty (30) days of receipt of invoice, unless otherwise specified by Vendor Terms or Contract Requirements.

2:04 CHECK WRITING & ELECTRONIC PAYMENTS

All payments will be drawn upon the Board checking account maintained at Wells Fargo Bank.

Payments will be processed at least monthly for Board operating expenses. Checks will identify the vendor/payee, account number, date of payment and appropriate invoice or reference number. Electronic payments will require payment confirmations.

Copies of all checks written and electronic payment confirmations, with supporting documentation will be retained for preparation of the monthly financial statements of Board activities.

2:05 PAYROLL

Staff services are provided under an Independent Contract for Executive Director Services. There are no payroll or tax liabilities incurred or paid by the Board.

2:06 REFUNDS

In most instances, all payments made to the Board are non-refundable. Exceptions are fees paid in error and in all cases of overpayment.

SECTION 3.00 RECEIPTS FROM REGISTRATIONS AND OTHER FEES

3:01 SCOPE

This section is designed to provide general information and procedures required for the receipt and processing of registration and other fees as authorized in NRS 625A.

3:02 INVOICING

The Executive Director will process all agency invoicing. Each invoice will identify the registration/vendor, fee assessed and the date the fee is to be received.

Payment of fees are to be paid by credit card or payment by mail directed to the Executive Director, Board of Environmental Health Specialists addressed to the Board's administrative office.

3:03 RECEIVING PAYMENT

The Executive Director is responsible for ensuring receipts are recorded and deposited promptly, and reconciled to the bank statements monthly.

Check Payments

All check payments / receipts are received by email, US mail or delivery to the Board office. Cash is not accepted. Upon receipt, checks are to be endorsed for deposit only to the Board checking account. Checks in payment of initial registration fees are to be recorded on the Application as to date received, check number and amount.

Deposit slips are completed, listing each checks / receipt separately. Deposit of checks / receipts are made to the Board checking account at least monthly, at a branch office of Wells Fargo Bank. Copies of all checks / receipts and deposit slips are retained for preparation of the monthly financial statements of Board activities.

Merchant Services – Credit Card Payment Receipts

The Board of Environmental Health Specialists accepts Mastercard, Visa, and Discover Card payments on-line through the Board website, Click to Pay link, and through on-line renewal applications. Funds are direct deposited electronically to the Board checking account at Wells Fargo Bank.

Notification of merchant activity, credit card payments, is received by e-mail at the Board office from Authorize.net. The notice provides identification of the payment type, date of payment and personal information regarding the payee. Electronic daily settlement reports are received by e-mail providing the total daily activity by number of payments and total amount received.

The reconciliation of merchant service activity is completed at least monthly. Reports are available through the Authorize.net website that identify by date all credit card activity processed for Board merchant services.

The report of all credit card transactions is reconciled to the merchant services and bank statements monthly. A copy of the monthly credit card activity report is retained for preparation of the monthly financial statements of Board activities.

Interest Income – Checking Account

The Board checking account is an interest earning account. Interest earned is credited monthly.

SECTION 4.00 PROCUREMENT PROCEDURES

4:01 SCOPE

This section is designed to provide general information and procedures for procurement of supplies and other expendable property, equipment, and services. The State of Nevada, contract vendors will be utilized for procurement of specified goods and services, as appropriate.

The State of Nevada procurement procedures are applicable to all Board authorized procurement activities.

4:02 PURCHASES UNDER \$5,000

Single purchases for under \$5,000 are authorized if contained in the Board approved budget.

4:03 PURCHASES OF \$5,000 - \$25,000 –(Small Purchase)

Single purchases for amounts of \$5,000 - \$25,000 are to be solicited through a comparative price/cost analysis.

A request for quote comparing costs from three (3) vendors is required. One purchase cannot be divided into several purchases in order to use small purchase policies/procedures.

4:04 PURCHASES OVER \$25,000

The Board will utilize a competitive proposal process, request for proposals, for purchase of commodities or services over \$25,000.

4:05 PROCUREMENT METHODS

Competitive Proposals: The competitive proposal process is normally conducted with more than one source submitting an offer and either a fixed-price or cost-reimbursement type award is made. The most common method of obtaining competitive proposals is the Request for Proposal (RFP). This method is generally used when the nature of the goods or services to be acquired require consideration of important factors other than price in the selection decision.

