



## State Board of Sanitarian Registration

### Twenty-Second Annual Report

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This report of the State Board of Sanitarian Registration covers the activities of the Board from September 23, 1998 through August 18, 1999. The financial report covers Fiscal Year 1999.

#### ***History***

The Board was created in 1977 by Amended House Bill 137 of the 112th General Assembly as a voluntary sanitarian registration program. Amended Sub. House Bill 129 passed on July 20, 1987, mandating sanitarian registration for individuals who engage in the practice of environmental health.

#### ***Mission Statement***

The purpose of the Board is to protect public health by ensuring registered sanitarians possess and maintain specialized knowledge and skills in the field of environmental health. This is accomplished by minimum education standards, examination, continuing education requirements, and the investigation of complaints filed with the Board.

The State Board of Sanitarian Registration consists of seven (7) members, including the Director of Health or his designated representative, the Director of the Environmental Protection Agency or his designated representative, and five (5) members appointed by the Governor with the advice and consent of the Senate. Terms of office are for three years and members are compensated for board meeting expenses.

The State Board of Sanitarian Registration conducted nine (9) Board meetings between September 23, 1998 and August 18, 1999 at the Verne Riffe Center for Government. These meetings were open to the public, and included administrative hearings and a proposed rules hearing.

#### ***Board Members***

Boyd Marsh, R.S. 5886 Ogilby Drive, Hudson, Ohio 44236. Mr. Marsh is the Health Commissioner for the Summit County General Health District. He served as Chairman and also served on the Rules Committee and the Executive Committee. Mr. Marsh's term will expire on August 15, 2001

Monica Eakin, R.S. 8680 Shillington Drive Powell, Ohio 43065. Ms. Eakin was a Quality Assurance Technologist with Kal Kan, Incorporated. She served as Vice-Chairperson and also served on the Executive Committee and Continuing Education Committee. Ms. Eakin relinquished her membership on February 22, 1999. Linda Aller was appointed by Governor Taft to fulfill the term.

Roger Suppes, R.S. 311 Charmel Place, Worthington, Ohio 43235. Mr. Suppes is the Chief of the Bureau of Radiation Protection, Ohio Department of Health. Mr. Suppes served as Secretary, and also served on the Executive, Examination, and Finance Committees. He is the Director's representative for the Ohio Department of Health.

Joel Lucia, R.S. 9850 Farmington Court, Mentor, Ohio 44060. Mr. Lucia is the Health Commissioner for the Lake County General Health District. He served on the Public Relations Committee and Finance Committee. Mr. Lucia's term expires on August 15, 2000.

Duane Snyder, R.S. 435 Longfellow Avenue, Worthington, Ohio 43085. Mr. Snyder is the Group Leader for the Solid and Infectious Waste Program, Central District Office, Ohio Environmental Protection Agency. He served on the Continuing Education and Rules Committees. Mr. Snyder represents the Director of the Ohio Environmental Protection Agency.

Gary Silverman, R.S. 10 Old Coach Road, Bowling Green, Ohio 43402. Dr. Silverman is Professor and Director of the Environmental Health Program at Bowling Green State University. He served on the Continuing Education and Examination Committee. His term will end on August 15, 2002.

R.C. Banks, R.S. 4037 East Kemper Road, Sharonville, OH 45241. Mr. Banks was the Health Commissioner for the Sharonville City Health Department. He served on the Continuing Education Committee and the Public Relations Committee. Mr. Banks relinquished his membership on March 31, 1999 upon retirement. David Winfough was appointed by Governor Taft to fulfill the term.

