



State Board of Sanitarian Registration

Twenty-Third Annual Report

This report of the State Board of Sanitarian Registration covers the activities of the Board from September 15, 1999 through August 9, 2000. The financial report covers Fiscal Year 2000.

History

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

Mission Statement

The mission 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 15, 1999 and August 9, 2000 at the Verne Riffe Center for Government. These meetings were open to the public. Five Board meetings included administrative hearings.

Board Members

Gary Silverman, R.S. Bowling Green State University, 223 Health Center, Bowling Green, Ohio 43403. Dr. Silverman is Professor and Director of the Environmental Health Program at Bowling Green State University. He served as Chairman, and also served on the Examination and Executive Committees. His term will expire on August 15, 2002.

David Winfough, R.S. Springdale City Health Department, 11700 Springdale Pike, Springdale, Ohio 45246. Mr. Winfough is Health Commissioner for the Springdale City Health Department. He served as Vice Chairman, and also served on the Continuing Education Committee and the Executive Committee. Mr. Winfough's term will expire on August 15, 2003.

Roger Suppes, R.S. Bureau of Radiation Protection, Ohio Department of Health, 35 East Chestnut Street, Columbus, Ohio 43215. 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.

Duane Snyder, R.S. Ohio Environmental Protection Agency, Central District Office, 3232 Alum Creek Drive, Columbus, Ohio 43207. 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.

Linda Aller, R.S. Geodysey, Inc., 2700 East Dublin-Granville Road, Columbus, Ohio 43231. Ms. Aller is President of Geodysey, Inc. She served on the Examination Committee and the Public Relations Committee. Her term will end August 15, 2002.

Joel Lucia, R.S. Lake County General Health District, 33 Mill Street, Painesville, Ohio 44077. 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 did not seek reappointment upon term expiration - August 15, 2000. On August 18, 2000 Governor Taft appointed Angela Henderson for a term ending August 15, 2003.

Boyd Marsh, R.S. 5886 Ogilby Drive, Hudson, Ohio 44236. Mr. Marsh was the Health Commissioner for the Summit County General Health District. He served on the Rules Committee. Mr. Marsh relinquished his membership on April 1, 2000 upon retirement. On July 28, 2000 Janet Rickabaugh was appointed by Governor Taft to fulfill the term ending August 15, 2001.

The Board's support staff includes Lynn Jones, executive secretary and Maryanne Macioce, intermittent clerk.

Registration Renewal

Between the periods of September 15, 1999 and August 9, 2000, 1,187 registered sanitarians renewed their certificates. Sixty (60) applicants were granted registered sanitarian status, bringing the total of registered sanitarians to 1,247. 139 certificates of sanitarian-in-training were issued by the Board, bringing the total number of sanitarians-in-training to 213.

Examination

The passing point on the registration examination increased to 70% after a series of incremental increases instituted by Section 4736-8-01 of the Ohio Administrative Code.

During the past year the Board focused on offering an alternative examination, encouraging examination preparation efforts, and developing a tool to evaluate examination statistics and preparation efforts.

On September 15, 1999 the Board voted to administer both the Professional Examination Service (PES) Examination and the National Environmental Health Association's (NEHA) REHS/RS Examination during 2000. The PES examination was administered on April 13, 2000 and August 10, 2000. The REHS/RS Examination will be given on December 7, 2000 at two locations, 77 South High Street, Columbus Ohio and at the Northeastern Ohio Universities College of Medicine (NEOUCOM) in Rootstown Ohio.

The PES Environmental Health Proficiency Examination was administered on the following dates:

<i>Date</i>	<i># of Candidates</i>	<i>Pass Point</i>	<i>% of Passing</i>
12/9/99	32	162	66%
4/13/00	46	162	57%
8/10/00	24	175	38%

The Examination Committee was also involved in the following activities:

- Joel Lucia and Boyd Marsh were members of a Planning Committee for the development of the Test Preparation and Review Course sponsored by the Northeastern Ohio Universities College of Medicine (NEOUCOM). The course will focus on key elements covered on the examination, as well as provide recommendations for additional

reading and study material. The first course is scheduled for October and November of 2000. The REHS/RS Examination will be given by the Board at the completion of the course on December 7, 2000.

