



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

July 17, 2025

Members Present: Brian Northam, Amber English, James Barnes, Drew Skeen, Teresa Hayes
Staff Present: Loretta Ponton, Executive Director
Henna Rasul, Sr. Deputy Attorney General
Public Present: Shannon Ernst, REHS, Central Nevada Health District

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 11:03 a.m. Chair Northam asked Amber English, Vice Chair to facilitate the meeting. A roll call confirmed a quorum was present.

Public Comment: Loretta Ponton announced that Brian Northam has been re-appointed to the Board. Teresa Hayes announced that she is no longer with the Department of Health and Human Services, Division of Public and Behavioral Health as the environmental health section has been eliminated effective July 1, 2025; that pursuant to SB 466, environmental health regulation responsibilities have been revised with non-food regulation moving to the new Health Authority and the balance moved to the Department of Agriculture. The Nevada Health Officer appointed Ms. Hayes; a new position appointment may be needed since she is now at the Department of Agriculture.

Approval of the Minutes: Vice-Chair English asked if there were any corrections or revisions to the minutes of January 23, 2025. Hearing no comments, called for a motion.

Brian Northam made the motion, seconded by Drew Skeen to approve the minutes of April 24, 2025. The motion passed.

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

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

2025 Legislative Session – Summary of Actions – Vice-Chair English called upon Loretta Ponton. Ms. Ponton provided a summary of legislation directly affecting the Board and summarized bill legislation that passed that affects Boards in general. Ms. Ponton also updated the Board on the efforts at the legislative session related to Boards reform measures that were unsuccessful and did not pass.

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

Ms. Ponton reported on registration statistics as of June 30, 2025, noting an increase of 7 registrants from the previous fiscal year; down from an increase of 26 registrants in FY 2024.

Ms. Ponton noted that first-time registration activity has significantly slowed, however, renewals are higher than anticipated.

FY 2025 Financial Reports - Ms. Ponton directed the members to the FY 2025 4th Quarter financial statements reporting cash assets totaling \$60,076.71 net income of (\$ 915.12). Ms. Ponton stated the final Fiscal Year financial statements are pending receipt of invoices for legal services from the Attorney General's office. The annual Balance Sheet report will be prepared and submitted to the State upon finalization of FY 2025 financial statements.

Revenue exceeded budget by \$1,750 due to higher renewal rates; new applications and conversion were below budget.

Expenses were below budget by \$3,999.88, which will be adjusted when the AG invoices are received.

Office of Boards, Commissions and Council Standards – Ms. Ponton reported that Nikki Haag advised Boards that the Office is developing regulations and will be providing the Boards a draft in early August; additionally the Office is preparing a legislative report and requested information on bills tracked by the Board and summary of impacts. A copy of the Legislative Summary information has been provided to Ms. Haag in response.

Ms. Ponton reported on the directive on use of office B & I letterhead on all official correspondence received in February 2025. Ms. Ponton discussed the cost implications if required to update all official correspondence and documents. Amber English asked Henna Rasul, DAG, and Board counsel for advice in this matter. Ms. Rasul stated she had no advice at this time as responses on any inquiries regarding B & I must be centralized, however, if the ED would submit a request in writing she would follow up with her supervisor.

Board Office Activities – The 3rd Quarter CE Audit was completed with all complying; and the 4th Quarter CE Audit is in process; all state required reports and requests from B & I have been submitted.

Ms. Ponton reported that the Department of Public Safety has implemented an on-line background check verification system which will go live July 16, 2025.

Vice-Chair English asked if there were any questions regarding the Executive Director's Report. Hearing no questions, called for a motion.

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

Executive Director Contract Services – Vice-Chair English asked Ms. Ponton to summarize the evaluation process. Ms. Ponton explained a performance evaluation is required annually for the contract services; an evaluation form is provided for guidance in evaluating the services in the five areas indicated. Upon completion of the evaluation the Board will consider whether a performance bonus is warranted.

The Board members each provided their verbal evaluation of services provided with unanimous consensus that performance was above standard and a performance bonus was warranted.

Brian Northam made the motion, seconded by Jim Barnes to award a performance bonus of \$4,000 for outstanding service to the Board. The motion passed unanimously.

Vice-Chair English requested the Board consider an amendment to the contract to extend the term to expire August 31, 2027 and increase the compensation to add \$30,000 with an additional performance bonus of \$5,000 upon satisfactory performance during the additional year.

Teresa Hayes made the motion, seconded by Brian Northam, to approve the amendment to the contract for Executive Director service to extend the contract and increase compensation as stated. The motion passed unanimously.

Fiscal Year 2026 Budget – Vice-Chair English turned this item over to Ms. Ponton to present.

Ms. Ponton explained the proposed Fiscal Year 2026 Budget with comparisons to the previous FY 2025 budget and actual revenue and expenses. There were no questions.

Vice-Chair English called for a motion.

Jim Barnes made the motion, seconded by Brian Northam to approve the Fiscal Year 2026 Budget as presented. The motion passed.

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

Reports from Chair and Board Members – Vice-Chair English addressed the meeting schedule. Brian Northam stated he will not be available on October 9th and asked for consideration of changing the date. Ms. Ponton stated October 30, or November 6 would be open; however, the Board could consider cancelling the last 2025 meeting unless something that requires action arises. After discussion, the Board cancelled the Oct/Nov meeting.

Brian Northam thanked Amber English for facilitating the meeting.

Theresa Hayes provided more information on the status of REHS positions reporting 3 positions went to the Nevada Health Authority, 2 were vacant and 1 transferred; there are 6 positions transferred to the Department of Agriculture. Ms. Hayes is aiding the Department of Agriculture on the transfer of regulatory authority to the Department of Agriculture.

Public Comment – Vice-Chair English open the meeting for public comments. There were no public comments.

Adjournment - Vice-Chair English adjourned the meeting 11:53 a.m.