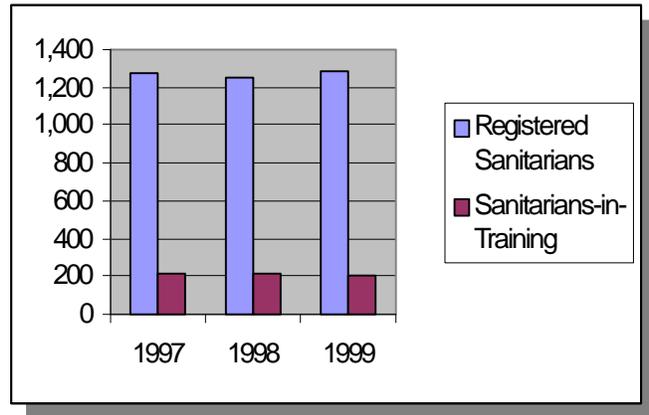
Linda Aller, R.S. 4346 Park Point Court, Lewis Center, OH 43035. Ms. Aller is President of Geodyssey, Inc. She was appointed by Governor Taft to fulfill Monica Eakins' term representing private industry on May 7, 1999. Ms. Aller was re-appointed for a three-year term on August 13, 1999. Her term will end August 15, 2002.

David Winfough, R.S. 6153 Juneberry Court, Hamilton, OH 45011. Mr. Winfough is Health Commissioner for the Springdale City Health Department. He was appointed by Governor Taft to fulfill R.C. Banks' term representing a city health district on May 7, 1999. Mr. Winfough's term will end on August 15, 2000.

Support staff includes Lynn Jones, executive secretary and Lynnette Angel, intermittent clerk.

### **Registration Renewal**

Between the periods of September 23, 1998 and August 18, 1999, 1,211 registered sanitarians renewed their certificates. 76 applicants were granted registered sanitarian status, bringing the total of registered sanitarians to 1,287. 123 certificates of sanitarian-in-training were issued by the Board, bringing the total number of sanitarians-in-training to 205.



The Board has been involved in a joint regulatory project to obtain an updated license renewal computer system. In 1996, occupational licensure boards operating within the 4K9 fund approached the Office of Budget and Management and the Department of Administrative Services for assistance in the development of specifications for a new license renewal system. Later in 1996, the Ohio General Assembly and the Governor approved funding for the new licensure renewal system.

During fiscal year 1999, the occupational licensure boards selected a vendor, and identified a renewal system to be shared by all boards, integrating all aspects of board operations, including renewals, applications, continuing education, and fiscal tracking. In addition, the system will resolve the Y2K issue. The new system should be functional by January 1, 2000.

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## Examination

Section 4736.08 of the Ohio Revised Code prescribes the educational, experience and examination requirements for registration.

The Examination Committee reviewed 129 applications for sanitarian-in-training status. 123 sanitarian-in-training certificates were granted.

78 applications for registered sanitarian were reviewed. 76 registered sanitarian certificates were granted.

Administrative hearings were conducted for all applicants denied registration, regardless of whether the applicant responded to the opportunity for hearing notice. Eight (8) hearings were conducted between September 23, 1998 and August 18, 1999. The Board affirmed proposal for denial on five applicants, and approved three applicants for sanitarian-in-training registration.

Administrative hearing costs ranged from \$35 for a 10-minute hearing to \$1,170 for a four-hour hearing conducted before a hearing examiner. Administrative hearing costs include attendance of a court reporter, and in some cases, a hearing examiner and transcript production.

**Professional Examination Service (P.E.S.) - Environmental Health Proficiency Examination**

The Board has taken a proactive stance to notify registrants, employers and associations of the incremental increase in the passing score on the examination, and to work with these groups to improve the passing rate. The passing point is currently 65%, and will increase to 70% on June 1, 2000.

The P.E.S. Environmental Health Proficiency Examination was administered on the following dates:

| <b>Date</b>         | <b># of Candidates</b> | <b>Pass Point</b> | <b>% of Passing</b> |
|---------------------|------------------------|-------------------|---------------------|
| 12/10/98            | 35                     | 150               | 71%                 |
| 4/15/99 and 4/19/99 | 57                     | 150               | 68%                 |
| 8/12/99             | 14                     | 162               | 57%                 |

There are two versions of the examination, identified as Test 830570 and Test 830580 which are alternated each examination date.

**Rules**

Pursuant to Sub. HB 473 of the 121st General Assembly (R.C. 119.032), every five years, state agencies are required to review each of their rules and determine whether or not to continue without change, amend, or rescind their rules. The Board accomplished the review of all forty rules amplifying the sanitarian registration laws within a two-year period. The Rules Committee developed a time line and assigned two review dates, 6/1/98 and 10/1/99.