- The Examination Committee developed a voluntary survey for examination candidates. The survey includes questions regarding educational background, test preparation efforts, experience, and test fairness. Thus far, sixty-two exam candidates have completed the survey. The Board will collect data for a year. The statistics will be used to evaluate preparation efforts and the effectiveness of the PES and NEHA exams.

Two policies were reviewed and updated by the Board including the Science Course Interpretation. This interpretation was updated to reflect the amendments to Section 4736-8-01 of the Ohio Administrative Code adopted October 1, 1999 which excluded remedial and college preparatory courses as approved science courses for registration as a registered sanitarian or sanitarian-in-training, and to provide further clarification of science courses approved by the Board. The interpretation includes updated definitions of biology and environmental health science. The interpretation is attached to this report.

The Sanitarian Experience Guideline was updated to reflect questions regarding sanitarian experience. A paragraph was added to address applicants for advancement to registered sanitarian who claim, as experience, duties that are defined as the *practice of environmental health* while he/she was not registered as a sanitarian-in-training. This experience is not granted because engaging in the *practice of environmental health* without proper registration is a violation of Section 4736.15 of the Ohio Revised Code. The guideline is attached to this report.

The Examination Committee reviewed 145 applications for sanitarian-in-training registration. 139 sanitarian-in-training certificates were granted. Sixty-two (62) applications for registered sanitarian registration were reviewed. Sixty (60) 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. Nine (9) hearings were conducted between September 15, 1999 and August 9, 2000. The Board affirmed proposal for denial on eight applicants, and approved one applicant for sanitarian-in-training registration.

Rules

As required by Section 119.0311 of the Ohio Revised Code, the Board developed a guide to its rule-making process to assist members of the public who participate, or who may wish to participate in the agency's rule-making process. The guide will be published on the *Register of Ohio* and is available to any person upon request.

The Legislative Service Commission began publishing the *Register of Ohio* on the Internet on July 3, 2000. Its primary purpose is to implement the public notice and information requirements of Ohio Revised Code Chapter 119. by publishing on the Internet notices and information about emergency rules and proposed rules filed under that chapter. The address is <http://www.registerofohio.state.oh.us>.

The Board's Records Retention Schedules were updated in April 2000. Most of the Board's records are covered under the *1998 General Schedules* which mandate the minimum time records, common to all state agencies, must be kept. Four new retention schedules for examination, administrative hearing, complaints, and incomplete applications were approved by the Board and the Department of Administrative Services Information Management.

During May 2000 the Reciprocity Policy was reviewed by the Board and amended, deleting the Ohio residency requirement.

Public Relations

The committee continued communication efforts with registrants, associations, agencies, and the general public.

- Joel Lucia and Lynn Jones gave a presentation at the Northeast Ohio Environmental Health Association Conference on October 7, 1999. The primary topics of the presentation included a summary of the supervisory law and rule,

information on the exam passing rates, a comparison of the PES and REHS examinations, and the need for training and preparation for the examination.

- The Board's Website, *www.state.oh.us/san/* averaged 17 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 on May 2 and 3, 2000 to disseminate material and answer questions.
- The executive secretary participated in the Legislative Staff Workshop on Ohio's Regulatory Licensing Boards in August 2000 to share information with the legislative staff about professional regulations through licensure.

Compliance, Investigation and Enforcement

As a result of regulatory boards facing scrutiny regarding investigation and complaint procedures, the Board and legal counsel reviewed the Complaint Investigation Procedure in June 2000, and updated the procedure to provide that the Board member overseeing an investigation shall recuse himself from voting on the question of whether to take disciplinary action.

Two written complaints were investigated, deemed unsubstantiated, and closed by the Board.

Continuing Education

The Continuing Education Committee reviewed 889 continuing education requests which were submitted by registered sanitarians, sanitarians-in-training, and training agencies.