The RFP must contain a clear and accurate description of the technical requirements for the material, product or service to be procured, and all requirements that the offerors must fulfill must be identified, including factors to be used in evaluating the bids or proposals.

Noncompetitive Procurement (Sole Source) is defined as procurement through solicitation of a proposal from only one source, the funding of an unsolicited proposal, or, after solicitation of a number of sources, competition is determined inadequate. The use of sole source procurement shall be justified and documented.

A Solicitation Waiver Request must be submitted and approved by the State of Nevada Purchasing Division prior to executing a contract when non-competitive procurement is deemed necessary.

4:06 CONTRACT FOR SERVICES OF INDEPENDENT CONTRACTOR

All procurements for specialized services will be documented through execution of the State of Nevada approved Contract For Services of Independent Contractor. Contract forms are available on the State of Nevada Purchasing Division website.

Contracts for \$1,999.00 or less per fiscal year shall be approved by the Executive Director or an authorized representative of the Board.

Contracts for \$2,000 to \$50,000 require completion of the CETS Contract Summary and Contract for Services of Independent Contractor forms and appropriate documentation. Contracts are required to be approved by the Executive Director or an authorized representative of the Board, Board legal counsel and approved by the Clerk of the Board of Examiners.

All contracts over \$50,000 must be approved by the State of Nevada, Board of Examiners.

All contracts requiring the Clerk of the Board of Examiners or the Board of Examiners approval are processed through the State of Nevada Contract Entry Tracking (CETS) electronic program. The Executive Director is the authorized contract monitor for all contracts.

SECTION 5.00 TRAVEL POLICIES

5:01 SCOPE

This section is designed to provide general information and procedures for staff and board member travel expenditures. Board members and staff who are on official business are entitled to reimbursement of allowable travel costs. It also specifies the procedure for travel related expenditures and identifies allowable costs.

5:02 FORMS

Travel Expense Claim: A State of Nevada, Travel Expense Reimbursement Claim Form is required to be completed and submitted to the Board Office for reimbursement of travel expenditures. The appropriate receipts shall be attached to the Travel Expense Reimbursement Claim when required.

5:03 TRAVEL IN-STATE

Reimbursement for ordinary and necessary travel by Board and staff members for official Board business is authorized to be reimbursed in accordance with the State Administrative Manual – Chapter 200 – Travel.

5:04 TRAVEL OUT-OF-STATE

Reimbursements for travel expenses incurred by Board and staff members for official Board business to attend out-of-state meetings, seminars, conferences, and/or workshops is authorized to be reimbursed in accordance with the State Administrative Manual – Chapter 200 – Travel.

5:05 ALLOWABLE COSTS

Meals and Incidental Expenses: To receive reimbursement for meals and incidental expenses, the individual must be in official travel status. Meals will be reimbursed in accordance with the meals and incidental expense (M&IE) allowance for the primary destination. The first and last day of extended travel will be reimbursed at 75% of the M&IE allowance. Reimbursement for meals for travel of one day or less will be calculated as follows:

An individual in travel status prior to 7:00 a.m. and returning after 5:00 p.m. will be reimbursed at 75% of the M&MI allowance. When travel is by airline, travel status will be calculated beginning 2 hours prior to departure and 1 hour after arrival time.

Lunch will be provided or reimbursed during the conduct of Board business between the hours of 8:00 a.m. and 5:00 p.m. when an individual's principle location is within 50 miles.

Individuals must deduct the M&IE allowance for all meals that are provided by the Board and/or included in registration or conference fees. The M&IE allowance break-down for breakfast, lunch and dinner will be provided by the Executive Director, when necessary.

Lodging: To receive reimbursement for lodging, the individual must be on official business overnight. Lodging expenses will be reimbursed at the GSA maximum lodging allowance rate, including all taxes and fees. Lodging expenses for an individual's spouse or family are not reimbursable.

Lodging expenses incurred within 50 miles of an individual's principle location will be reimbursed when over-night stay is required for conduct of official board business.

Transportation: Transportation expenses shall be incurred at the least possible cost taking into account such factors such as total travel time, length of travel and convenience of the Board.

The allowance for the use of a private vehicle for business convenience shall be the standard mileage rate allowed for federal income tax purposes as periodically adjusted.

