



State of Nevada
Board of Environmental Health Specialists

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MINUTES OF PUBLIC MEETING

July 18, 2024

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

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

Brian Northam, Chair called the meeting to order at 11:02 a.m. A voice roll call confirmed a quorum was present.

Public Comment: There were no comments.

Approval of the Minutes: Chair Northam asked if there were any corrections or revisions to the minutes of April 18, 2024 and April 25, 2024. Hearing no comments, called for a motion.

Jim Barnes made the motion, seconded by Drew Skeen to approve the minutes of April 18, 2024 and April 25, 2024. The motion passed.

Ratification of Registrations Issued by Staff –Chair Northam called for a motion.

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

Central Nevada Health District Report –Chair Northam welcomed Daren Winkelman, REHS, Central Nevada Health District.

Mr. Winkelman reported on the progress of the Central Nevada Health District having finished their first year as a health district. The Central Nevada Health District has a Board of eleven (11) members. The CNHD has fully operational health clinics in all locations. Recruitment of staff and funding are continuing challenges. The Central Nevada Health District is comprised of Eureka, Mineral, Pershing, and Churchill counties and the City of Fallon.

Language Access Plan – Chair Northam called upon Ms. Ponton.

Ms. Ponton explained the requirement for the Board to develop and submit a Language Access Plan (LAP) to the State of Nevada, Office of New Americans. The intent of the plan is to delineate the accommodations available for access by limited English proficient individuals to Board services. A demographic survey of registrants was conducted with responses summarized in the LAP.

The Language Access Plan is made available for public comments as required by NRS 232.0081.

Upon approval, the LAP will be submitted to the Office of New Americans as required.

Hearing no public comments, Chair Northam called for a motion.

Jim Barnes made the motion, seconded by Amber English, to approve the Language Access Plan as presented. The motion passed.

2025 Legislative Session – Chair Northam opened the discussion of potential Board legislation to increase Board member representation by adding a representative of the Central Nevada Health District or another county.

Discussion included the timing of a potential bill, with consideration of a potential additional quad-county health district being formed in Nevada, and the need to solicit stakeholder interest. There was consensus that the initiative be reconsidered for a future legislative session when more information will be available.

Chair Northam tabled the legislative initiative for future consideration.

Executive Director’s Report – Chair Northam called upon Ms. Ponton.

Registration Statistics - Ms. Ponton reported on registration statistics as of June 30, 2024, noting the increase from the prior years; renewals and pending applications for the 4th Quarter.

FY 2024 Financial Reports - Ms. Ponton directed the members to the FY 2024 Quarter FY 2024 financial statements reporting net income of \$8,174.12.. Cash assets totaled \$60,976.60 at FY end. The Fiscal Year 2024 Balance Sheet Report and supporting documentation provides all revenue and expenses for the fiscal year and has been submitted to the Governor’s Finance Office and Legislative Council Bureau, Audit Division as required.

Legislative Report – Ms. Ponton reported on the interim legislative committees’ activities. The Sunset Subcommittee will be resubmitting two (2) sections off SB210 which was vetoed by the Governor last session: 1) require Boards to submit a listing of eligible individuals for Board appointments and 2) remove the requirement for Boards to submit quarterly reports of criminal history petitions reviewed. LCB is now posting Bill Draft Requests for the 2025 session; there are currently 67 BDR’s listed.

Office of Boards, Commissions and Council Standards – A request to complete a Historical Data Survey was received and will be submitted. No other information has been provided.

Board Office Activities – The 3rd Quarter CE Audit was completed with no findings and the 4th Quarter CE audit is underway. All state required quarterly, 6-month and annual reports have been submitted.

On-Line Applications – The on-line initial application will be going live today; new applicants will be completing the entire application process on-line with upload of required documents.

The conversion process to REHS from trainee status is being streamlined and updated with an on-line process as well. The request for authorization to take the NEHA examination has been separated from the conversion application process as the exam process can take months up to a year. The application for conversion will be submitted upon attainment of all requirements, i.e., passing the NEHA REHS/RS examination and completion of training.

Ms. Ponton reported that Drew Skeen and Amber English have been re-appointed to the Board!

Chair Northam called for a motion.

Teresa Hayes made the motion, seconded by Brian Northam, to approve the Executive Director report to include financial statements. The motion passed.

Contract Performance Review – Executive Director – Chair Northam opened the discussion of performance for the Executive Director services provided by Ms. Ponton. Each Board member was provided with the opportunity to discuss the services with a consensus that performance has been and continues to be outstanding and that a performance bonus is warranted.

Chair Northam called a motion.

Brian Northam made the motion, seconded by Jim Barnes to award a full performance bonus of \$4,000 for services rendered. The motion passed.

Fiscal Year 2025 Budget – Chair Northam asked Ms. Ponton to facilitate.

Ms. Ponton presented the FY 2025 budget with revenue projected at \$47,500 and expenses budgeted at \$52,425 for a new of (\$4,915.00). Ms. Ponton stated the cost of the on-line application and approved contract amount are incorporated noting that the budget loss is covered by the excess funds carried over from FY 2024.

Chair Northam called for a motion.

Jim Barnes made the motion, seconded by Amber English to approve the FY 2025 Budget as presented. The motion passed.

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 change of the October 31, 2024 meeting.

Public Comment: Chair Northam asked if there were any public comments. There were no public comments.

Adjournment: Chair Northam adjourned the meeting 11:41 a.m.