The Board approved nine (9) new training agencies:

- TLC Professional Development, Inc.
- Nutrition Plus
- Questmaster, LLC
- Training Services International (TSI)
- Health Educators, Inc.
- Avalon Distributing
- Gary Crum and Associates
- Department of Commerce, State Fire Marshall
- American Institute of Baking (AIB)

On August 9, 2000 the Board voted to establish training agency registration and renewal fees under the authority of Section 4736.12 of the Ohio Revised Code. The Board will initiate the rule promulgation process during 2000. It will include constituent notification and a public hearing during 2001.

The Continuing Education Committee updated the Continuing Education Policies to reflect:

- *Organization or Program Management courses and Computer Skills Development and Functional Utilization courses* as acceptable subject matter.
- *Test-taking* as **Unacceptable Subject Matter**.
- The language, *the registrant must submit documentation satisfactory to the Board*, was added to address continuing education requests submitted without agendas, but with certificates awarding clock.

- Additional language was added which requiring training agencies submit continuing education requests at least thirty days prior to the date of the courses. Continuing education courses submitted by training agencies after the fact are denied credit.

The updated Continuing Education Policies are attached to this report.

Finance

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 operated at a \$6,440 deficit during Fiscal Year 1999 and at \$6,059 surplus for Fiscal Year 2000. Receipts for Fiscal Year 2000 totaled \$100,029.49 The Board was appropriated (received spending authority) for \$102,534. Expenditures for the same period totaled \$94,003.76

Budget preparations for Fiscal Year 2002 and 2003 are underway. The Board's primary objective during the upcoming budget process is to provide the existing level of staffing, operation, and service, and to maintain its historical commitment to operate within its financial resources. In order to meet that objective the Board voted to propose a 5% increase in license fees effective July 1, 2001, and to enact a training agency registration and renewal fee. The training agency fees will be established through the rule promulgation process during 2000 and 2001. Before any rules are adopted, the Board will conduct a public hearing to receive oral and written testimony. A notice will be published at least thirty days prior to this hearing as provided in Section 119 of the Ohio Revised Code.

INCOME AND EXPENSE STATEMENT FISCAL YEAR 2000

INCOME

1,258 Registered Sanitarian Renewal Fees @ \$58	72,964.00
19 Registered Sanitarian Renewal Fees @ \$48	912.00
73 Sanitarian-in-Training Renewal Fees @ \$58	4,234.00
1 Sanitarian-in-Training Renewal Fee @ \$48	48.00
3 Registered Sanitarian Application Fees @ \$110	330.00
148 Sanitarian-in-Training Application Fees @ \$55	8,140.00
2 Sanitarian-in-Training Application Fees @ \$50	100.00
61 Advancement to Registered Sanitarian Application fees @ \$55	3,355.00
1 Advancement to Registered Sanitarian Application fee @ \$50	50.00
96 Examination Fees	8,640.00
Labels Rosters Public Records Fees	406.49
34 Late Fees @ \$25	850.00
Total Income	<u>\$100,029.49</u>

EXPENSES

PAYROLL 100 ACCOUNT

10 Payroll and Fringe Benefits	64,062.23
146 Board Member Travel Expenses	2,972.22
155 Hearing Costs	264.58
180 Temporary Help	<u>514.89</u>
Total	\$67,813.92

MAINTENANCE 200 ACCOUNT

21	Supplies and Materials	1,488.13
23	Travel and Parking	1,039.28
27	Rental	2,326.26
28	Printing and Copying	5,423.32
29	Central Service Reimbursement	1,953.68
28	Legal Advertising	679.37
29	Central Mail	5,448.70
29	Misc. Interagency Costs: Telephone lines and usage, data lines and usage	662.20
29	Examinations	6,624.00
29	Insurance Bond	69.40
29	Board Meeting Costs	432.80
29	Subpoena and Witness Fees	<u>9.33</u>
	Total	\$26,156.47
	Total Expenses	<u>\$93,970.39</u>
	Difference Between Income and Expenditures	6,059.10
	APPROPRIATION	
6091	Payroll	67,875
	Board Travel	2975
	Purchased Svs	1000
	SUBTOTAL	71,850
6092	Maintenance	30,684
	TOTAL APPROPRIATION	<u>\$102,534</u>