The allowance for the use of a private vehicle for personal convenience shall be reimbursed at one-half of the standard mileage reimbursement rate or comparable airfare, whichever is less.

When utilizing air transportation, travel shall be arranged at coach airfare, unless such service is unavailable. Round trip airfare shall not exceed the cost of a fully refundable airline ticket. Documentation of airline travel expense must be provided for reimbursement of airline travel expense.

Miscellaneous: Other travel expenses, such as convention registration fees, taxi, uber, lyft, air porter or limousine fares from airport to hotel and return, parking or vehicle storage fees will be reimbursed when receipts are obtained and submitted with the travel claim.

5:06 BOARD PAID LODGING, MEALS AND EXPENSES

Actual costs of lodging, meals and expenses incurred while on authorized travel status may be paid on behalf of the staff or board member by utilizing the Board Visa Card.

Actual costs may not exceed the state authorized rates as established for the location. If board-paid expenses exceed authorized rates, amounts in excess of authorized amounts will be deducted from requests for reimbursement submitted on the Travel Expense Claim.

SECTION 6.00: PROPERTY MANAGEMENT

6:01 SCOPE

This section is designed to provide general information and guidelines for the administration of property. All capital assets and equipment with an acquisition cost of \$1,000 or more and useful life of two (2) or more years are recorded in the property inventory report.

The Board's Inventory listing is provided to the State of Nevada, Purchasing Division upon request.

6:02 PROPERTY CUSTODIAN

The Executive Director is the Property Custodian for the Board of Environmental Health Specialists.

The Executive Director shall have knowledge at all times of the location and status of each item identified on the property inventory report. A report of all acquisitions with a cost of \$5,000 or more will be reported to the State of Nevada, Purchasing Division for assignment of State of Nevada inventory control tag. All dispositions/losses of such assets, regardless of cause, will be submitted in writing to the State of Nevada, Purchasing Division, pursuant to the procedures of the State Purchasing Division.

6:03 INVENTORY

Physical inventory is conducted and assets verified on an annual basis, or more frequently if requested. Each property item listed on the property inventory report is required to be physically verified as to location, property identification number, use and condition.

For assets with a cost of \$5,000 or more, the property inventory list will be provided to the State of Nevada, Purchasing Division to be updated to the master inventory list, when applicable. The inventory list will have the following categories:

- a) Property tag number
- b) Description
- c) Make, model and serial number
- d) Acquisition cost
- e) Month/year acquired
- f) Condition

6:04 DISPOSITION OF INVENTORY

Prior to disposition of any fixed asset inventory item contained on the State master inventory list, the Executive Director will request disposition authority from the State of Nevada, Purchasing Division on forms provided by the State. Upon approval by the State, inventory tags shall be removed, if possible, prior to disposal or other authorized disposition.

Disposition of any other fixed asset inventory item will be determined by the Executive Director based upon the useful life of the asset and needs of the Board. Authorized disposition includes but is not limited to donation to another state agency or regulatory Board, sale at fair market value or disposal if no longer useful.

SECTION 7: RECORD RECOVERY SYSTEM

7:01 SCOPE

This section is designed to provide general information and procedures required to ensure access to and the safety and recovery of Board records and documents in the event of a disaster or unforeseen circumstances.

Hard copy records are retained in a secured records storage facility, currently Puliz Records Management and Storage in Reno, Nevada. On-line access to records is available 24 hours 7 days a week. Records are delivered to and picked up from the Board office as necessary. An on-going inventory of Board boxes/records is maintained by the records storage facility. A complete file inventory by box is maintained by the Executive Director.

Record Retention: All records shall be maintained in accordance with the records retention schedules provided by the Administrator of the Nevada State Library and Archives in accordance with the Public Records Act (NRS 239.125).

7:02 REGISTRATION RECORDS

Registration records are comprised of original applications and supporting documents; and subsequent renewal documents. Registration information is maintained in Excel Spreadsheet format and includes historical registrations register as well as current, expired and converted registration information.

All applications and supporting documents are retained in hard copy; renewal applications are maintained in electronic format within the on-line data program. Registrant information submitted at time of renewal through the on-line renewal program is utilized to update the current databases.