During 1997 the first set of twenty-one rules were reviewed. A public hearing was conducted on April 6, 1998, and amendments were made effective on June 1, 1998. A new review date of 6/1/2003 was assigned to the first set of rules.

The Board spent a significant portion of 1998 and 1999 reviewing the second set of nineteen rules. Seven rules were deemed accurate and remained unchanged. A public hearing was conducted on August 18, 1999 to receive testimony and comments regarding amendments to remaining twelve rules. Highlights of the amendments include:

- Updated language to reflect the current application and renewal fees.
- Clarification of Board approved science courses.
- Updated subject matter which meets the continuing education requirement.
- Inclusion of language that prohibits training agencies from submitting courses for approval after the fact.
- Clarification of the complaint management process.
- Clarification of the requirements that a registered sanitarian must fulfill while supervising a sanitarian-in-training.

There was no opposition to the proposed rule changes, and amendments became effective on October 1, 1999. A complete set of the updated laws and rules is available by contacting the board office, or accessing the board's Website at [www.state.oh.us/san/](http://www.state.oh.us/san/).

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## Public Relations

The main focus for the Public Relations Committee this past year has been alerting employers of sanitarians-in-training to the increase in the passing score on the sanitarian registration examination. The passing point is currently 65%, and will increase to 70% on June 1, 2000.

During November 1998, correspondence was sent to all health commissioners and directors of environmental health emphasizing the incremental increase in the passing point to 70%. The memo suggested initiatives, and requested examination preparation support for sanitarians-in-training.

In August 1999, a newsletter was sent to supervising registered sanitarians specifying their requirements as a supervising registered sanitarian, and highlighting their responsibilities with respect to sanitarians-in-training passing the examination.

Future efforts include group meetings at the Ohio Environmental Health conferences to discuss and share successful preparation efforts.

The committee also continued to improve communication with registrants, associations, agencies, and the general public.

- Visitors to the Board's Website, *www. state.oh.us/san/*, increased to an average of 18 visits per day. Accessible information include, approved continuing education, laws and rules, policies, applications, forms, Board meeting and examination dates.
- Board members and executive secretary staffed an exhibit booth at the Ohio Environmental Health Association meeting to disseminate material and answer questions.

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## Compliance, Investigation and Enforcement

Seven written complaints were investigated with the following outcome:

- C-98-4 Closed - unsubstantiated
- C-98-5 Closed - not within the Board's jurisdiction
- C-98-6 Closed - not within the Board's jurisdiction
- C-98-7 Closed - unsubstantiated
- C-98-8 Closed - initiation of compliance
- C-99-1 Closed - unsubstantiated
- C-99-2 Closed - unsubstantiated

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## Continuing Education

The Continuing Education Committee reviewed 891 continuing education requests which were submitted by registered sanitarians, sanitarians-in-training, and training agencies.

The Board approved six (6) new training agencies:

- Ohio State University - Office of Continuing Education
- Bickart-Felton Associates, Inc.
- Ohio Department of Natural Resources - Division of Soil and Water Conservation
- Fulton County Health Department
- Sandusky County Health Department
- Adams County Health Department

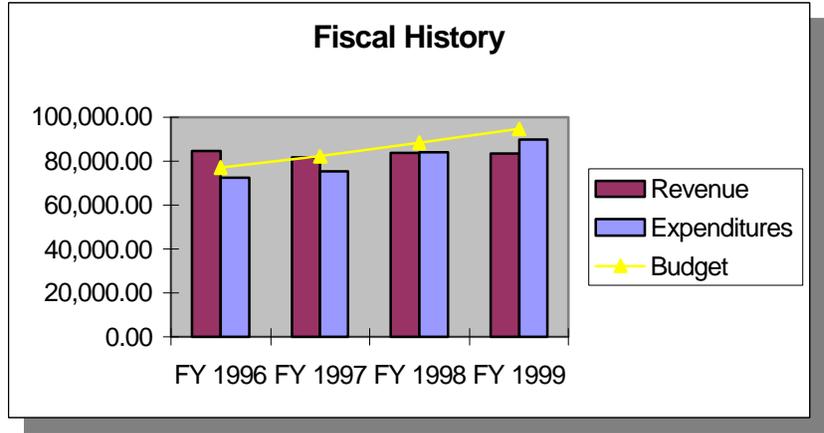
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## Finance

In January 1999 the Auditor of State's Office conducted an audit of the Board's compliance, internal controls, and financial reporting. There were no findings of noncompliance, internal control weaknesses or operational deficiencies.

