



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

MINUTES OF PUBLIC MEETING

April 18, 2024

Members Present: Amber English, Drew Skeen, James Barnes, Teresa Hayes,
Members Absent: Brian Northam
Staff Present: Loretta Ponton, Executive Director
Henna Rasul, Sr. Deputy Attorney General
Public Present: Michelle Courtney, Jason Banales, Sarah Collins, Daniel Hulme, Sharon Johnson

Pursuant to the requirements of AB 219, Ms. Ponton stated the procedure for public comments by telephone or through remote access.

Amber English, Vice Chair called the meeting to order at 11:00 a.m. A voice roll call confirmed a quorum was present.

Public Comment: There were no comments.

Approval of the Minutes: Vice-Chair English asked if there were any corrections or revisions to the minutes.

Hearing no comments, called for a motion.

Jim Barnes made the motion to approve the minutes of January 18, 2024; Teresa Hayes seconded the motion. The motion passed.

Ratification of Registrations Issued by Staff – Vice-Chair English called for a motion.

Teresa Hayes made the motion, seconded by Jim Barnes, to approve the registrations as listed. The motion passed.

Request for Approval of Prior Work Experience – Vice-Chair English asked if Michelle Courtney, EHST was present to answer questions. Ms. Courtney and Jason Banales, REHS, were present.

Loretta Ponton summarized the request for credit for prior training and informed the members Ms. Courtney has taken and passed the REHS examination. She has 4 and ½ months left to complete the 2-year training period.

Ms. Courtney explained the training and experience received during the period August 2021 to August 2022 with the Cannabis Compliance. Jason Banales, REHS provided supporting information on the duties and responsibilities and activities associated with the Cannabis Compliance trainee position.

Members discussed the applicability of the work to general overall environmental health functions with consensus that the work was limited in scope and confirmed that the remaining training required was 4 and ½ months.

Vice-Chair English called for a motion.

Teresa Hayes made the motion, seconded by Jim Barnes, to approve the request for credit toward the 2-year training requirement. The motion passed.

Complaint C24-01 – Ms. Ponton explained the complaint of unprofessional conduct and investigative information is confidential; after investigation and in consultation with legal counsel, it has been determined there is insufficient evidence to file a formal complaint for hearing before the Board. A recommendation for dismissal is presented for Board consideration.

After discussion of the complaint review process, Vice-Chair English called for a motion.

Teresa Hayes made the motion, seconded by Jim Barnes, to dismiss complaint C24-01. The motion passed.

Board Policy Manuals – Vice-Chair English called upon Ms. Ponton. Ms. Ponton explained the periodic review of Board manuals identified the need to update. The Board Policy Manual adds new sections for conversions, renewals, and continuing education audits. In addition, clarifications and references were added to other sections. The Administrative Policy Manual was updated to reflect current state purchasing standards.

Vice-Chair English called for a motion.

Teresa Hayes made the motion, seconded by Jim Barnes, to approve the updates to the Board Policy Manual and Administrative Policy Manual as presented. The motion passed.

Executive Director's Report – Vice-Chair English called upon Ms. Ponton.

Registration Statistics - Ms. Ponton reported on registration statistics as of March 31, 2024, noting the 10.5% increase from the prior year; renewals total 36 for the 3rd Quarter. There were six new applications pending and thirteen (16) pending applications for REHS status pending examination or completion of training.

FY 2024 Financial Reports - Ms. Ponton summarized the 3rd Quarter FY 2024 financial statements reporting net income of \$10,681.32. Revenue will exceed budget with the increase in new applicants and number of conversions exceeding budget to date. Expenses were on budget at 73.22%. Cash assets totaled \$63,484.90.

Legislative Report – Ms. Ponton reported on the interim legislative committees’ activities stating the Board regulation R79-19 was on the agenda for review by the Joint Interim Standing Committee on Health and Human Services. There were no questions on the regulation.

Office Activities - Ms. Ponton reported on the status of the B & I Office of Boards, Commissions and Councils transition including a requested Survey of Boards from Nikki Haag, newly appointed Deputy Director of the Office.

Ms. Ponton reported the 2nd Quarter CE Audit is complete with no issues and the 3rd Quarter CE audit is underway. All state reporting requirements for the quarter have been completed and submitted.

Proposed On-Line Applications – Ms. Ponton explained the current process for manually entering new applications into the database; on-line applications would expedite application processing by ensuring all required information is complete and documents provided at time of application. The additional cost to add on-line applications was quoted at \$5,000 with no increase in the monthly maintenance and support fee. The current contract has sufficient cost authority to support the one-time cost and the Board has sufficient funding.

Vice- Chair English called for a motion.

Teresa Hayes made the motion, seconded by Drew Skeen, to approve the Executive Director report to include financial statements and authority to add the on-line application enhancement. The motion passed.

Ms. Ponton noted Amber English and Drew Skeen’s terms expire June 30, 2024. Both members indicated they would apply for reappointment.

Report from Deputy Attorney General – Ms. Rasul stated she had no report.

Reports from Chair and Board Members – There were no reports from the Board.

The 2024 Meeting Schedule was referenced, with the addition of a special meeting on April 25, 2024, and regular meeting to be held July 18, 2024.

Public Comment: Vice-Chair English asked if there were any public comments. There were no public comments.

Adjournment: Vice-Chair English called for a motion. Teresa Hayes made the motion, seconded by Jim Barnes to adjourned. The meeting adjourned at 11:40 a.m.