7:03 BOARD RECORDS

Board records are comprised of two distinct categories: (1) general operating records such as vendor statements, payment and deposit records, general correspondence, and information requests; (2) official Board

records such as meeting agendas, minutes, public workshops, hearings, complaints, disciplinary actions, and audit reports.

Copies of official records may be retained on-site in the Board office for reference, if deemed appropriate or necessary for the conduct of Board activities.

Board meeting records are available to the public through the Board's website.

7:04 COMPUTER RECORDS

Computer records include but are not limited to general correspondence, financial information and budget worksheets, forms, reports and contracts, registration information and lists, Board meeting agendas, minutes and supporting documentation, Board policies, operating policies and procedures, working copies of statutes and regulations.

All records generated through computer programs are saved to the Board cloud application, Office 365. Computers used to process Board functions are protected from viruses and intrusions from out-side sources by virus protection software.

On-Line Access & Codes – Access to Board on-line accounts for the Board website, vendors, purchasing and banking accounts is restricted to authorized Board personnel through use of security codes or access codes. A complete listing of all Board on-line accounts with access codes is maintained in hard copy at the Board administrative office.

Website - The Board website is hosted off-site and is secure with SSL encryption. Website development and maintenance is provided by the Executive Director and Website IT vendor. Board meeting agendas and minutes, news and miscellaneous other information are available on the website.

Back-Up and Recovery System – The Board computer records are backed up through a cloud account application, Office 365 and to an independent external hard drive on a regular basis, but not less than monthly. The duo method of back-up ensures the Board's computer records will be secured to enable recovery of Board documents and records.

In case of computer failure or unexpected emergency or disaster, the Board may recover all computer data from the cloud account application and/or external hard drive.

7:05 OFF-SITE SECURITY

Board original records are retained off-site at Puliz Records Management and Storage located in Reno, Nevada.

Access to Board records is secured through signature authorizations, and/or established on-line accounts requiring access codes.



State of Nevada
Board of Environmental Health Specialists

BOARD POLICIES

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NRS 625A.100 Application: Form; fingerprints; fee; proof. An applicant for a registration as an environmental health specialist or environmental health specialist trainee shall submit to the Board:

1. A completed application on a form prescribed and furnished by the Board;
2. If not otherwise required by a public employer which employs the applicant, a complete set of fingerprints and written permission authorizing the Board to forward the fingerprints to the Central Repository for Nevada Records of Criminal History for submission to the Federal Bureau of Investigation for its report;
3. The required fee;
4. Proof of the applicant's educational qualifications, practical training and experience; and
5. All information required to complete the application.

(Added to NRS by [1987, 1158](#); A [1995, 90](#); [1997, 2117](#); [2005, 1988](#), [2710](#), [2807](#); [2019, 2118](#))

01:01 Scope

The purpose of this policy is to establish the general procedures and processes related to Applications for registration of Environmental Health Specialists and Environmental Health Specialist Trainees.

01:02 Application Forms

Applicants for registration must complete and submit the applicable application provided by the State of Nevada, Board of Environmental Health Specialists. All applications are available on the Board website at www.nvrehs.org or may be requested from the Board office.

01:03 Application Processing

Applications received by the Board will be in a pending status until all required documentation, background check/fingerprinting results and fees have been received.

Incomplete applications will be retained for a maximum of **90 calendar days** from date of receipt by the Board. On the **91st** calendar day after receipt, the application will expire and will not be processed. A new application and fees will be required.

01:04 Application and Registration Fees

Fees are non-refundable and are due at time of submittal of any application registration.

Applications received without payment will be held for a maximum of 30 days, at which time the application will be returned to the applicant as incomplete.

Credit card payment is the preferred method of payment of all fees.

01:05 Approval of Applications

The State of Nevada, Board of Registered Environmental Health Specialists has designated the Executive Director as the authorized representative of the Board with the authority to review and determine that applicants meet the minimum qualifications established by the Board. Upon such determination, the Executive Director shall be authorized to approve applications and issue Certificates of Registration.

The Executive Director may bring any application before the Board for a determination and approval or denial. Any applicant that has a positive background/fingerprint report will be required to have their application brought before the Board for a determination of qualifications and approval or denial of their application for registration.

The Executive Director shall provide a report of all registrations issued under authority of the Board at the next regularly scheduled meeting of the Board.