The Board operates under an Occupational Licensing and Regulatory Fund (4K9). Agencies within this fund are expected to be self-supporting through fees derived from applications for initial licensure and renewal fees. All receipts of the Board are deposited into this joint operating fund made up of fees from 21 professional licensing boards.

The Board's 2000-2001 biennium budget was approved by the Governor and the General Assembly at core funding, which enables the Board to continue at current service levels. The Board was appropriated \$102,534 for FY 2000 and \$102,252 for FY 2001. The Board was also granted statutory authority in the budget bill to assess a late fee, and to promulgate rules relative to continuing education fees.



Based upon the fact that expenditures exceeded revenues during the 1998-1999 biennium, the Board was faced with including language in the budget bill to increase fees to offset deficit, and also to absorb the Board's share of indirect costs for the new licensing renewal system.

Receipts for Fiscal Year 1999 totaled \$83,312.82. The Board was appropriated (received spending authority) for \$94,536. Expenditures for the same period totaled \$89,752.84.

**INCOME AND EXPENSE STATEMENT FY 99**

**INCOME**

|  |           |
|--|-----------|
| 1,238 Registered Sanitarian Renewal Fees                 | 59,424.00 |
| 67 Sanitarian-in-Training Renewal Fees                   | 3,216.00  |
| 3 Registered Sanitarian Application Fees                 | 300.00    |
| 132 Sanitarian-in-Training Application Fees              | 6,600.00  |
| 60 Advancement to Registered Sanitarian Application fees | 3,000.00  |
| 124 Examination Fees                                     | 10,656.00 |
| Labels Rosters Public Records Fees                       | 116.82    |

Total Income 83,312.82

**EXPENSES**

PAYROLL 100 ACCOUNT

|                                    |           |
|------------------------------------|-----------|
| 10 Payroll                         | 39,405.18 |
| 20 Fringe Benefits                 | 5,909.97  |
| 35 Fringe Benefits – Employer Paid | 13,064.52 |
| 43 Other Pay Based Costs           | 609.05    |
| 146 Board Member Travel Expenses   | 2,203.95  |
| 155 Hearing Costs                  | 1,310.25  |
| 180 Examination Proctor            | 330.24    |

Total \$62,833.16

MAINTENANCE 200 ACCOUNT

|       |  |              |
|-------|--|--------------|
| 21    | Supplies and Materials   | 675.28       |
| 21    | Data Processing Supplies   | 495.23       |
| 23    | Travel and Parking   | 880.50       |
| 26    | Equipment Maintenance  | 225.00       |
| 27    | Rental   | 3,103.68     |
| 28    | Printing and Copying   | 3,964.79     |
| 29    | Central Service Reimbursement  | 1,077.57     |
| 29    | Central Mail   | 3,481.40     |
| 29    | Misc. Interagency Costs: Telephone lines and usage, data lines and usage | 1,958.28     |
| 29    | Examinations   | 5,040.00     |
| 29    | Insurance Bond   | 65.95        |
| 29    | Financial Disclosure Filing Fees   | 250.00       |
| 37    | Data Processing Software   | 840.00       |
|       | Refunds  | <u>96.00</u> |
| Total |  | \$22,153.68  |

FY 1999 ENCUMBERED FUNDS

|       |                    |               |
|-------|--------------------|---------------|
| 29    | Examinations       | 4,104.00      |
| 30    | Computer Equipment | <u>662.00</u> |
| Total |                    | \$4,766.00    |

Total Expenses \$89,752.84

Difference Between Income and Expenditures -6,440.02