01:06 Effective Date of Registration

Initial Registrations are effective upon date of approval of the Registration Application.

Registration renewals are effective upon the date of approval of the Renewal Application and will expire one-year from the end date of the previous registration.

01:07 Provisional Registration - Environmental Health Specialist Trainees

A registered Environmental Health Specialist Trainee may submit an Application for REHS status upon completion of 18 months of their training period for purposes of scheduling and taking the NEHA Registered Environmental Health Specialist examination.

An applicant who fails the examination may request authorization to re-take the examination. The NEHA examination fee is the responsibility of the applicant.

A new REHS application and registration fee of \$200.00 must be paid no later than the date of submittal of the Affidavit of Training in order to convert a provisional registration to a standard registration as a Registered Environmental Health Specialist.

Upon issuance of a registration as a Registered Environmental Health Specialist, the initial registration number will be expired and a new REHS registration number will be assigned; with an expiration date one year from date of issuance.

Approved: 3.13.17

NRS 625A.100 paragraph 1(b) provides the authority to establish the application process for registration of environmental health specialists and trainees; including fingerprint background checks.

NRS 625A.160 provides that an individual who is convicted of an offense involving moral turpitude is subject to disciplinary action by the Board.

A determination of “moral turpitude” is made by a review of current and prior legal actions disclosed by an individual prior to or upon application for registration. A petition for a determination of potential adverse criminal history which may disqualify an individual from registration may be requested by an individual at any time.

Delegation of Determination: The Board has delegated to the Executive Director the authority to evaluate the qualifications of and determine the eligibility of an applicant for registration, in accordance with the requirements established by the Board.

The Executive Director may bring any petition for review of criminal history or application before the Board for determination of qualifications for registration.

02:01 Scope

The purpose of this policy is to provide guidance in determining whether legal actions reported by an individual, an applicant for registration, or current registrant constitutes a potential moral turpitude issue which may disqualify an individual from obtaining a registration or if the individual should be brought before the Board prior to approval of an application for or renewal of a registration; or for the purpose of determining whether disciplinary action is warranted.

02:02 Applicant for Registration

Prior to the approval of an application which indicates an affirmative YES to any legal question, and/or upon receipt of a positive hit on the fingerprint background check that indicates a conviction; the Executive Director shall:

- a. consider the explanation provided by the applicant;
- b. contact the applicant for further clarification; or
- c. request additional documentation to substantiate the circumstances and/or resolution of the incident reported.

If the Executive Director determines a potential lack of moral turpitude may exist after reviewing all information and documentation, the applicant shall be notified that their application must be considered by the Board and will be placed on the agenda for consideration at the next regularly scheduled meeting of the Board.

02:03 Criminal History Petitions

AB 319 requires a regulatory body to develop and implement a process by which a person with a criminal history may petition the regulatory body to review the criminal history of the person to determine if the person’s criminal history will disqualify the person from obtaining a registration from the regulatory body.

02:031 Process for Submission and Determination of Criminal History Petitions

A person with prior criminal history may submit a written petition to the Board requesting that the Board make a determination as to whether or not the person's criminal history will disqualify the person from obtaining any registration issued by the Board. A person with a criminal history may petition the Board at any time, including, without limitation, before obtaining any education or paying any fee required to obtain a registration from the Board.

The Executive Director will review all petitions within the guidelines of this policy. If the petition contains criminal history that falls under the policy guidelines as "factors not considered a potential moral turpitude issue", the Executive Director shall inform the person of the determination not later than 90 days after the petition is submitted.

Any petition that contains criminal history that falls under the policy guidelines "factors considered a potential moral turpitude issue" will be scheduled for review at a public meeting of the Board. . Not later than 90 days after a petition is submitted, the Board will notify the person of the determination of the Board which shall include whether the facts contained in the petition would or would not disqualify a person from obtaining a registration and any remedies to one or more disqualifying factors, if any.

02:032 Remedies for Determination of Disqualification

The Board may provide a person with prior criminal history who has been provided a determination of disqualification instructions to remedy the disqualification. If the Board has provided such instructions, a person may resubmit a petition not earlier than 6 months after receiving said instructions if the person remedies the determination of disqualification.

02:033 Resubmission of Petition

A person may submit a new petition to the Board not earlier than 2 years after the final determination of the initial petition submitted to the Board.

02:034 Cost of Petition Submission

The Board will not collect fees for the initial petition. If applicant resubmits any petition, the Board shall collect the allowed \$50 fee for submission.

02:035 Pre-determination Not Binding

A determination of qualification or disqualification for registration made as result of a Petition is not binding. Circumstances will be reviewed upon submission of an Application for Registration and/or criminal fingerprint / background check results.

02:04 Guidelines / Considerations

In determining whether the criminal history or legal issue constitutes a potential lack of moral turpitude, the Executive Director should consider the following factors:

1. Nature and severity of the act(s), offense(s), or crime(s);
2. Actual or potential harm to the public and/or to any individual;
3. Prior disciplinary record;
4. Number and variety of violations;

5. Mitigating evidence*;
6. Rehabilitation evidence;
7. Length of time since the act(s) or offense(s) occurred; and
8. Compliance with conditions of sentence and court-ordered probation, if any.

***Mitigating Evidence:**

- Length of time in practice
- No prior disciplinary action
- Illness or death of a family member or other personal circumstances affecting licensee's performance at the time of the incident

02:041 Factors Not Considered Potential Moral Turpitude Issues:

1. Arrest records resulting in dismissal or no prosecution;
2. Convictions that have been expunged by order of the court;
3. Driving Under the Influence (DUI); first instance, no injuries;
4. Minor in Possession of Alcohol;
5. Domestic Custody Disputes;
6. Minor Traffic Violations;
7. Public Disturbance, no injuries;
8. Non-criminal convictions more than 10 years old;
9. Prior professional disciplinary action older than 10 years;
10. Prior professional disciplinary action, satisfactorily resolved with no re-occurrence;
11. Legal and disciplinary actions previously reported to the Board.

02:042 Factors Considered Potential Moral Turpitude Issues – within the previous 10 Years

1. Repeat DUI citations, or convictions;
2. Drug Abuse conviction;
3. Sexual Abuse; Elder or Child Abuse, Domestic Violence or related convictions;
4. Disciplinary actions resulting in suspension or revocation of ANY professional license, credential or registration;
5. Fraud, Extortion, Embezzlement, Theft;
6. Any criminal conviction;
7. Any civil or criminal legal action related to the practice of environmental health.

The above is intended to provide guidance for determining potential moral turpitude issues and is not intended to be all-inclusive.

Approved 1.21.20

NRS 625A.050 establishes the authority to set the salary of Board members while engage in the business of the Board.

NRS 625A.050 Salary of members; per diem allowance and travel expenses of members and employees.

1. Members of the Board are entitled to receive:

(a) A salary of not more than \$150 per day, as fixed by the Board, while engaged in the business of the Board; and

(b) A per diem allowance and travel expenses at a rate fixed by the Board, while engaged in the business of the Board. The rate must not exceed the rate provided for state officers and employees generally.

2. While engaged in the business of the Board, each employee of the Board is entitled to receive a per diem allowance and travel expenses at a rate fixed by the Board. The rate must not exceed the rate provided for state officers and employees generally.

(Added to NRS by [1987, 1157](#); A [1989, 1695](#); [2007, 2942](#); [2019, 2116](#))

03:01 Scope

The purpose of this policy is to establish the salary of Board members as authorized in law.

03:02 Public Service - Board Members

Members of the Board who are employed in public service positions representing the Chief Medical Officer of the State, the Southern Nevada Health District and Washoe County Health District will receive no salary for participation in the activities of the Board during normal work hours of 8:00 a.m. to 5:00 p.m.

A salary of \$150.00 will be paid for participation in each Board meeting or activity of the Board held outside of normal work hours.

03:03 Board Members Representing the Public

Members of the Board who represent the public will receive a salary of \$150.00 for each Board meeting and each activity of the Board in which they participate as a representative of the Board.

Approved 6.18.18

NRS 625A.060 Deposit and use of fees collected by Board; delegation of authority concerning disciplinary action; deposit of civil penalties; claim for attorney's fees or costs of investigation.

1. All fees collected under the provisions of this chapter must be paid to the Board to be used to defray the necessary expenses of the Board. The Board shall deposit the fees in qualified banks, credit unions, savings and loan associations and savings banks in this State.

(Added to NRS by [1987, 1158](#); A [1989, 1696](#); [1999, 1529](#); [2019, 2117](#))

04:01 Scope

The purpose of this policy is to establish guidelines to ensure the Board has sufficient resources to meet current and future expenses of the Board.

04:02 Reserve Funds

The Board shall review the financial position of the Board annually to determine if sufficient funding is available in "reserve" to cover current and future expenses of the Board. Future expenses shall be estimated for a two-year period coinciding with the Legislative cycle.

The definition of "reserve funds" as used in this policy shall be defined as the fund balance, as reported on the Board balance sheet, adjusted by Board approved Set-Asides.

Set-Asides: The Board shall determine annually the amount of funds to be set-aside for unanticipated expenses. Unanticipated expenses may include, but are not limited to, legal costs associated with law and regulatory compliance, disciplinary cases, and investigations; Legislative actions that require additional time and expenses for implementation or compliance; and state initiated actions which affect administrative costs and associated expenses. Set-Asides shall reduce Fund Balance to determine available Reserve Fund Balance.

The Board shall maintain a minimum of one (1) year and a maximum of three (3) years adjusted reserve funds for payment of Board operations.

The calculation of Reserve Funds shall be based upon the financial statement Balance Sheet for the immediately preceding fiscal year, ending June 30th.

If Reserve Funds balance falls below one (1) year's budgeted expenses, the Board will take immediate action to initiate cost savings and seek Legislative approval for an increase in fees at the next Legislative session, if determined necessary for the continued operation of the Board.

If Reserve Funds balance exceeds three (3) years' operating expenses, the Board will consider a reduction in fees assessed registrants, in order to bring the reserve balance within acceptable levels.

Approved: 9.17.18

State of Nevada
Board of Environmental Health Specialists

AGENDA ITEM 8: COVID-19 Emergency Directives

Automatic Extension of EHST Trainee Provisional Registration

The Prometric Testing Centers are closed due to COVID-19, through April 31. Centers will be opening as determined by each State beginning May 1, 2020. Closure of non-essential businesses is in affect in Nevada.

There are 3 EHST registrants whose provisional registrations are nearing the 3-year term; 2 registrants expire in September, 1 other in October. All 3 have been authorized to take the REHS exam with NEHA and are awaiting scheduling at the testing centers.

If the State of Emergency is not lifted and the testing centers remain closed, the Board may wish to authorize an automatic 1-year extension to the EHST provisional registration due to the COVID-19 emergency as a “showing of good cause” as provided in NRS 625A.115 paragraph 4. The provisional registration would be required to be renewed to receive the one (1) year extension..

Deferred Renewal Fee and/or Reduced Registration Fee

There are no requests for financial relief from new applicants or renewing registrants as of this date.

The majority of registrations have an expiration date in December; however, there are 43 registrants who will be due to renew by the end of November. The registration renewal fee is \$100.00 and renewals comprise approximately 70% of the Board’s annual revenue.

If hiring freezes are imposed by public entities who employ 87% of the registrants and if private sector layoffs affect registrants in that sector, revenue from new applicants may be reduced a well as renewal revenue as positions are vacated and remain unfilled.

The Governor has imposed a hiring freeze on state employment already which may impact approximately 31 environmental health positions currently filled at the State across 3 departments.

The Board will have approximately \$36,000 in cash at the end of June, 2020, or approximately 14 months of operating cash. Operating expenses are approximately \$2,500 per month.

The Board may wish to table action on this matter until more information is available on the impact of COVID-19 closures on the State as a whole, the Board’s registrants and the impact on Board finances.

State of Nevada
Board of Environmental Health Specialists

AGENDA ITEM 9: Fiscal Year 2021 Budget

The proposed Fiscal Year 2021, ending June 30, 2021 is presented for consideration and approval.

Revenue includes projected 20 new applicants, 220 renewals and projected 15 EHST conversions to REHS status based upon those who will have the 2-year experience and/or meet the REHS educational requirements without training.

Expenses are based upon historical and projected actual costs for Board operations.

Website services includes subscriptions to GoDaddy for Website, SSL and security as well as Office 365; Volusion for the on-line Click to Pay portal and Logiforms for on-line registration renewals and renewal database.

IT technical support is the cost of an outside IT vendor to assist with the website. Website updates are now conducted by the Executive Director, except for areas requiring developer assistance.

Attachments

FY 2021 Budget
Budget Comparison to FY 20

State of Nevada
Board of Environmental Health Specialists

FY 2021 Budget

Revenue

New Registrations	\$	5,125.00	
Renewals	\$	22,000.00	
Conversions	\$	3,000.00	
Reinstatement / Late Fees	\$	300.00	

Total Revenue	\$	30,425.00	
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Operating Expense

Bank Fees	\$	700.00	2.21%
Board Compensation	\$	1,200.00	3.79%
Executive Director	\$	24,000.00	75.85%
Fingerprinting	\$	637.50	2.01%
Insurance - Board Tort	\$	400.00	1.26%
Legal Fees	\$	1,500.00	4.74%
Office Lease/Space	\$	675.00	2.13%
Office Expense	\$	2,415.00	7.63%
IT Technical Support	\$	390.00	
Office Supplies	\$	200.00	
Postage	\$	100.00	
Printing and Reproduction	\$	75.00	
Telephone	\$	350.00	
*Website Services	\$	1,300.00	
Other - Miscellaneous	\$	-	0.00%
Travel - In State	\$	115.00	0.36%

Total Expense	\$	31,642.50	100.00%
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Revenue Over / Under Expense	\$	(1,217.50)	
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* GoDaddy - Website Hosting, SSL, Security, Office 365
Volusion Credit Card Portal, Logiforms On-line Renewals

State of Nevada
Board of Registered Environmental Health Specialists
FY 2021 vs FY 2020
Budget Comparison

BUDGET	2021	2020	Difference
Revenue			
New Registrations	\$ 5,125.00	\$ 4,875.00	\$ 250.00
Renewals	\$ 22,000.00	\$ 22,000.00	\$ -
Conversions	\$ 3,000.00	\$ 3,400.00	\$ (400.00)
Reinstatement / Late Fees	\$ 300.00	\$ 1,200.00	\$ (900.00)
Total Revenue	\$ 30,425.00	\$ 31,475.00	\$ (1,050.00)

Operating Expense			
Bank Fees	\$ 700.00	\$ 630.00	\$ 70.00
Board Compensation	\$ 1,200.00	\$ 1,200.00	\$ -
Executive Director	\$ 24,000.00	\$ 24,000.00	\$ -
Fingerprinting	\$ 637.50	\$ -	\$ 637.50
Insurance - Board Tort	\$ 400.00	\$ 400.00	\$ -
Legal Fees	\$ 1,500.00	\$ 1,500.00	\$ -
Office Lease/Space	\$ 675.00	\$ 675.00	\$ -
Office Expense			\$ -
IT Technical Support	\$ 390.00	\$ 500.00	\$ (110.00)
Office Supplies	\$ 200.00	\$ 100.00	\$ 100.00
Postage	\$ 100.00	\$ 100.00	\$ -
Printing and Reproduction	\$ 75.00	\$ 100.00	\$ (25.00)
Telephone	\$ 350.00	\$ 350.00	\$ -
Website Services	\$ 1,300.00	\$ 700.00	\$ 600.00
Other - Miscellaneous	\$ -	\$ 1,105.00	\$ (1,105.00)
Travel - In State	\$ 115.00	\$ 115.00	\$ -
Total Expense	\$ 31,642.50	\$ 31,475.00	\$ 97.50

Revenue Over / Under Expense	\$ (1,217.50)	\$ -	\$ (1,147.50)
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State of Nevada
Board of Environmental Health Specialists

AGENDA ITEM 10: Registrations Issued by Staff
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There have been 21 registrations issued since the last Board meeting in January; 7 new provisional EHST and 8 new REHS converted from EHST status. There is one (1) REHS application pending receipt of payment of the fee.

Action: The Board is requested to ratify the registrations issued by staff as listed on Exhibit A.

State of Nevada
Board of Environmental Health Specialists

AGENDA ITEM 12: Reports from Chair and Board Members

Future Agenda Items from the Floor

FY 21 Meeting Schedule

The Board is required by Statute to meet a minimum of 2 times per fiscal year. Historically the Board has met quarterly or 4 times per year. The following dates were previously agreed upon.

July 13, 2020

October 19, 2020